

# Domestic Regulations

## of the European Federation of Psychology Students' Associations

Approved at the Congress General Assembly, April 2015, Czech Republic



Contents

**Chapter 1. Basic Information..... 4**  
 Article 1: Name, Seat and Language ..... 4  
 Article 2: Corporate Visual Identity..... 4

**Chapter 2. Objectives ..... 4**  
 Article 3: Mission..... 4  
 Article 4: Vision..... 4  
 Article 5: Values ..... 4  
 Article 6: Conduct within EFPSA & Violation of EFPSA Principles ..... 5

**Chapter 3. Membership..... 5**  
 Article 7: Application ..... 5  
 Article 8: Membership Fees ..... 6  
 Article 9: Payment of Membership Fees ..... 6  
 Article 10: Member Representatives & Vice Member Representatives ..... 7  
 Article 11: Powers & Obligations ..... 7  
     Article 11.1: Member Representatives ..... 7  
     Article 11.2: Vice Member Representatives ..... 8

**Chapter 4. The Executive Board..... 8**  
 Article 13: Composition & Purpose ..... 8  
 Article 14: Powers & Obligations ..... 8  
 Article 15: Violation of Obligations ..... 9  
 Article 16: Positions within the Executive Board..... 9  
     Article 16.1: Senior Coordinators ..... 9  
     Article 16.2: Junior Coordinators ..... 9  
     Article 16.3: Team Members ..... 10  
     Article 16.4: Event Senior Coordinators..... 10  
 Article 17: Board of Management..... 10  
     Article 17.1: Mandatory Duties of the Board of Management ..... 11  
     Article 17.2: Transition of Power between Mandates..... 11  
 Article 18: Candidacy of the Executive Board ..... 12  
     Article 18.1: Call, Candidacy & Election of the Board of Management ..... 12  
     Article 18.2: Call, Candidacy & Nomination of the Executive Board ..... 12  
     Article 18.3: Nomination of Executive Board Members outside of the Congress ..... 13  
 Article 19: The Immediate Past President ..... 13  
     Article 19.1: Role during Congress ..... 13  
     Article 19.2: Role during the Call for Applications to the Board of Management ..... 13  
     Article 19.3: Role relating to the Alumni ..... 13

**Chapter 5. Events, Services & Offices..... 14**  
 Article 20: The Board of Management ..... 14  
     Article 20.1: Presidential Team..... 14  
     Article 20.2: Secretary General ..... 15  
     Article 20.3: Finance Officer ..... 16  
     Article 20.4: Member Representatives Officer ..... 17  
     Article 20.5: Marketing Officer ..... 17  
     Article 20.6: Events Officer..... 17  
 Article 21: Events ..... 18  
     Article 21.1: Congress ..... 18  
     Article 21.2: European Summer School ..... 18  
     Article 21.3: Train the Trainers Summer School ..... 19  
     Article 21.4: Train Advanced Trainers ..... 19  
     Article 21.5: EFPSA Day..... 20  
     Article 21.6: Conference ..... 20  
     Article 21.7: Joint Executive Board & Member Representatives Meeting..... 20  
 Article 22: Services ..... 21  
     Article 22.1: Study & Travel Abroad..... 21  
     Article 22.2: Junior Researcher Programme ..... 21  
     Article 22.3: Journal of European Psychology Students..... 22  
     Article 22.4: Social Impact Initiative ..... 22  
 Article 23: Offices..... 22  
     Article 23.1: Finance Office..... 22  
     Article 23.2: Marketing Office..... 23  
         Article 23.2.1: Web Team ..... 23  
     Article 23.3: Members Office ..... 23  
     Article 23.4: EFPSA Office..... 24

## EFPSA Domestic Regulations

Article 23.4.1: Administrative Support Officer .....	24
Article 23.4.2: External Relations Officer .....	24
Article 23.6: Training Office .....	25
<b>Chapter 6. General Assembly .....</b>	<b>25</b>
Article 24: General Assembly .....	25
Article 24.1: First Session of the Congress General Assembly .....	26
Article 24.2: Second Session of the Congress General Assembly .....	26
Article 24.3: Third Session of the Congress General Assembly .....	26
Article 25: Proposals to the General Assembly .....	26
Article 25.1 Submission of Formal Proposals .....	26
Article 25.2: Exceptional Proposals .....	27
Article 26: Decision Making Process .....	27
Article 27: Voting Procedures .....	28
Article 28: Sessions of E-Voting .....	28
<b>Chapter 7. Formal Meetings of the Federation .....</b>	<b>28</b>
Article 29: Congress .....	28
Article 29.1: Internal Programme of the Congress .....	28
Article 30: Joint Executive Board & Member Representatives Meeting .....	29
Article 31: Board of Management Meetings .....	29
Article 32: Online Meetings .....	30
Article 32.1: Online Meetings of the Member Representatives .....	30
Article 32.2: Online Meetings of the Executive Board .....	30
Article 32.3: Presidential Team Meetings with the Executive Board and Member Representatives .....	30
<b>Chapter 8. The EFPSA Mandate .....</b>	<b>31</b>
Article 33: The EFPSA Mandate .....	31
Article 34: Mandate of Event Hosts .....	31
Article 34.1: Protocol for Selection of Event Hosts .....	31
Article 34.2: Composition of the Event Host Selection Committee .....	32
Article 34.3: Application to Host to an Event .....	32
Article 34.4: Organising Committees of the Congress & Joint EB & MR Meeting .....	32
<b>Chapter 9. Strategic Planning .....</b>	<b>33</b>
Article 35: Strategic Planning Document .....	33
Article 35.1: Use of the Strategic Planning Document .....	33
Article 35.2: Changes to the Strategic Planning Document .....	34
Article 35.3: Reviewing the Strategic Plan .....	34
<b>Chapter 10. Annual Report .....</b>	<b>34</b>
Article 36: Annual Report .....	34
<b>Chapter 11. Financial Matters .....</b>	<b>35</b>
Article 37: Financial Accounts .....	35
Article 38: Budget .....	35
Article 39: Reimbursement .....	36
Article 40: Grants .....	36
Article 41: Partnerships .....	36
Article 42: Depositing EFPSA Cash Instruments .....	37
<b>Chapter 12. Communication .....</b>	<b>37</b>
Article 43: Virtual Communication .....	37
Article 44: EFPSA Newsletters .....	37
Article 44.1: Official External Newsletter .....	37
Article 44.2: Internal Newsletter .....	38
Article 44.3: Member Representatives Newsletter .....	38
Article 45: Archiving .....	38
<b>Chapter 13. Additional Bodies within the Federation .....</b>	<b>38</b>
Article 46: Task Forces .....	38
Article 46.1: Task Forces .....	38
Article 46.2: Composition of a Task Force .....	39
Article 46.3: Initiation & Implementation of a Task Force .....	39
Article 47: The Ethics Committee .....	39
Article 47.1: The Ethics Committee .....	39
Article 47.2: Procedures in the Ethics Committee .....	39
Article 47.3: Composition of the Ethics Committee .....	40
Article 47.4: The Ethics Committee Statement .....	40
<b>Chapter 14. Modifications and Amendments to the Statutes &amp; Domestic Regulations .....</b>	<b>41</b>
Article 48: Version History .....	41

## Chapter 1. Basic Information

### Article 1: Name, Seat and Language

The name and seat of the Federation can be found in the Statutes. The address stated is also the address of the Head Office of EFPA, which can be contacted through e-mail ([headoffice@efpa.eu](mailto:headoffice@efpa.eu)). The best way to ensure that any corresponding information is received by EFPSA is to write to the Secretary General ([secretary@efpsa.org](mailto:secretary@efpsa.org)).

