



Psychology and Neuroscience Departmental Association Constitution

Article 1: Name of Organization

1.1 The official name of the organization shall be “Psychology and Neuroscience Departmental Association” at the University of Toronto Scarborough. 1.2 The Psychology and Neuroscience Departmental Association may be referred to by the acronym PNDA

Article 2: Goals & Objectives

2.1 The purpose of Psychology and Neuroscience Departmental Association is to represent students’ interests and advocate on behalf of the students to the Department of Psychology. Likewise, fostering academic excellence and information towards careers for the students is a priority.

2.2 The Psychology and Neuroscience Departmental Association will enhance the educational, and social, environment of the University of Toronto Scarborough by:

2.2.1 Fostering a collective vision and purpose among all students in Psychology and Neuroscience at the University of Toronto Scarborough

2.2.2 Assisting PNDA members with various aspects of university life by providing academic and professional information, and creating opportunities to interact with like-minded individuals.

2.2.3 Serving in an advisory capacity for students in Psychology and Neuroscience programs who need assistance and guidance with their education

2.2.4 Working with the Department in order to facilitate long-term growth and improvement of courses and student resources

2.2.5 Acting as a voice for all students in Psychology and Neuroscience at University of Toronto Scarborough, addressing and relaying their concerns to the administration, faculty and other student organizations where appropriate.

2.2.6 Promoting cross-disciplinary relations, understanding and co-operation operation with the other Departmental Student Associations in order to satisfy the needs of students.

2.2.7 Becoming a liaison and networking point-of-contact for all matters pertaining to Psychology and Neurosciences, linking PNDA and its members, students, faculty, staff, and outside organizations, institutions, companies and communities.

2.3 The Psychology and Neuroscience Departmental Association fundamentally serves as a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature

2.4 The Psychology and Neuroscience Departmental Association operates as an independent entity working with the University of Toronto Scarborough community subject to the values and policies of the University.

Article 3: Membership

3.1 Membership in Psychology and Neuroscience Departmental Association is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.

3.2 The term of the membership for the Psychology and Neuroscience Departmental Association will be from May 1st – April 30th of each year.

3.3 All students enrolled at the University of Toronto Scarborough in any program(s) under the Department of Psychology will automatically be considered members of this association. These students will be considered general members.

3.4 The Psychology and Neuroscience Departmental Association will collect a mandatory membership fee of \$5 from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.

3.5 Each member shall be afforded the following rights through membership in Psychology and Neuroscience Departmental Association:

3.5.1 The right to participate and vote in group elections and meetings;

3.5.2 The right to communicate and to discuss and explore all ideas;

3.5.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.5.4 The right to freedom from discrimination on the basis of sex, race, religion or sexual orientation;

3.5.5 The right to be free from censorship, control or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.5.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.6 Each member shall possess the following responsibilities relative to participation in the Psychology and Neuroscience Departmental Association:

3.6.1 Support the purpose of the organization;

3.6.2 Uphold the values of the organization;

3.6.3 Contribute constructively to the programs and activities offered by the organization;

3.6.4 Attend general meetings;

3.6.5 Abide by the constitution and subsequent official organizational documents;

3.6.6 Respect the rights of peers and fellow members;

3.6.7 Abide by University of Toronto policies, procedures and guidelines;

3.6.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada

3.7 The Psychology and Neuroscience Departmental Association values and respects the personal information of its members. The Psychology and Neuroscience Departmental Association secures its member's information at all

times and will not supply names or other confidential information to third-parties without prior consent. This consent will be made obvious.

3.8 The Psychology and Neuroscience Departmental Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

3.9 Members of faculty or administration from the Department of Psychology are eligible to serve in the role of Advisors within PNDA under the following terms:

3.9.1 A member may be proposed for this role either through self-nomination or at the suggestion of any member of the executive.

