

**Psychology Graduate Students' Association (PGSA)**

**Mandate and Organization of the PGSA**

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August 1999**

**Amended on September 2002**

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**Amended in March 2008**

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## **PREAMBLE**

The Psychology Graduate Students' Association (PGSA) represents all psychology graduate students at the University of Regina. The PGSA recognizes students' desires to be actively involved in their academic and professional development. It attempts to ensure student representation, to promote the goals and beliefs of all psychology graduate students, and seeks to advance student involvement in the University community. The primary pursuit of the PGSA is to provide a means for students to contribute actively to their program, the Department of Psychology, and the University of Regina.

This document outlines the commitment of psychology graduate students to their involvement in the PGSA and will serve as a guide to all members of the PGSA. The PGSA believes that this document will benefit psychology graduate students and recognizes that students' goals, beliefs and involvement are continually evolving. Therefore, the PGSA welcomes comments and discussion, and is committed to regular updates of this document.

As outlined in Section I, the PGSA will include executive officers, a nominating committee and a general membership. Section II will outline the election process. Section III will highlight some ethical considerations for PGSA members to review.

## SECTION I

This section includes suggested executive officers for a Psychology Graduate Students' Association. The number and type of executive officers may be amended or consolidated as needed to fit the needs and size of the student body. The suggested committee representatives may also be amended to adapt to changes in the structure or organization of committees within the Department of Psychology.

### I. Psychology Graduate Students' Association (PGSA)

#### 1. Executive Officers of the PGSA

The Psychology Graduate Students' Association (PGSA) should include the positions listed below. Members will be elected annually by their peers for a one-year term. The offices of the student executive can be tailored to meet the needs and size of the association.

##### Voting Members

1. President or Co-Presidents
2. Vice-President
3. Treasurer
4. Justice, Equity, Diversity, and Inclusion Representative [April 20, 2022]
5. Department Representative [Mar. 23, 2010]
6. Clinical Committee Representative
7. Experimental and Applied Program Committee Representative
8. Union Steward
9. Graduate Student Association – Psychology Representative
10. First Year Representatives – Clinical Program & EAP Program
11. Social Representative
12. External Relations Representative
13. Webmaster
14. Canadian Psychological Association Representative
15. American Psychological Association Representative

##### Non-voting members

16. Faculty Liaison
17. Undergraduate Representative

**A.** The executive meets regularly to oversee the operations of the PGSA, either at a designated time and date or prior to committee or department meetings.

**B.** PGSA meetings will be open to all psychology graduate students.

**C.** Following the annual election of new PGSA executive officers, outgoing officers will mentor the incoming officers regarding the position, and give relevant files and notebooks of the previous year to the incoming officers. This will be primarily to ensure new officers are made aware of their duties and responsibilities. At the conclusion, the new executive officers and committee members should have a sense of direction and a plan of action for the upcoming year.

## **2. Order of Business**

- A. Call to order by the President.
- B. Minutes approved or corrected.
- C. Business arising from the minutes
- D. Reports of officers from recent Committee, Departmental or University meetings.
- E. Unfinished and new business.
- F. Next meeting scheduled (date, time, and place).
- G. Meeting adjourned.

## **3. Motions**

- A. Will be taken from the floor and remain open for discussion. Motions are to be open to seconding, and then discussion. Upon discussion a vote will be taken to determine whether the issue should be submitted as an agenda item at an appropriate Committee, Department, or University meeting.
- B. Voting will be conducted by show of hands, unless a secret ballot is requested.
- C. Will be decided by simple majority. The meeting's chairperson will have a vote on all motions.

## **II. Description of Executive Members**

### **1. President or Co-Presidents**

#### **A. Membership**

All eligible graduate students shall elect one President or two Co-Presidents to serve for a one-year term. Following the one-year term as President, the graduate student will serve a one-year term as Past President. Altogether this position will therefore be a minimum two years. This position should be filled by someone who has had at least one year of active experience with the PGSA, is willing to take a leadership role, and has good working knowledge of University bylaws, Departmental policies, and program requirements.