As stated in Statutes Article 4, the official language of EFPSA is French due to its legal registration in Belgium. This means that all the documents concerning the registration are in French. However, the working language of EFPSA is English and all internal documents are in English.

### Article 2: Corporate Visual Identity

Our Corporate Visual Identity (CVI) is intended to provide EFPSA with its own unique identity which is easily recognisable and accessible to others. Furthermore, our CVI should be used in formatting of all official documents produced and published by EFPSA. A digital version of our CVI is obtainable via internet: <http://www.efpsa.org/brandbook>.

The Corporate Visual Identity was implemented in August 2006 and was designed by the Estonian creative alliance named Velvet. If there are specific questions regarding the brand book, please contact the Secretary General or the President of EFPSA. However, if they cannot answer your questions, then they can contact Velvet for further information. The contact addresses can be found in the CVI brand book on page 43.

## Chapter 2. Objectives

### Article 3: Mission

Our mission is to represent the needs and interests of the psychology students of Europe, improve psychology, develop ways and habits to contribute to society, and support scientific, social and cultural cooperation between students, academics and professionals.

### Article 4: Vision

We work toward developing our services and events to provide students with possibilities to grow both as professionals and as individuals by learning from one another and cooperating with academics and professionals in a multicultural environment. We endeavour to raise awareness of psychology, lessen misconceptions of it, and integrate psychological concepts into society.

### Article 5: Values

European Integration – As an organisation of European psychology students, we try to enhance the integration between European countries, regions and cities. By organising events, offering services and focusing on communication, we want to enhance the scientific and cultural exchange among members of the European community.

## EFPSA Domestic Regulations

Organisational Proficiency – As an organisation that is always developing and welcoming in new generations of volunteers, we value creative and innovative improvement, and strive for efficient management, transparent structures and long-term sustainability.

Diversity – We are aware of our differences; we respect, celebrate and welcome them as a valuable asset. We cherish cross-cultural learning, actively promote inter-cultural experiences, and encourage exchange on scientific, cultural and personal levels.

Integrity – We are committed to principles of trust, responsibility, co-operation, and professionalism between those individuals who work for the Federation. In all our work we aim to be flexible in our ability to consider new ideas and perspectives, as well as creative in our development of a sustainable organisation.

EFPSA Spirit – We believe in open communication, exchange of ideas, freedom of expression and friendship. We respect initiative and proactive thinking and above all believe that with commitment, positive thinking and integrity we can achieve our mission whilst maintaining our values.

### Article 6: Conduct within EFPSA & Violation of EFPSA Principles

Entities or persons holding official positions within EFPSA and those affiliated or working with its activities, are expected to conduct themselves in accordance with the principles of EFPSA (see Statutes, Article 4)

Entities concerned with EFPSA include:

1. Member Organisations and Observer Organisations of the Federation
2. Organisations which are not a part of the Federation but are engaged in EFPSA activities (e.g. an organising committee of an EFPSA event)
3. Individuals who serve within formal bodies of the Federation (i.e. Member Representatives, Vice Member Representatives, Executive Board and Board of Management members, Task Force members, EFPSA Alumni)
4. Individuals who are not a part of EFPSA but attend EFPSA events or make use of EFPSA services (e.g. participants of the EFPSA events, Travel Network users)

Any serious breach of the principles of EFPSA, with significant consequence or implications for the Federation, may be dealt with through the Ethics Committee and Board of Management (see Article 47 for information relating to responsibilities and procedures of the Ethics Committee).

## Chapter 3. Membership

### Article 7: Application

All aspects of application for membership within the Federation are dealt with in the Statutes, Chapter 3.

Information concerning membership can also be found in the document 'About the EFPSA Membership'; located in the documents section on the EFPSA website.

## EFPSA Domestic Regulations

### Article 8: Membership Fees

Once recognised as a Member Organisation, the organisation is obliged to pay membership fees (Statutes, Article 10). Membership fees are paid for the forthcoming mandate and must be paid before or at the Congress marking the commencement of that mandate.

Currently there are three membership fee groups based on the country's Gross Domestic Product:

Group A: €170 – Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, The Netherlands, Norway, Sweden, Switzerland, United Kingdom

Group B: €118 – Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Malta, Poland, Portugal, Russia, Slovakia, Slovenia, Spain

Group C: €79 – Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Georgia, Kazakhstan, Kosovo, Latvia, Macedonia, Moldova, Montenegro, Romania, Serbia, Turkey.

The three membership fee groups are based on the country's Gross Domestic Product at purchasing power parity per capita published by International Monetary Fund (IMF). Group A is above the 66.6th percentile, Group B is between the 66.6th and 33.3th percentile and Group C is below the 33.3th percentile. The membership fee groups should be updated every three years starting from April 2013, in a manner that reflects cumulative inflation in the Eurozone over those three years.

The membership fees can be increased year-by-year in case of substantial reasons but must be accepted by the General Assembly. Any changes to the membership fees, including planned three-year rises, have to be approved by the General Assembly.

The Finance Officer is responsible for matters concerning membership fees.

### Article 9: Payment of Membership Fees

The membership fee should be paid by bank transfer or in cash to the Finance Officer.

There are three deadlines for payment: the first deadline is seven days after the closure of the Congress, the second deadline is seven days after the closure of the Joint Executive Board & Member Representatives Meeting; and the third deadline is seven days after the closure of the following Congress.

Should a Member Organisation fail to pay their membership fee they should expect to be contacted by the Finance Officer to discuss repayment. The Financer Office will outline the following procedures that are enacted in response to failure to pay membership fees.

Failure to pay membership fees before the first deadline will result in a financial penalty of 20% of the membership fee. Failure to resolve debts before the second deadline will result in an additional penalty of 20% of the membership fee. Failure to resolve debts before the end of the third deadline will result in a third penalty of 20% of the membership fee (i.e. a total debt of 160% of the membership fee will be owed). Exceeding the third deadline without resolving debts will result in the Member Organisation's membership being called into question; and may lead to the General Assembly voting on dismissal of the organisation from the Federation (see, Statutes Article 11). If a Member Organisation continues to fail to resolve debts, additional penalties of 20% of the membership fee will be incurred at each of the three deadlines over the course of the subsequent mandate.