3.9.2 Confirmation in the role of advisor shall require a two-thirds majority vote of the executive.

3.9.3 This position is non-exclusive and therefore multiple advisors are possible.

Article 4: Executive Committee

4.1 The executives of the organization shall include:

- President*
 - Vice President Academics*
 - Vice President Operations*
 - Vice President Marketing*
 - Treasurer
 - Communications Director
 - Marketing Director
 - Administrative Director
 - Technical Director
 - Graduate Opportunities Director
 - (2) Operations Coordinators
 - (1) Senior Discipline Representative
 - (1) Second Year Representative
 - (2) First Year Representatives
- * is considered a senior executive

4.2 All executive positions are voluntary, non-paid positions open to all undergraduate student members at the University of Toronto Scarborough

4.2.1 All executive positions are elected positions, except the following hired positions:

- Treasurer
- Marketing Director
- Administrative Director
- Graduate Opportunities Director

4.3 The term of an Executive Committee member will be from May 1 to April 30. Directors that are elected in the Fall By-Elections will have their term ended on April 30 along with the rest of the executive committee.

4.4 The specific responsibilities of each position change year to year depending on the executives' competencies and proficiencies. It is important to note that these responsibilities can and will change yearly. However, the general responsibilities are as follows:

4.4.1 President

4.4.1.1. Shall supervise the executive members, acting as a resource for them to utilize in order to implement their events, services, and goals. The President is a more managerial role than an active event organizer

4.4.1.2 Responsible for ensuring that all issues and processes brought up in this constitution are being followed as defined herein

4.4.1.3 Act as official representative of the association in formal business. This may be delegated to other another senior executive as desired.

4.4.1.4 Will attend meetings of the Departmental Student Association Council or send a designate to represent them

4.4.1.5 Serve as an official signing officer of the association.

4.4.1.6 Oversee the financial and organizational stability of the association. This includes putting priority on the long-term longevity and stability of the organization over short-term decisions.

4.4.1.7 Organize the transitional material in conjunction with the outgoing (incoming) President, training each executive for the position.

4.4.1.8 Ensure that vacant positions are fulfilled in due time.

4.4.1.9 Will report one academic year's activities to general members at the annual general members meeting

4.4.1.10 Candidates must fulfill the further requirement of having 1-year experience as an executive of the PNDA.

4.4.2 Vice President Academics

4.4.2.1 Collect feedback from members regarding any concerns or thoughts on their education, programs, and otherwise. While this is a responsibility of all executives, the VP Academics shall take responsibility for promoting and ensuring this is happening.

4.4.2.2 Communicate concerns and ideas raised among members to the administration, faculty, or other student organizations as appropriate, and work to address those concerns in a proactive and constructive way.

4.4.2.3 Foster an awareness of students' academic rights and act as a primary mediator when (if) these rights are violated.

4.4.2.4 Serve as a point of referral for members directing them to other resources and services as may be most appropriate to their needs.

4.4.2.5 Act as an official representative of the organization in business pertaining to the academic activities of the Department of Psychology.

4.4.2.6 Must attend mandatory training by the office of Academic Advising if available

4.4.2.7 Serve as President in the event that the office is vacant or if the President is otherwise unable to serve.

4.4.2.8 Oversees coordination and execution of Brain Day initiative through supervision of Brain Day Coordinator(s)

4.4.2.9 Candidates must fulfill the further requirement of having 1-year experience as an executive of the PNDA.

4.4.3 Vice President Operations

4.4.3.1 Oversees organization of events by executive committee, and ensures their proper execution.

4.4.3.2 Is responsible for organizational logistics, namely internal coordination, administrative oversight and financial management.

4.4.3.3 VP Operations shall serve as a signing officer, only to sign in emergencies. .

4.4.3.4 Responsible for the PNDA website, including design, function, host, and other factors.

4.4.3.5 If possible, design programs that will aid in data collection, membership, and any other problems faced by the PNDA executives.

4.4.3.6 Candidates must fulfill the further requirement of having 1-year experience as an executive of the PNDA

4.4.4 Vice President Marketing

4.4.4.1 Responsible for overseeing the establishment, maintenance, and improving PNDA's public image, branding presence, and visibility on campus