#### **B. Duties and Responsibilities**

- a. The President shall serve as the chairperson of the PGSA meetings.
- b. The President prepares the agenda for association meetings. The agendas will provide executive officers an opportunity to update other officers on current and

upcoming issues.

- c. The President prepares the annual operating budget in collaboration with the Vice-President and Treasurer. This budget should be presented to PGSA members for vote at the first or second business meeting of the year.
- d. The President oversees all committee appointments/committee elections.
- e. The President notifies the Department of Psychology, within seven calendar days of the first day of lectures upon commencement of the new academic year, regarding the officers and representatives of the association.
- f. The President applies for club funds from the University of Regina Students' Union and/or the Graduate Students' Association. Since funding is allotted in the Fall semester, member signatures should be collected at the first business meeting of the year and applications should be submitted within 30 days of that meeting.
- g. Following the conclusion of the Presidential term, the President will serve as President Elect for one year. In this role the student will be responsible for mentoring the incoming President. It is recommended the Past President term be held while both students are still on campus, but this mentoring can occur via email or telephone if needed.

## **2. Vice-President**

### **A. Membership**

All eligible graduate students shall elect one Vice-President to serve for a one year term. This position should be someone who has had at least one year of active experience with the PGSA, is willing to take a leadership role, and has good working knowledge of University bylaws, Departmental policies, and program requirements.

### **B. Duties and Responsibilities**

- a. The Vice-President aids the President/Co-Presidents in the performance of their duties.
- b. In the absence of the President/Co-Presidents, the Vice-President assumes their duties.
- c. The Vice-President prepares the annual operating budget in collaboration with the President and Treasurer. This budget should be presented to PGSA members for vote at the first or second business meeting of the year. [March 23, 2010]
- d. The Vice-President records minutes of the PGSA meetings to be posted for, or circulated to, all executive officers and graduate students. Postings and/or

circulations will be made via electronic mail or other accepted manner. Meeting minutes will be circulated via electronic mail within 2 weeks of the meeting's date. Once approved, the minutes will be posted on the PGSA web site. [April 26, 2019]

- e. In the event that no External Relations Representative is elected, the Vice-President assumes duties of the External Relations Representative related to updating the graduate student bulletin board. [March 23, 2010]
- f. The Vice-President oversees the administration of the PGSA Member Spirit Award. The Vice-President will solicit input from the PGSA Executive and present the Spirit Award at the last PGSA meeting of the year.

### **3. Treasurer [April 25, 2019]**

#### **A. Membership**

All eligible graduate students shall elect one representative to serve as Treasurer for one year. The representative should be someone who has had at least one year of active experience with the Department, is willing to take a leadership role, and has good working knowledge of University bylaws, Departmental policies, and program requirements.

#### **B. Duties and Responsibilities**

- a. The Treasurer prepares the annual operating budget in collaboration with the President and Vice-President. This budget should be presented to PGSA members for vote at the first or second business meeting of the year.
- b. Manage the distribution and allocation of all monies awarded or otherwise received.
- c. Report the balance at the monthly meetings.
- d. Share signing authority with the PGSA president.
- e. Be responsible for bottle recycling to add to the petty cash fund.

### **4. Justice, Equity, Diversity, and Inclusion Representative [April 20, 2022]**

#### **A. Membership**

All eligible graduate students shall elect one representative to serve as Justice, Equity, Diversity, and Inclusion (JEDI) Representative for one year. The representative should be someone who has at least one year of active experience with the Department, is committed to the values of justice, equity, diversity, and inclusion, and is willing to take a leadership role. They should also have a good working knowledge of University bylaws, Departmental policies, and program requirements.