## EFPSA Domestic Regulations

### Article 10: Member Representatives & Vice Member Representatives

Every Member Organisation of the Federation is responsible for naming a Member Representative who is assigned to represent the organisation and to act on behalf of it. All such persons, regardless of their Member Organisations being of Local, National or Regional nature, are titled Member Representatives (typically abbreviated to MRs).

The General Assembly is composed delegates of Member Organisations; typically delegates are the Member Representatives, however substitute delegates can be arranged (see, Statutes, Article 13).

If the Member Organisations wish so, they can elect a Vice Member Representative to assist in the functions and obligations of the Member Representative, being of the responsibility of the Member Representative to manage the tasks of the Vice Member Representative. The Vice Member Representative is only allowed to vote at the General Assembly in the eventuality of substitution of the Member Representative.

The task of Member Representatives and Vice Member Representatives is described in detail in the 'Rookie Introduction Pack'. This document can be requested from the Member Representatives Officer ([mrcoordinator@efpsa.org](mailto:mrcoordinator@efpsa.org)).

### Article 11: Powers & Obligations

#### Article 11.1: Member Representatives

Legislative Rights & Duties:

1. Member Representatives have the right to attend General Assemblies of the Congress and Joint Executive Board and Member Representatives Meeting and exercise their Member Organisation's voting rights
2. Member Representatives should work to ensure that their Member Organisation fulfils the Rights & Duties of Member Organisations as outlined in the Statutes, Article 8.1 (in particular fulfilment of membership fee payment)

Relating to Meetings:

3. Member Representatives are expected to be present at all the Member Representatives' meetings (especially at the Congress and at the Joint Executive Board & Member Representatives Meeting)
4. Member Representatives are expected to attend the regular online meetings scheduled by the Member Representatives' Coordinator

On behalf of the Federation & With the Executive Board:

5. Promote EFPSA opportunities, events, services and other activities on a national/regional/local level (as applicable) in collaboration with the Vice Member Representative
6. Promote national/regional/local psychological events to other Member Representatives and the Member and Observer Coordinators team
7. Cooperate with the Executive Board members on all matters requested of them, for example providing feedback on the work, outcomes and proposals of the Executive Board
8. Cooperate with the Congress organisers (e.g. to approve and prepare the participants for the Congress from their countries)

Within their Member Organisation:

9. Coordinate tasks for and cooperate with the Vice Member Representative (if applicable)
10. Responsible for knowledge transfer to the next Member Representative and (if applicable) current Vice Member Representative
11. Get in contact with a representative of the Local Organisations of each University/Faculty teaching Psychology of each member to promote EFPSA, in collaboration with the Vice Member Representative

## **EFPSA Domestic Regulations**

### **Article 11.2: Vice Member Representatives**

1. Should cooperate with and support the work of the Member Representative, in at least the following ways:
  - a. Promote EFPSA and its services and activities on a national/regional/local level
  - b. Support the Member Representative on the approval of Congress participants
  - c. Get in contact with a representative of the Local Organisations of each University/Faculty teaching psychology of each member to promote EFPSA
2. Should be present at the Congress and its General Assemblies as an observer
3. Should attend the Congress General Assembly as a delegate exercising voting rights if substitution is required
4. Should attend the Joint Executive Board & Member Representatives Meeting in the event of the Member Representative being unable to attend
5. May attend the regular (online) Member Representatives' meetings as an observer; and should attend as a participant in the event of the Member Representative being unable to attend
6. Promote national/regional/local psychological events to other EFPSA Representatives and the External Relations Office

### **Article 12: Violation of Obligations**

In the case of serious violation of these obligations by a Representative, or their violation of the principles of EFPSA (as outlined in Article 6), the Board of Management can decide to ask the Member Organisation to replace the Representative. It is recommended that the advice of the Ethics Committee be considered before making such a decision (see, Article 47).

## **Chapter 4. The Executive Board**

### **Article 13: Composition & Purpose**

The Executive Board is responsible for sustaining and developing the activities of the Federation and is therefore constituted by teams who are responsible for EFPSA events, services and offices. These teams are managed by the Board of Management - itself a team within the Executive Board. Rules relating to composition of the Executive Board are provided in Statutes, Article 24. Selection of the Executive Board is described in Article 18.

At the beginning of the mandate, all teams of the Executive Board should establish Action Plans detailing planned activities for the forthcoming mandate. These should be approved by the Board of Management, before being presented to the Member Representatives for approval through a session of e-voting. All Action Plans should be prepared in acknowledgement of the Strategic Plan (see, Chapter 9).

### **Article 14: Powers & Obligations**

Authority of the Executive Board is provided in Statutes, Article 25. Administrative decision making powers of the Board of Management are provided in Statutes, Article 26. Teams of the Executive Board are obliged to the following:

1. To work in pursuit of their approved action plans; and to ensure that any additional activities have the support of the Board of Management
2. Attend formal meetings at Congress, the Joint Executive Board & Member Representatives Meeting, and two meetings with the Presidential Office



## EFPSA Domestic Regulations

3. To cooperate and respond with the Board of Management member responsible for their team, and attend regular meetings with them (at minimum four times a mandate)
4. Contribute to Knowledge Transfer procedures at the end of the mandate, and support a successful transfer of duties to their successors

### Article 15: Violation of Obligations

In the case of serious violation of their obligations by a member of the Executive Board, or their violation of the principles of EFPSA (as outlined in Article 6), or serious lapses in responsibility and duties displayed by them, the Board of Management can decide to dismiss that member. Justification for dismissal must be clearly presented to the Ethics Committee who will suggest appropriate responses for the Board of Management to take (see, Article 47).

### Article 16: Positions within the Executive Board

Every team consists of a Senior Coordinator and a variable number of Junior Coordinators and team members. The Board of Management and the Senior Coordinator of the team decide on the number of team members, depending on the tasks, during the recruitment process at the Congress. More detailed information with the descriptions of each position is provided in the document section on the EFPSA website. Some services may be run by a single Executive Board member, in these cases they are referred to as Coordinator. Some positions have specific titles..

#### Article 16.1: Senior Coordinators

A Senior Coordinator is responsible for each Executive Board team. They should report on regular occasions to the Board of Management member assigned to their activity. The responsibility of the Senior Coordinator is to manage their team in the following ways:

1. To ensure a effective dialogue is maintained with all team members
2. To set the team's goals in accordance with their approved Action Plan and ensure its implementation
3. To motivate and support their team
4. To schedule and lead online team meetings and set objectives for the Joint Executive Board & Member Representatives Meeting
5. To take responsibility for Knowledge Transfer at the end of the mandate

In case of absence of the Senior Coordinator, the Board of Management is responsible for finding a substitute.

In case the service is run by a single Executive Board member, this Coordinator or Officer is responsible for the contact with the Board of Management and for working towards the goals of the mandate.

#### Article 16.2: Junior Coordinators

The Junior Coordinators assist the Senior Coordinators to accomplish the team's tasks. They are Executive Board members and have to be approved by the General Assembly.