4.4.4.2 Oversees the coordination of the annual PNDA Day ("Pandamonium")

4.4.4.3 Coordinates logistics of PANDA wear initiatives

4.4.4.4 Serves as a point of creative management and direction to the Marketing Director and associated representatives

4.4.4.5 Oversees social media relations as conducted by the Communications Director

4.4.5 Treasurer

4.4.5.1 Responsible for maintenance and administration of all financial activity

4.4.5.2 Prepare annual budget statements that shall be presented at AGMs along with other financial documents.

4.4.5.3 Seek possible partnerships or sponsorships if directed by the executive committee.

4.4.5.4 Responsible for presenting a report of PNDA's financial standing at executive meetings, as requested

4.4.5.6 Must keep accurate records, and collect receipts & invoices of all financial transactions

4.4.5.7 Responsible for the disbursement of all funds

4.4.5.8 Responsible for preparing and filing all funding & grant applications (SCSU, DSL, CSS)

4.4.5.9 Acts as a signing officer, alongside the President.

4.4.5.10 Reports to the VP Operations.

4.4.6 Communications Director

4.4.6.1 Serves to directly manage the PNDA's social media presence.

4.4.6.2 Will monitor and update the PNDA's social media platforms in a timely manner in accordance with ongoing initiatives.

4.4.6.3 Responsible for the sending monthly PNDA updates to PNDA mailing list and monitoring subsequent responses.

4.4.6.4 Directly reports to the VP Marketing.

4.4.7 Marketing Director

4.4.7.1 Responsible for coming up with creative and ethical means of promotion and effective marketing initiatives.

4.4.7.2 Responsible for creating, and designing promotional materials for events, services, and any other publications

- 4.4.7.3 Responsible for ensuring there is photography and photojournalism of PNDA's events and activities
- 4.4.7.4 Directly reports to the VP Marketing.
- 4.4.8 Administrative Director
 - 4.4.8.1 Responsible for scheduling executive meetings. All meetings should be declared no later than one week before the next meeting.
 - 4.4.8.3 Responsible for ensuring that attendance and meeting minutes are recorded, and publicly available
 - 4.4.8.4 Overall, responsible for the office organization with the VP Operations. This includes scheduling, organizational materials needed, etc.
 - 4.4.8.5 Directly reports to the VP Operations.
- 4.4.9 Graduate Opportunities Director
 - 4.4.9.1 Shall work with the Vice President of Academics to provide information on opportunities after graduation via seminars. These opportunities should include, but are not limited to, graduate schools, certification programs, college programs, and professional schools.
 - 4.4.9.2 Shall organize Mock GREs and other preparation offers through PNDA's partners
 - 4.4.9.3 Directly reports to the VP Academics.
- 4.4.9 Operations Coordinator (2 total)
 - 4.4.9.1 Responsible for assisting the Vice President Operations and other executives as necessary
 - 4.4.9.2 Focuses on the implementation of events and acts as a resource for event planning.
 - 4.4.9.3 Reports directly to the VP Operations
- 4.4.10 Brain Day Coordinator
 - 4.4.10.1 Serves as a liaison with Parachute Canada to coordinate Brain Day presentations for elementary schools within the Scarborough and Markham Area
 - 4.4.10.2 A Brain Day Assistant will be appointed by the PNDA Executive team and the coordinator to ensure thorough knowledge on the logistics associated with program execution in order to serve as the Brain Day Coordinator for the subsequent year
- 4.4.11 Senior Discipline Representative
 - 4.4.11.1 Serve as a liaison between the executive committee and all senior students (3rd year and above)
 - 4.4.11.2 Act as an aid to an executive as assigned
 - 4.4.11.3 Must be a 3rd year student or greater within the Department of Psychology
- 4.4.12 Second Year Representative
 - 4.4.12.1 Serve as a liaison between the executive committee and 2nd year students
 - 4.4.12.2 Act as an aid to an executive as assigned
 - 4.4.12.3 Must be a second year student within the Department of Psychology
- 4.4.13 First Year Representatives (2 total)
 - 4.4.13.1 Serve as liaisons between the executive committee and 1st year students

4.4.13.2 Act as an aid to an executive as assigned

4.4.13.3 Must be a first year student at University of Toronto that has intentions of enrolling into a Psychology, Neuroscience, or Mental Health Studies program.