## **B. Duties and Responsibilities**

- a. Work to address systemic issues in psychology through knowledge translation in the department and the community at large.
- b. The JEDI representative will serve as the liaison between the PGSA and a planning committee dedicated to justice, equity, diversity, and inclusion (e.g., the Anti-Racism Speaker Series Planning Committee).
- c. With the help of the planning committee, produce an annual project focused on JEDI.

## **5. Representative to Department Meetings**

### **A. Membership**

All eligible graduate students shall elect one representative to attend Department meetings and to serve for a one year term. The representative should be someone who has had at least one year of active experience with the Department, is willing to take a leadership role, and has a good working knowledge of University bylaws, Departmental policies, program requirements, and CPA Curriculum requirements.

### **B. Duties and Responsibilities**

- a. Review the University and Departmental bylaws
- b. Review program requirements.
- c. Review the CPA curriculum requirements.
- d. Attend all Department meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- e. Meet with the PGSA and interested students prior to each Department meeting to elicit suggestions and contributions from the student body.
- f. Present the concerns and suggestions of the student body at the Department meetings.
- g. The representative must bring new business before the PGSA executive prior to raising the issue at Department meetings.

## **6. Clinical Committee Representative**

### **A. Membership**

Eligible graduate students shall elect one representative for the Clinical Committee to serve for a one year term. The representative should be a clinical psychology student who has had at

least one year of active experience with the Department, is willing to take a leadership role, and has good working knowledge of the clinical program and requirements. During years when the CPA is re- evaluating the accreditation status of the Clinical Program (e.g., 2014-2015) the representative must also have good working knowledge of the accreditation process, accreditation criteria, and current program-related concerns of students.

## **B. Duties and Responsibilities**

- a. Review CPA accreditation requirements as well as Departmental requirements for the clinical M.A. and Ph.D. programs.
- b. Meet with the PGSA and interested students prior to each clinical committee meeting to elicit suggestions and contributions from the student body.
- c. Attend all clinical committee meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- d. The representative must bring new business before the PGSA executive prior to raising the issue at clinical committee meetings.

### Accreditation-related duties (renewal years only)

- e. Review CPA accreditation requirements as well as the current status of accreditation within the Department. Devise a plan to help move the accreditation process forward.
- f. Actively work towards gaining re-accreditation for the program. Actively recruit assistance from other students as required.
- g. The representative must bring new business before the PGSA executive prior to raising the issue at Accreditation-related meetings.

### Duties related to hiring committees

- h. Represent the interests of students on hiring committees for clinical faculty a maximum of one time per year. [Certain conditions may result in the need for another hiring committee representative; for example: (1) the level of commitment required on the committee is not feasible given the student's current program obligations; (2) there is a conflict of interest; (3) a second clinical faculty position opens during the same year. Under these or similar circumstances, the hiring committee position should be opened up for election if time permits. A draw can be made instead if there is insufficient time for an election.]
- i. Attend all hiring committee meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- j. The representative must bring new business before the PGSA executive prior to raising the issue at hiring committee meetings.

## **7. Experimental and Applied Program Representative**



## **A. Membership**

Eligible graduate students shall elect one representative for the Experimental and Applied Program Committee to serve for a one-year term. The representative should be a Experimental and Applied Program psychology student who has had at least one year of active experience with the Department, is willing to take a leadership role, and has good working knowledge of the Experimental and Applied Program and requirements.

## **B. Duties and Responsibilities**

- a. Review requirements for the M.A. and Ph.D. Programs.
- b. Meet with the PGSA and interested students prior to each committee meeting to elicit suggestions and contributions from the student body.
- c. Attend all committee meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.

### Duties related to hiring committees

- d. Represent the interests of students on hiring committees for EAP faculty a maximum of one time per year. Certain conditions may result in the need for another representative; for example: (1) the level of commitment required on the committee is not feasible given the student's current program obligations; (2) there is conflict of interest; (3) a second EAP faculty position opens during the same year. Under these or similar circumstances, the hiring committee position should be opened up for election if time permits. A draw can be made instead if student representation is urgently needed.
- e. Attend all hiring committee meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- f. The representative must bring new business before the PGSA executive prior to raising the issue at hiring committee meetings.