## **EFPSA Domestic Regulations**

### **Article 16.3: Team Members**

Team members are recruited by the Senior Coordinators and approved by the Board of Management. A variable number of team members may be recruited at the beginning of the mandate in view of activities planned for the forthcoming mandate. Team members should contribute to tasks and projects of their team in a manner agreed to by the Senior Coordinator.

Team members are also invited to the Joint Executive Board & Member Representatives Meeting and should be invited to the Congress. However, team member places are subject to the capacities of the meetings; should the organising committees of either event not be able to accommodate them, then the Board of Management should work on finding the best solution available.

### **Article 16.4: Event Senior Coordinators**

Event organising committees of the Congress, the Conference, the Joint Executive Board & Member Representatives Meeting, the European Summer School, the Train the Trainers Summer School, and the Train Advanced Trainers should appoint one member of their team as the Senior Coordinator (an Executive Board position).

Owing to their size, the Congress and Conference organising committees may appoint up to two Senior Coordinators (to hold positions as joint Senior Coordinators).

Selection of event organising committees, and by extension event Senior Coordinators, is described in Article 34.

All event Senior Coordinators should work in close collaboration with the Events Officer in order to ensure that events are organised in accordance with the mission, vision and values of EFPSA, and that they meet the requirements that specified by the Board of Management and Minimal Requirements document. It ought to be noted that this requirement is also made to enable the organisers to get as much support from EFPSA as possible, and ensure a successful event.

Subsequent to the closure of an event, event coordinators should provide the Events Officer with the following documents and information:

1. Advice for their successors on their experience, noting learning points and tips
2. A closed budget detailing all financial information of the event
3. Copies of any grant applications
4. Promotional materials (e.g. portfolios, posters)
5. The event's 'Booklet' and 'Information Pack' (a mandatory feature of all events, outlined in the Minimal Requirements document)
6. Evaluation or feedback collected from participants

Event Senior Coordinators may also be invited, or volunteer, to contribute to formal updating of the event's manual.

### **Article 17: Board of Management**

The Board of Management (BM) is a body of the Executive Board in charge of the strategic development and operational management of the Federation. Currently the Board of Management consists of seven Executive Board members: the President, the Vice President, the Secretary General, the Finance Officer, the Member Representatives Officer, the Marketing Officer and the Events Officer.

Authority and administrative decision making powers and procedures of the Board of Management are stipulated in Statutes, Article 26.

## **EFPSA Domestic Regulations**

### **Article 17.1: Mandatory Duties of the Board of Management**

1. Make decisions concerning matters which are not to be voted at the General Assembly (see, Statutes, Article 26)
2. Nominate persons to fill positions of the Executive Board
3. Oversee the establishing of Executive Board Action Plans for the forthcoming mandate
4. Ensure legal registration of the Federation (see, Statutes, Article 1)
5. Manage and support the work of the Executive Board and Member Representatives through designated responsibilities
6. Financial management of the Federation (primarily delegated to the Finance Officer)
7. All matters relating to preparation and hosting of General Assemblies (primarily delegated to the President and Secretary General)
8. Ensure publication of official newsletters (primarily delegated to the Secretary General)
9. Demonstrate proactive steps are taken toward fulfilling the Strategic Plan (primarily delegated to the Presidential team)

Further to these mandatory duties, several other functions particular to individual Board of Management positions are essential to the functioning of the Federation. These are detailed in role descriptions of the Board of Management in Article 20.

Should any member of the Board of Management be unable to complete their duties then the Board of Management should arrange for duties of that person to be transferred to remaining members of the Board of Management. In more severe circumstances, should a member of the Board of Management step down from their duties completely, or leave without notice, a temporary replacement may be arranged before a call is made to formally fill the position. See, Statutes, Article 24 for regulations about replacing members; and Domestic Regulations, Article 15, for handling responses to violation of duties.

### **Article 17.2: Transition of Power between Mandates**

A new Board of Management is elected at the second session of the Congress General Assembly (see, Article 18.1). However the transition between the departing and the new Board of Management lasts for three days. The newly elected Board of Management shall be referred as Position-Elect (or collectively, Board of Management Elect) until the end of the third working day of the Congress.

The departing Board of Management are responsible for fulfilling final obligations of their roles until that time. Such obligations include:

1. Preparing and hosting the first and second sessions of the General Assembly (see, Article 24)
2. Printing and distributing mandate certificates to the Member Representatives, Executive Board and team members, as well as other contributors to the Federation
3. Ensuring the maintenance of the Congress schedule for the Executive Board and Member Representatives until the end of the third working day
4. Supporting the newly elected Board of Management in all ways possible, but most especially with preparations for the third session of the General Assembly
5. Providing their successors with thorough Knowledge Transfers, and assistance for at least 90 days after they are elected

Although full transition requires the end of third working day of the Congress, the Board of Management Elect are responsible for the following tasks:

1. Application processes leading to nomination of the new Executive Board
2. Hosting Executive Board meetings with the persons nominated to join the Executive Board
3. Hosting Member Representatives meetings
4. Meeting with the former Board of Management for a collective Knowledge Transfer session
5. All other formal meetings scheduled from the fourth day onward associated within the beginning of the forthcoming mandate
6. Preparation and hosting of the third session of the General Assembly (see Article, 24.3)

## EFPSA Domestic Regulations

### Article 18: Candidacy of the Executive Board

#### Article 18.1: Call, Candidacy & Election of the Board of Management

The call for applications to the Board of Management should be made at least two months prior to Congress, with a deadline set such that applications are received by the Immediate Past President at least 45 days prior to Congress. The intention of this requirement is to allow the Member Representatives, who will be electing candidates, sufficient time to review applications ahead of the General Assembly. The Secretary General is responsible for making the call, which should be for applications to all presently acknowledged positions of the Board of Management. The call should include:

1. An application form
2. A guide to the application procedure
3. Role Description documents for each position, and the Collective Board of Management Role Description document (or links to them)

Applicants should submit completed application forms, together with a copy of their curriculum vitae to the Immediate Past President. All applications will be provided to the Member Representatives for their consideration. The candidates will present themselves at the second session of the Congress General Assembly, where voting and election by delegates takes places.

#### Article 18.2: Call, Candidacy & Nomination of the Executive Board

The call for applications to the Executive Board (excluding the Board of Management) should be made at least 30 days prior to the Congress by the Secretary General. This call should include:

1. An application form
2. A guide to the application procedure
3. Role Description documents (or links to them)

The Board of Management Elect is responsible for nominating all other Executive Board positions not already filled.

Only applications to the positions of Senior Coordinator must be submitted before the beginning of Congress. All other applications may be submitted by e-mail prior to the Congress, or by hand at the Congress itself. The Board of Management should announce application deadlines and selection procedures on the first day of Congress.