4.5 All executives have the following responsibilities:

4.5.1 Keep regular office hours

4.5.2 Make class announcements about PNDA's events and services

4.5.3 Directly organize or assist in the planning at least one event, service, or task

4.6 The executive positions collectively will form a committee that acts as a primary steward of the organization.

4.7 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.8 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

4.9 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.10 Any vacancy of the executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.11 Any vacancy of the President shall be filled by another executive committee member as outlined in section 4.4 until such a time as a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article 5: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated the University of Toronto policies, procedures, or guidelines;

5.1.4. A member or executive has violated the rights of a fellow member;

5.1.5. A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership

5.2 The process for removing a member or executive may also be initiated when:

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

5.3.1 First Tier:

5.3.1.1 The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier:

5.3.2.1 Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behaviour

5.3.2.2 The Communications Director will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

5.3.2.3 The Communications Director must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

5.3.2.4 The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Communications Director's written response to demonstrate progress or correction of behaviour.

5.3.3 Third Tier:

5.3.3.1 Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behaviour.

5.3.3.2 The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

5.3.3.3 The removal of an executive or member requires a two third majority vote of all the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article 6: Finances

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting

6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$800.00 without the approval of the general members at a valid general meeting.

6.3 All Budgets shall be prepared by the Vice President Operations in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

6.4 The Treasurer shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

6.5 The operating budget shall be the major budget for the next fiscal year and provide for all expenditures of the organization for the subsequent year.

6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 Psychology and Neuroscience Departmental Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.9 Psychology and Neuroscience Departmental Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 7: General Meetings

7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policymaking, to propose amendments to the constitution, and to report on the financial status of the organization.

7.2 Calling Meetings:

7.2.1 There shall be at least one annual general meeting in the Fall and Winter semester and may be held in connection with the Elections as described in Article 10.

7.2.2 Additional general meetings may be called at the discretion of the executive.

7.2.3 A notice of any general meeting must appear on the association's website and must be distributed through a general mailing list. Additional publicity is encouraged.

7.2.4 Members of the association may petition for a general meeting at any time and if a petition is signed by 100 members or 50% of the members, the executive shall immediately cause a general meeting to be called no later than a month from the time of receipt. If a meeting is not called in this fashion then any signatory of the petition may call a general meeting of the association, publicizing it in the best manner possible, and that student shall then chair the meeting.

7.2.5 Any motion that is indicated on this petition of members shall be automatically included in the agenda for the general meeting.

7.3 General Meeting Agenda

7.3.1 The executive normally determines the agenda for a general meeting.

7.3.2 Items for discussion at a general meeting must be circulated with the original notice of meeting.

7.3.3 Items may be added to the agenda, from the floor, with a simple majority vote by the members in attendance. Motions to remove an executive are not valid from the floor.

7.3.4 Amendments to the Constitution may only be made at a general meeting.

7.3.5 Any member may forward agenda items to the executives.

7.4 Conduct of Business

7.4.1 The President shall normally chair a general meeting. The President may request an external chair and may be also forced to do so by a majority vote of the executive prior to the meeting date.

7.4.2 General Meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

7.4.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days prior to the meeting;

7.4.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.4.2.3 Moderating the discussion at meetings according to the agenda;

7.4.2.4 Suspending members from participating in meetings for constitutional or procedural violations

7.5 Quorum for the conduct of business at a general meeting shall be twenty members.

7.6 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.7 Any question at a valid general meeting shall be decided by a show of hands.

7.8 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.9 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.10 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

7.11 Each member of the association is eligible to obtain proxies from other members in the form of a written declaration. No member may wield more than five proxies in addition to his or her own vote.

7.12 The chair of the meeting, or designate, will be responsible for collecting and verifying notices of proxy.

7.13 Proxies are valid only for the conduct of business at the general meeting and shall bear no relation to any elections within the association, even if those elections are held in connection with the general meeting.

7.14 For the conduct of elections at a general meeting, neither the President nor any other member is eligible to chair, for the duration of those elections, if he or she is to be a candidate.

7.15 The quorum requirement of twenty members, present either physically or by proxy, shall not apply to elections.

7.16 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.17 Meeting minutes

7.17.1 A record of minutes from each general meeting shall be made publicly available to all members.

7.17.2 Minutes of all general meetings must be recorded and maintained for reference purposes.

Article 8: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda

8.3 There shall be a minimum of one (1) executive meeting held every month during the period September 1 to April 30 with one week or more notice. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President or through a petition signed by two (2) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives of the organization.