## **8. Union Steward**

### **A. Membership**

Eligible graduate students shall elect one union representative to serve for a one-year term. The representative should be a graduate student who is willing to take a leadership role and is willing to familiarize himself or herself with the CUPE-2419 bargaining agreement.

### **B. Duties and Responsibilities**

- a. Review the CUPE-2419 bargaining agreement and bylaws.
- b. Provide a brief review of the bargaining agreement to all students and to the

Department to ensure an understanding of the bylaws.

- c. Meet with the PGSA and interested students prior to each Union meeting to elicit suggestions and contributions from the student body.
- d. Attend all union meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- e. The representative must bring new business before the PGSA executive prior to raising the issue at Union meetings.

## **9. University of Regina Graduate Students' Association—Psychology Representative**

### **A. Membership**

A minimum of one GSA representative shall be elected by eligible psychology graduate students to serve for a one-year term. The representative should be a graduate student who is willing to take a leadership role and is willing to be actively involved in the GSA. There are numerous executive positions within the GSA that the representative may also wish to consider.

### **B. Duties and Responsibilities**

- a. Review the mandate and bylaws of the GSA.
- b. Meet with the PGSA and interested students prior to each GSA meeting to elicit suggestions and contributions from the student body.
- c. Attend all GSA meetings. Convey information regarding the content of the meetings, and decisions made, to the PGSA and all graduate students.
- d. Ensure all graduate students are aware of GSA events.
- e. The representative must bring new business before the PGSA executive prior to raising the issue at GSA meetings.

## **10. First-Year Representatives**

### **A. Membership**

Incoming first-year Master's students shall elect one or two first-year representative(s) to serve for a one year term. The representative should be graduate students who are willing to take a leadership role and represent the first- year students at PGSA meetings. One representative may be elected for the Clinical Program and one representative may be elected for the EAP program.

### **B. Duties and Responsibilities**

- a. Present the needs and concerns of first-year Master's students to the PGSA.

## **11. Social Representative**

### **A. Membership**

Eligible graduate students shall elect one social representative to serve for a one-year term. The representative should be a graduate student who is willing to take a leadership role and be prepared to actively encourage participation in student organized functions.

### **B. Duties and Responsibilities**

- a. Organize student socials (e.g., student welcome social, student-faculty holiday supper, end of year pizza social).
- b. In the event that the External Relations Position goes unfilled, assume responsibility to organize fundraising and charitable events, including an annual holiday charity.

## **12. External Relations Representative**

### **A. Membership**

All eligible graduate students shall elect one external relations representative to serve for a one-year term. The representative should be a graduate student who is willing to take a leadership role and be prepared to seek out opportunities for the PGSA membership to become involved in community and charitable events.

### **B. Duties and Responsibilities**

- a. Organize fundraising and charitable events, actively encouraging PGSA membership involvement. Traditionally, these events have included an annual holiday charity and participation in one mental health event annually (e.g., schizophrenia walk).
- b. In conjunction with the Webmaster, organize and update the graduate student bulletin board every year.
- c. Organize student wellness and mental health initiatives, including managing the list of mental health service providers for graduate students. Send the list to incoming students and reach out to the providers on the list bi-annually (in odd numbered years) to confirm ongoing participation. [April 26, 2019]

## **13. Digital Media Coordinator [February 12, 2021]**

### **A. Membership**

All eligible graduate students shall elect one digital media coordinator to serve for a one-year term. The representative should be a graduate student who is prepared to make minor updates to the PGSA website (a task that is easily learned from the outgoing Digital Media Coordinator) and handle the PGSA social media accounts to promote social events and post psychology news.