The Board of Management Elect is then responsible for running interviews with candidates, and making their selections for Executive Board positions. Senior Coordinators should be selected first, so that they may be involved in selection of Junior Coordinators and team members - decisions to be made through discussion with the Board of Management. Once selected for a role, individuals will take part in Executive Board meetings and other formal meetings of that mark the beginning of the mandate – they are considered ‘nominated candidates’ who essentially hold the rights of Executive Board members, although are awaiting approval.

The collective Executive Board (including team members) is then put forward to the third session of the General Assembly for approval by delegates.

## **EFPSA Domestic Regulations**

### **Article 18.3: Nomination of Executive Board Members outside of the Congress**

Several positions of the Executive Board are elected outside of the Congress. Nevertheless, the application and selection procedures for these positions should still reflect those outlined in Article 18.2. Specifically, there should be: a call announced, which publishes the same documents as noted in Article 18.2; a candidate interview process; discussion of candidates and selection by those responsible; and approval from the Board of Management. Once a candidate has been chosen, the nomination will be put to the General Assembly for formal approval. Approval may be voted upon through a session of e-voting. Between the time of selection and approval, nominated candidates may begin their duties.

Often this procedure is applied in the case of selecting event organising committees, and by consequence event Senior Coordinators, since the call for the positions associated with events (with the exception of Congress and Conference, since they are elected by the General Assembly directly) is launched shortly after closure of an event and therefore doesn't fall in line with the traditional EFPSA mandate. Other teams for whom this applies includes the Junior Research Programme and Training Office.

### **Article 19: The Immediate Past President**

The previous mandate's President retains a position on the Executive Board under the title of the Immediate Past President (IPP). Amongst several duties, the Immediate Past President holds a place on the Ethics Committee (see, Article 49).

The Immediate Past President, if asked by the President, should be available for advice during the first Board of Management meeting and at the Joint Executive Board & Member Representatives Meeting.

#### **Article 19.1: Role during Congress**

The Immediate Past President's first duty is to support the new Board of Management in the first few days of their mandate, and ensure the departing Board of Management fulfil their obligations. Importantly, the IPP should ensure that the new Board of Management are informed on all matters of significance from the previous mandate/s, and pass over as much knowledge as possible.

#### **Article 19.2: Role during the Call for Applications to the Board of Management**

Applications in response to the call for applications to the Board of Management should be sent to the Immediate Past President's webmail accounts - [ipp@efpsa.org](mailto:ipp@efpsa.org). The Immediate Past President is responsible for handling applicants, and ensuring that all applications are provided to Member Representatives ahead the General Assembly at which elections take place. Applications should not be shared with anyone other than Member Representatives before the application deadline. These procedures are in place to ensure impartiality of the application process.

It is assumed that the Immediate Past President will not be applying for any Board of Management position. If they do have such intentions though, they must inform the Board of Management promptly, in order that they find a new neutral trustee to take care of a fair application process (the immediate past Vice President is recommended).

#### **Article 19.3: Role relating to the Alumni**

The Immediate Past President is the main mediator between the EFPSA Alumni group and the Board of Management, Executive Board and Member Representatives. The Immediate Past President is in charge of announcing any Alumni meetings through the mandate, as well as providing information and updates from EFPSA activities and events.

## Chapter 5. Events, Services & Offices

### Article 20: The Board of Management

The Board of Management is mandated to maintain the nature and activities of EFPSA, provide foundations for the organisation's growth, and ensure sound operational management of the activities and the people involved in them. This mandate is assured through the Board of Management's providing coordination, oversight and support to all Executive Board teams and Members Representatives of the Federation.

The Board of Management is also principally responsible for upholding the Statutes and seeing that the Federation operates in line with the Domestic Regulations.

A complete role description of the collective duties of the Board of Management is prescribed in the document 'Collective Role Description: Board of Management'. Complete role descriptions are also available for each individual position on the Board of Management. All role descriptions are available from the 'Documents' section of the EFPSA website.

In addition to collective, mandatory responsibilities (outlined in Article 17.1), all Board of Management members should support the Executive Board teams to which they are assigned and responsible for (defined in Article 20.1 through 20.6) in at least the following ways:

1. Assist in the establishing of reasonable Action Plans at the beginning of the mandate
2. Monitoring and encouraging the progress of Action Plans
3. Supervising and providing feedback on the actions and activities undertaken by teams throughout the mandate
4. Monitoring and feed-backing official documents and proposals put forth by teams
5. Facilitating the communications between the team and the rest of the organisation (notably the Board of Management)
6. Planning and setting up agendas for regular meetings with each of the teams - the frequency of these should be agreed upon by both parties
7. Promptly and effectively attending to requests from the teams
8. Being receptive to problems and solution-driven
9. Supporting the teams in developing their structure and composition, according to its needs, for the following mandate
10. Supporting completion of Knowledge Transfer procedures in preparation for the following mandate

### Article 20.1: Presidential Team

The Presidential team consists of the President and the Vice President. They should work together to support the Board of Management with the ultimate intention that EFPSA maintains a stable position across its activities and develops in a constructive and sustainable direction.

They are also responsible for ensuring that activities are undertaken in accordance with the Statutes, Domestic Regulations and general ethos of the Federation

Specific functions within the Presidential Office throughout the mandate:

1. Work toward maintaining a sustainable position within EFPSA events, services, and activities by way of supporting the work of other members of the Board of Management.
2. Maintain and develop internal working practices and documents
3. Foster the growth of the Federation by way of committing to objectives set forth within the Strategic Planning document (see, Chapter 9) and Executive Board Action Plans
4. Establish and coordinate meetings with the Executive Board and Member Representatives twice a year (~August and ~February) (see, Article 32.3)
5. Together with other members of the Board of Management, plan and coordinate Congress activities relating to recruitment of Executive Board positions:

## **EFPSA Domestic Regulations**

- a. Coordinate interviews and nomination of Seniors
  - b. Support nomination of Juniors and other team members
  - c. Coordinate nomination of Ethics Committee members
6. Contribute towards the external communication of Presidential Office projects, planning and greetings (Presidential-team greetings within EFPSA newsletters, monthly Postcards etc.)
  7. Coordinate planning and undertaking of the Joint Executive Board & Member Representatives Meeting (see, Article 30)
  8. Coordinate planning and undertaking of the two annual Board of Management Meetings (see, Article 31)
  9. Ensure an effective close to the mandate:
    - a. Support Knowledge Transfer procedures
    - b. Prepare for final General Assembly of the mandate
    - c. Conclude with an Annual Report (see, Chapter 10)

The President chairs the Board of Management. In this regard they are responsible for coordinating weekly online Board of Management meetings (including: scheduling, agenda setting, moderating and conveying outcomes & decisions), and ensuring steady and effective dialogue within the Board of Management.

In addition, the President should take responsibility in maintaining and developing relations with the European Federation of Psychologists' Associations (EFPA).

The President and Vice President are also responsible for supporting and contributing to the work of particular Executive Board teams.