8.7 Executives are required to attend meetings and respond to requests regarding their availability in order to schedule such meetings.

8.8 Minutes for all executive meetings must be recorded and maintained for reference purposes.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an Executive meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the meeting minutes.

8.12 In case of equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article 9: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide the respective rules outlined in sections Article 8 and Article 8 depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance via email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article 10: Elections and Hiring of the Executives

10.1 Elections

10.1.1 Each academic year all executive positions in the association become open to all student members excluding special members of the association enrolled in the University of Toronto Scarborough and they are eligible to run for elections to fill these positions in the following academic year.

10.1.2 A notice of elections will be made no later than February 28th and shall include the date and time of a general meeting to be held for the purposes of conducting elections. This notice must appear on the association's website and must be distributed through a general mailing list or intranet channel. Additional publicity is encouraged.

10.1.4 A general meeting for elections will be held in the second semester of each academic year, no sooner than two weeks following the original notice.

10.1.5 Candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

10.1.6 In order to vote in an election, members must be present for all speeches. Exceptions may be made at the discretion of the Chairperson in the event that people must leave for exams or classes, following proof of class times from ROSI.

10.1.7 Each member of the association may participate in the election for each position and is entitled to cast one vote for each position.

10.1.8 Elections shall be conducted by secret ballot.

10.1.9 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

10.1.10 In the case that there may be vacant positions they may be filled through by-election at any time under similar conditions and with appropriate notice until the last day of October of any given year, and then those positions may be filled by appointment by the PNDA senior-most executive with the agreement of the majority of the executive.

10.1.11 Any member enrolled in and returning to a program under the Department of Psychology can seek nomination but to be considered a candidate for any executive position, that member must obtain 10 nominations from other members of the association.

10.1.12 The President, so long as they are outgoing, will be responsible for maintaining the democracy and veracity of the electoral process. Otherwise, a Chief Returning Officer shall be appointed should they not be.

10.1.13 At the first general event of each academic year the First Year Representative shall be elected through a procedure similar to the initial elections. This fact shall be advertised to the membership, and all members in attendance are eligible to vote for the position.

10.1.14 If an error in the process is found, the election should be re-held at the final General meeting with a new election oversight committee.

10.1.15 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

10.1.16 Quorum for elections shall be twenty members.

10.2 Hiring Executives

10.2.1 A notice of hiring will be made by the President no later than May 1st and shall include the details of all hired positions. This notice must appear on the association's website and must be distributed through a general mailing list. Additional publicity is encouraged, in order to reach as much of the general student population as possible.

10.2.2 A hiring committee shall be the senior executives.

10.2.3 The hiring committee shall conduct interviews as directed by the incoming President, and present their choices of executives for omnibus ratification to the executive meeting of the new executive term taking place after May 1st.

10.2.4 The only grounds for failing to ratify the appointments of the hiring committee shall be irregularities in the hiring process. In this case all appointments shall be annulled and the hiring committee reformed as per Section 10.2.2.

10.2.5 No person that serves on a hiring committee whose executive appointments fail to be ratified shall ever again be eligible to serve on a hiring committee.

10.2.6 The newly ratified candidates shall be considered executives of the association immediately upon completion of the ratification process.

Article 11: Amendments

11.1 The organization may make, amend or repeal the constitution or certain sections therein.

11.2 Notice of a meeting called to consider such a resolution shall be given as follows:

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum). PNDA

11.4 The general membership must have the final say on amendments to the constitution.

Article 12: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article 13: Food Handling on Campus

13.1 Psychology and Neuroscience Departmental Association will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 14: Precedence of University Policies

14.1 Psychology and Neuroscience Departmental Association will abide by all pertinent University of Toronto policies, procedures and guidelines. When the University's policies, procedures and guidelines are in conflict with those of the Psychology and Neuroscience

Departmental Association, the University's policies, procedures and guidelines will take precedent over PNDA's.

Article 15: Legal Liability

15.1 The University of Toronto Scarborough does not endorse the Psychology and Neuroscience Departmental Association's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 16: Banking

16.1 Psychology and Neuroscience Departmental Association agrees to provide the name of the bank, the branch number and address, transit number, bank account number and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.

Appendix B: PNDA – Organizational Flowchart