## **B. Duties and Responsibilities**

- a. Renew the PGSA website with Information Services at the beginning of the year.
- b. Update the website with a list of the new executive members and update the President's contact information at the beginning of the year by October 15.
- c. Update the website with new meeting minutes within a business day of the approval of the minutes by the membership.
- d. Update the website with information about any events open to the university or civic communities as needed.
- e. In conjunction with the External Relations Representative, organize and update the graduate student bulletin board every year.
- f. Post psychology news and promote social events hosted by the PGSA as needed using the PGSA social media accounts [February 12, 2021]

## **14. Canadian Psychological Association's (CPA) Graduate Student Representative for the University of Regina**

### **A. Membership**

All eligible graduate students shall elect one CPA representative to serve for a one year term. The representative should be a graduate student who is a member of CPA, willing to take a leadership role and be prepared to act as a communication liaison between the CPA and the PGSA.

### **B. Duties and Responsibilities**

- a. Act as a communication liaison between the PGSA and the CPA.
- b. Distribute information from the CPA (e.g., promotional information, conference information etc.) to members of the PGSA.
- c. Notify CPA of the change in officers.

## **15. American Psychological Association's (APA) Graduate Student Representative for the University of Regina**

### **A. Membership**

All eligible graduate students shall elect one APA representative. The representative should be a graduate student who is a member of APA, willing to take a leadership role and be prepared to

act as a communication liaison between the APA and the PGSA.

## **B. Duties and Responsibilities**

- a. Act as a communication liaison between the PGSA and the APA.
- b. Distribute information from the APA (e.g., promotional information, conference information etc.) to members of the PGSA.
- c. Notify APA of the change in officers.

## **16. Faculty Liaison**

### **A. Membership**

One member of the faculty will serve as faculty liaison for the PGSA. The department will select this faculty member. The liaison will be a faculty member from the Department of Psychology and must be willing to serve a two-year term.

### **B. Duties and Responsibilities**

- a. Assist PGSA executive members by clarifying university regulations and procedures.

## **17. Undergraduate Representative**

### **A. Membership**

One member of the Undergraduate Psychology Students' Association will serve as an undergraduate liaison for the PGSA. The PSA will elect this undergraduate representative each year.

### **B. Duties and Responsibilities**

- a. Attend PGSA meetings and report PSA events and activities, and bring report of PGSA events and activities back to the PSA in an effort to bridge the two Psychology associations. As the need arises, Representatives to other Departmental Committees shall be elected in accordance with the above model of procedures and duties.

## **IV. PGSA General Membership**

### **1. Description**

#### **A. Membership**

All graduate students in the department of psychology are automatically members of the PGSA. Students who do not wish to be members of the PGSA may make a written request to the PGSA president to have their membership with the association terminated.

**B. Duties and Responsibilities**

- a. Members are encouraged to express their concerns and provide suggestions to the PGSA executive either in writing or by attending one of the PGSA executive meetings.
- b. Members are encouraged to attend all meetings, especially the two general assembly meetings that will be held each year. The general assembly provides members the opportunity to meet their representatives and to provide suggestions and recommendations to the executive members.

## SECTION II

The Psychology Graduate Students' Association is a voluntary student organization and shall volunteer its resources to determine student representation to the Department of Psychology on behalf of the graduate student body.

### I. Scheduling Elections

1. Elections must be scheduled by the existing student association.
2. Elections should be held in the spring of each year.
3. A second election will be held in the fall of each year, to elect the First Year Clinical and First Year Experimental and Applied Representatives and any other executive positions that remain open.

### II. Eligibility for Election

1. To be eligible to hold any position/office a student must be a part-time or full-time student in the graduate psychology program.
2. To be eligible for the committee positions a member must be aware of and be willing to carry out the duties and responsibilities of the specific committee. Furthermore, they must be able to attend all committee meetings.

### III. Eligibility for Maintaining Office

1. In order to remain in office, an association member must:
  - a. Attend appropriate meetings.
  - b. Fulfill the responsibilities and duties of the position as outlined above.