Executive Board teams managed by the President:

1. External Relations Officer (a duty shared with the Secretary General) (see, Article 23.4.2)
2. Social Impact Initiative (see, Article 22.4)

Executive Board teams managed by the Vice President:

1. Study & Travel Abroad (see, Article 22.1)
2. Junior Researcher Programme (see, Article 22.2)
3. Journal of European Psychology Students (see Article 22.3)
4. Training Office (see, Article 23.6)

### **Article 20.2: Secretary General**

The Secretary General's primary responsibility is to manage and contribute to the work of the EFPSA Office (see Article 23.5), the main duties of which include:

1. Ensuring effective internal administration of EFPSA
2. As a central point of contact for all persons interested in EFPSA, the Secretary General should ensure the EFPSA Office conveys meaningful responses in a timely fashion, directing communications as appropriate to other components of EFPSA.
3. Producing official EFPSA publications, including internal and external newsletters (see, Article 44)
4. Contribute towards maintaining and developing contact and collaborations with external groups in collaboration with the External Relations Officer (see, Article 23.4.2)

The Secretary General should have a direct role in ensuring the following aspects of internal administration:

1. Completing statutory minutes of meetings (see, Statutes, Article 31)

## EFPSA Domestic Regulations

2. Archiving of documents (see, Article 45)
3. Dissemination of information throughout the Federation (sometimes referred to as the 'EFPSA Community', which is the Executive Board, Member Representatives, Vice Member Representatives and Member Organisations)
4. Administration relating to all calls
5. Maintain and develop effective working practices that support good internal administration of EFPSA; in particular supporting formal communication practices (see, Chapter 12)
6. Managing the contact database
7. Ensuring documents on the official EFPSA website are up-to-date
8. Supporting the Presidential team in meetings with the Executive Board and Member Representatives twice a year (see, Article 32.3)

Additionally, the Secretary General is responsible for matters relating to the EFPSA representatives in EFPA Boards, Standing Committees and Task Forces.

The EFPSA Office consists of the Administrative Support Coordinator and the External Relations Coordinator.

### **Article 20.3: Finance Officer**

The Finance Officer is responsible for core financial activities of the Federation, namely administration of its bank accounts, setting and implementing the annual mandate budget and ensuring its financial security.

Core responsibilities include:

1. To prepare a realistic and appropriate budget for EFPSA and ensure that it is respected
2. To be up to date with the financial standing of EFPSA and take care of all financial management tasks
3. To collect annual membership fees
4. To support the Finance Office in raising funds and maintaining good relationships with EFPSA's partners
5. To support other teams in preparation of applications and the management of awarded grants.

The Finance Officer should also work together with event organising committees to support this financial planning and management. This work should include:

1. Support preparation of event budgets in line with regulations outlined in the Minimal Requirements document
2. Provide guidance on sponsorship and/or grant application
3. Collect closed budgets from events

The Finance Officer is responsible for managing the Finance Office.

Refer to Statutes, Articles 36 and 37 for information about EFPSA financial accounts, annual budget and annual Financial Report.



## EFPSA Domestic Regulations

### Article 20.4: Member Representatives Officer

The Member Representatives Officer is responsible for facilitating the representation of Member Organisations within the Federation and ensuring that there is an effective dialogue between Member Organisations and the organisation pursuant to the stability of the Federation. Primarily this work should be accomplished through engaging with the Member Representatives, but it may involve contact with Member Organisations directly. The Member Representatives Officer should encourage active engagement, criticality and high motivation within the Member Representatives.

Core responsibilities include:

1. To maintain and develop effective collaboration between the Member Organisations through their elected Member Representatives
2. To ensure an active involvement of Member Representatives in a well-coordinated and effective promotional effort of the Federation's activities
3. To ensure the adherence to legislative, General Assembly and other voting matters concerning the Member Representatives (and delegates)
4. To ensure Member Representatives (and delegates) are suitably prepared for voting at General Assemblies
5. To prepare, host and moderate meetings of the Member Representatives (including monthly online meetings and at the Joint Executive Board & Member Representatives Meeting)
6. To support publication of Member Representatives newsletters

The Member Representatives Officer manages the Members Office; specifically the Members Coordinator and Observers Coordinator.

### Article 20.5: Marketing Officer

The Marketing Officer is responsible for the development and implementation of the EFPSA marketing strategy, as well as the coordination of all EFPSA marketing channels and activities.

The Marketing Officer coordinates the Marketing Office in order to produce high quality promotional materials which reflect the needs of EFPSA events, services and other activities. In this regard the Marketing Office should also support any independent promotional activities of other Executive Board teams. In all their work the Marketing Office should be ensuring CVI Brandbook guidelines are followed in external promotional material. The Marketing Officer also evaluates the procedures and outcomes of the marketing activities and supports sponsorship efforts in collaboration with the Finance Officer.

The Marketing Officer is ultimately responsible for managing the official EFPSA website. Together with the Web team and the Secretary General, they should ensure the website is up-to-date and suitable for the needs of the organisation.

### Article 20.6: Events Officer

The Events Officer is responsible for supporting the organisation and hosting of EFPSA events through assisting the event organising committees. They should also take responsibility for facilitating communication between event organisers and the Board of Management, or other Executive Board teams whenever appropriate.

The Events Officer should ensure that all events are organised and hosted to the expected standards of EFPSA, as outlined in the Domestic Regulations and Minimal Requirements documents. These events include the Congress, the Joint Executive Board & Member Representatives Meeting, the European Summer School, the Conference, the Train the Trainers summer school, and the Train Advanced Trainers school, as well as any additional congresses or conferences organised through EFPSA.

## EFPSA Domestic Regulations

The Events Officer is also tasked with ensuring that supporting documents relating to EFPSA events are kept up-to-date and available to event organisers upon their nomination to host an event. These documents should also be developed so as to make them as useful as possible.

Key documents include:

1. Minimal Requirements document
2. Event-specific Manuals
3. Event Promotional Guide
4. Event Financial Planning Guide

### Article 21: Events

The following sub-articles describe the purpose and nature of events, and responsibilities of the Organising Committees responsible for them. For procedures relating to application and selection of Organising Committees, see Article 34.

The Events Officer is responsible for supporting the organisation of all events listed below, with the exception of EFPSA Day.

#### Article 21.1: Congress

The Congress is the annual flagship event of EFPSA, aiming to bring together the Member Representatives, the Executive Board, lecturers, experts and student participants. It should feature a rich agenda of scientific contributions from students, researchers and experienced academics, as well as opportunities for cultural and social exchange.

Additionally, the Congress contains a formal, internal working programme featuring a mandatory General Assembly and other meetings to meet statutory requirements of the Federation. This includes providing the Executive Board and Member Representatives time and space to work on their respective tasks and planning for the forthcoming mandate. The internal programme is outlined in Article 29

The Congress is organised and hosted by an Organising Committee that is delegated, and managed, by the Member Organisation of the host country/region. The host is chosen by the General Assembly directly, after a call and application process (see, Article 34.4). The responsibilities of the organising committee include: raising funds for the Congress; arranging accommodation, meals and all other practical elements of the event including securing appropriate resources for lectures and meetings; organising and hosting the scientific and social programmes and excursion. The host Member Organisation is financially responsible for the Congress.

The organisational process is outlined in greater detail in the 'Congress Manual' document, available from the Events Officer.

The Organising Committee may be led by up to two Senior Coordinators. The structure and composition of the Organising Committee is at the discretion of the Senior Coordinators. The Congress is formally hosted by the Member Organisation of that country/region.

Applications for organising the Congress should be made 45 days before the General Assembly that takes place two years before the event and sent to the Secretary General. The General Assembly will vote upon the Congress organisers two years in advance. If that cannot happen, arrangements should be made as soon as possible.

#### Article 21.2: European Summer School

The European Summer School is an annual, week-long event for psychology students, providing a platform for establishing multiple research projects which are carried out through the Junior Researcher Programme. Research projects are conducted under the supervision of PhD or

## EFPSA Domestic Regulations

post-doc researchers, and relate to a theme chosen for the event. Academic researchers and/or psychologists are typically invited to speak at the event to complement the theme.

Through the event, participants discuss theory and methodological matters relating to their respective project, whilst also gaining knowledge about the overall topic and scientific research in general. A varied social programme, and excursion is also organised for the event.

The event is organised by the European Summer School team, which works in collaboration with the Junior Researcher Programme team respective to the nature of the research programme. Research projects are directly supported both during and after the event by the Junior Researcher Programme Research Officer.

The European Summer School Organising Committee is composed of three groups:

1. The ESS team: composed of a Senior Coordinator, Junior Coordinators for Scientific, Financial and Social Affairs
2. The JRP team: including the Junior Researcher Programme Director and Research Officer
3. The Local Host team: led by the Head of the local host team and supported by the host team members and the local host team.

Collectively the ESS team's responsibilities include the scientific programme (selecting the topic, recruiting lecturers and doctorate students), the fundraising (contacting potential sponsors, applying for grants), the application process and selection of participants, the social activities, the promotion and the logistics of the event.

The JRP team are responsible the research aspect of the event, and support the scientific programme.

The Local Host team support practical elements of the event and contribute to fundraising.

The organisational process and responsibilities of committee members is outlined in greater detail in the 'ESS Handbook' document, available from the Events Officer or the ESS Senior Coordinator.

### Article 21.3: Train the Trainers Summer School

The Train the Trainers summer school is an annual, week-long event designed to deliver its participants foundational experiences and skills relating to non-formal education methods - commonly referred to under the umbrella term 'training'. The programme features lectures, workshops and opportunities for building practical experiences. The event represents an initial platform from which students may graduate and work towards joining the 'Trainer's Pool' - a training initiative of the Training Office.

The organisational process is outlined in greater detail in the 'TtT Playbook' document, available from the Events Officer or the TtT Senior Coordinator.

Responsible for the event is an Organising Committee, consisting of the Senior Coordinator and several team members, as well as a Training Officer appointed by the Training Office.

### Article 21.4: Train Advanced Trainers

Train Advanced Trainers is a non-formal educational event at which experienced youth NGO trainers can further develop their skills and knowledge through receiving training from both professionals and their peers, as well as gain valuable experience through delivering sessions and receiving feedback. A further intention with the event is to provide a platform for knowledge sharing and networking between trainers, many of whom represent other student organisations.

Responsible for the event is an organising committee, consisting of the Senior Coordinator and several team members, as well as a Training Officer appointed by the Training Office.

Collectively, the Organising Committee should arrange all practical elements of the event, including its venue, food and accommodation of participants. The Training Office and the Training Coordinator appointed by them will undertake the preparations for the training programme

## **EFPSA Domestic Regulations**

### **Article 21.5: EFPSA Day**

EFPSA Day is an annual event designed to promote the organisation across Europe through a coordinated promotional wave featuring common activities and information. EFPSA Day aims for as wide an impact as possible, but varies greatly from year to year depending on the activities planned by the Marketing Office (who are responsible for the event) and the support gained from volunteers who take up the role of 'local organisers'. Local organisers are encouraged to set up information stands to distribute promotional materials designed to inform students about EFPSA's mission, vision and values, as well of its events and services.

The EFPSA Day Coordinator(s) are responsible for finding local organisers of EFPSA Day around Europe and providing them with information, help and support. They work closely together with the Marketing Officer and the Marketing team in preparing promotional materials and other documents needed for the local organisers.

### **Article 21.6: Conference**

The EFPSA Conference is a scientifically oriented event, taking place biennially (i.e. every second year). The purpose of the event is to give students the opportunity to discover multiple psychological topics from different perspectives. It aims to create a space for the exchange of professional experiences, expert opinions, research and theoretical approaches between the students and those of invited lecturers and experts. The Conference is distinguished from other EFPSA events in that it does not provide fixed accommodation for participants, and although social activities may be arranged, they are not part of the formal programme of the event.

The Organising Committee consists of at least one, but up to two, Senior Coordinators and several team members. Collectively the Organising Committee is responsible for finding a venue, the scientific programme, an optional social programme, the promotion of the event and its funding.

The organisational process is outlined in greater detail in the 'Conference Manual' document, available from the Events Officer.

### **Article 21.7: Joint Executive Board & Member Representatives Meeting**

The Joint Executive Board & Member Representatives Meeting serves as a critical mid-mandate platform for discussion, planning and management of the Federation; refer to Article 30 for more detailed information on the internal programme of the event.

The event is organised and hosted by an Organising Committee that is delegated, and managed, by the Member Organisation of the host country/region. The host is chosen by the General Assembly directly, after a call and application process (see, Article 34.4). The responsibilities of the organising committee include: fundraising; arranging accommodation, meals and all other practical elements of the event including securing appropriate resources for meetings; organising and hosting the social programme and excursion.

The Organising Committee consists of the Senior Coordinator and several team members.

## EFPSA Domestic Regulations

### Article 22: Services

#### Article 22.1: Study & Travel Abroad

Study & Travel Abroad is an EFPSA Service aiming to facilitate the opportunity to study psychology abroad by providing guidelines, information and experience stories to European students. The main tasks include maintaining up-to-date information about psychology programmes in Europe (i.e. the 'Post-Graduate Database'), and publishing 'Experience Stories'.

The service is also responsible for developing the 'Travel Network' – which provides support and tips for travellers, foreign or exchange students, as well as facilitate contact between psychology students from all over Europe in regards to hosting opportunities or additional first-hand information about the travel destinations.

The team consists of a Senior Coordinator and two team members.

The Vice President is responsible for supporting and contributing to the work of the team.

#### Article 22.2: Junior Researcher Programme

The Junior Researcher Programme (JRP) is an EFPSA Service, delivering academic opportunities, skills and research experiences to undergraduate and postgraduate psychology students currently engaged in research projects of the European Summer School.