### IV. Nominations

1. All graduate students who are currently members of the PGSA are eligible to make nominations.
2. All positions are considered open for nominees each year.

### V. Eligibility for Voting

1. All graduate students who are currently members of the PGSA are eligible to vote. Voter eligibility will be determined by the Department's list of current graduate students.
2. No fees shall be charged to the eligible voter to participate in the election process.

### VII. Election Schedule and Calendar for Spring Election

1. By March 1:
  - a. The President and Vice-President begin seeking nominations and candidates for office.
  - b. A nominee shall be a voting member and shall be nominated by at least one eligible voting member. Voting members can nominate themselves.
  - c. All students are eligible to be nominated for one position only.
  
2. By April 1:
  - a. The President and Vice-President prepare the slate of officers for election. All nominations will be included on the slate. Ideally two students are slated for each office.
  
3. By April 15:
  - a. The slate is advertised and submitted to the student body.
  
4. By April 20: Elections are held.
  - a. All voting shall be by anonymous written ballot or using anonymous electronic means, unless there is only one candidate for office. Graduate students who are not currently on campus may vote anonymously by mail or e-mail provided the nominating committee receives their vote on or before the Election Day.
  - b. All nominations will be accepted and voted upon, provided the consent of the nominee has been obtained.
  - c. Each office will be voted upon separately, beginning with the President.
  - d. A ballot station will be created. All members will be emailed with the location and times for voting.
  - e. Plurality is needed to elect. In the event of a tie, a second vote will take place.
  - f. If positions remain unfilled, nominations will re-open in September. If no new nominations are received following a two-week nomination period, students currently holding another executive position are then eligible to be nominated for the remaining unfilled positions. If required, elections will be held following the procedures outlined above.

#### **IX. Replacing an Officer, Electing an Officer to a New Departmental Committee, or Electing Officers in the Fall Election**

Occasionally, during a term, it will be necessary to replace an officer because s/he voluntarily



resigned or failed to accomplish their duties. Or, it will be necessary to elect an officer to a new departmental committee. Additionally, it may be necessary to elect some positions (e.g., First-Year Representatives and unfilled positions) in a Fall election.

The following procedures should be used:

1. Announce the position opening(s) at the next meeting (or the first meeting of the year for the Fall election), and request that interested candidates express their interest by sending an e-mail to the nominating committee within one week.
2. If more than two candidates file, the President and Vice-President should organize a voting slate.
3. A special election should be held to elect a new officer. This election can be by secret ballot at the meeting following the one in which the position announcement was made.
4. The association officers should determine the best method for assisting the new officer to understand and begin his/her duties.

### SECTION III ETHICAL CONSIDERATIONS

All members of the PGSA are required to conduct themselves according to the ethical standards put forth by the Canadian Psychological Association. PGSA representatives should be aware that the inclusion of elected Student Representatives in Departmental and University deliberations and decision-making carries with it certain risk potentials. Among the ethical conduct issues that can arise are the risks inherent in dual or overlapping relationships, issues of confidentiality (outside of the meeting contexts as well as within meetings), conflicts of interest (both real and apparent), and opportunities for manipulation/exploitation. In order to ensure that potential ethical problems are dealt with before they become actual misconduct dilemmas, student representatives are encouraged to reacquaint themselves with the principles and values articulated in the publications outlined below. Furthermore, students who are concerned about any possible violations of ethical standards should immediately contact the PGSA Faculty Liaison.

1. CPA's Code of Ethics
2. "Overlapping/Dual Relationships" (Biaggio & Green, 1995 [in Rave & Larsen, Eds.]);
3. CPA's Companion Manual to the 1991 Code of Ethics (Sinclair & Pettifor, 1992);
4. Ethical Decision Making for Practicing Social Scientists: Putting Values into Practice (SSFC, 1995).