The JRP aims to facilitate and ensure completion of the research projects established at the European Summer School by supplying framework, guidance and support to both the students and supervisors of each project. The JRP is a thirteen-month framework: student entry into the JRP is marked by the final day of the European Summer School, and ends with opportunity for research groups to reconvene one year after the summer school – at the JRP Internships.

In its entirety, the JRP framework features: the one-week European Summer School, completion of works-in-progress reports, submission of reports to the Journal of European Psychology Students for review, dissemination of research through the annual Congress, and the JRP Internships.

The JRP is coordinated and supported by its Director (a professional academic) and the Research Officer (an experienced junior researcher). One member of each European Summer School research project is assigned the role of communication officer – this person is responsible for maintaining contact with the Director and Research Officer on behalf of their research team. The JRP Director is not selected by usual EFPSA protocol but by nomination from the outgoing Director. Communication between the Board of Management and the Junior Researcher Programme should be maintained by the Vice President and the Director.

The hosting of one year's ESS-JRP research cohort during JRP Internships is the responsibility of the Director, and is expected to be undertaken at his or her academic institution. The JRP Internships require researchers to present the outcomes of their ESS-JRP research project at the JRP Conference. These internships are intended as an opportunity for JRP participants when they complete the schedule of research set out by the JRP.

The JRP Calendar runs from 1st October to 30th September annually. The Director and Research Officer have longer positions; at most times, there will be two active Research Officers.

The Vice President is responsible for supporting and contributing to the work of the Junior Researcher Programme.

## **EFPSA Domestic Regulations**

### **Article 22.3: Journal of European Psychology Students**

The JEPS Team is responsible for publishing, maintaining and promoting the Journal of European Psychology Students - a registered, indexed, peer-reviewed and open-access scientific journal. The team coordinates the manuscript review and online publication process; and works continuously on developing these practices. To this end, the JEPS team maintains a close relationship with all stakeholders, including authors, reviewers and its publishers, Ubiquity Press.

The JEPS team also manage and publish the JEPS Bulletin, a research blog for psychology students. The JEPS Bulletin aims to inform students about recent developments across various fields of psychology as well as provide academic advice relating to scientific writing, methodology and studies.

The JEPS team is responsible for promotion and marketing of both the Journal of European Psychology Students and the JEPS Bulletin.

The JEPS team consists of the Senior Coordinator (Editor-in-Chief), one Junior Coordinator for Scientific Affairs (Senior Editor) and six team members in Scientific Affairs (Editor).

The Vice President is responsible for supporting and contributing to the work of the JEPS team.

### **Article 22.4: Social Impact Initiative**

The Social Impact Initiative (SII) revolves around the ambition to make use of psychological knowledge in order to affect a positive and significant impact on society. Currently there are two components to the Social Impact Initiative: a primary campaign set around the theme of 'Combating the Stigma of Mental Disorders'; and a commitment to promoting the Open Access movement.

The SII team are responsible for maintaining and developing both components of SII. Key responsibilities include: developing a network of contributing SII volunteers and advocates; raising awareness of SII causes; developing the primary campaign materials and strategy; and contributing to the Open Access movement in a meaningful manner.

The Social Impact Initiative is led by a Senior Coordinator, and supported by several team members.

The President is responsible for supporting and contributing to the work of the Social Impact Initiative.

### **Article 23: Offices**

#### **Article 23.1: Finance Office**

The Finance Office is responsible for overseeing and managing the financial elements of the Federation. Its main tasks include allocating financial support to activities of the Federation through management of its annual budget; and generating additional means of income for the Federation through grants, sponsorship and partnerships.

The Finance Office consists of five people: Financial Administrative Assistant, Grants Coordinator, Grants Team Member, Partnerships Coordinator, Partnerships Team Member.

The Financial Administrative Assistant oversees the use of the Wave Accounting Software throughout the organisation and provides support to the Finance Officer in the administration of EFPSA's accounting records.

## **EFPSA Domestic Regulations**

The Grants sub-team looks for viable grant calls, oversees deadlines, completes, and submits the applications and all necessary supporting documents. The sub-team is also responsible for keeping archives and databases of all current and past financial EFPSA related activity for future mandates.

The Partnerships sub-team is looking for cooperation with organisations, universities, research centres and companies that have not declared the existence of any specific support programme. In order to help the process, the sub-team maintains an updated database of potential partners and sponsors and updates the organisation's partnership portfolio appropriately. The sub-team looks for and implements new ideas about possible sources of income with the Finance Officer, the Board of Management, and the event organisers or project teams. The sub-team also thanks the sponsors by sending greeting cards (or any other way to ensure a long-term relationship) and provides any documents or reports required by the sponsor.

The Finance Office is managed by the Finance Officer.

### **Article 23.2: Marketing Office**

It is the responsibility of the Marketing Office to produce online and tangible promotional materials and to spread awareness of EFPSA and promote all EFPSA opportunities using national and local networks, as well as all official channels of communication (notably social media). The Marketing Office also cooperates with Executive Board teams and the Member Representatives on these matters.

The Marketing Office consists of the Senior Marketing Officer, the Senior Brand Coordinator, the Content Manager and the Photographer. Team members may be recruited if necessary. The Marketing Office is managed by the Marketing Officer.

#### **Article 23.2.1: Web Team**

The Web team is responsible for updating and managing the official EFPSA website, administration of official webmail of the Executive Board teams and Member Representatives and the communication tool, SharePoint. The members of the Web team should also assist Executive Board members and Member Representatives with problems and difficulties concerning their usage of the website, webmail and SharePoint.

The Web team consists of a Senior Coordinator and a Junior Coordinator; both of whom are managed by the Marketing Officer.

### **Article 23.3: Members Office**

The Members Office is responsible for managing relations and activities relating to Member and Observer Organisations of the Federation. A key function of the Members Office is to support the work of Member Representatives, and ensure they are able to fulfil roles as mediators to their respective organisations and undertake legislative and promotional duties throughout the mandate.

The Members Office features the Member Coordinator and the Observer Coordinator; both of whom are managed by the Member Representatives Officer.

The Observer Coordinator is responsible for finding contacts of potential Observer Organisations, coaching existing Observers and guiding them through membership application processes. They should ensure the Observers are active, motivated and informed on happenings in the Federation.

## EFPSA Domestic Regulations

The Member Coordinator is responsible for gathering information about the structure, activities and development of Member Organisations of the Federation, and for supporting the networking and communication between the Member Organisations. The Member Coordinator is also responsible for working together with and monitoring the Vice Member Representatives.

The Member and Observer Coordinator help the Member Representatives Officer with the preparation of the Member Representatives' meetings, Member Representatives' reports and Member Representatives' newsletters and are responsible for taking the minutes of both the meetings and the reports.

The Members Office is also responsible for keeping track of on-going exchanges in the Member and Observer Organisations and supporting them in the implementation of exchanges by providing documents and by looking for possible exchange partners. Additionally, they collect information about psychology related events to be put in the External Events section of the EFPSA website.

### Article 23.4: EFPSA Office

The EFPSA Office represents the central point of administration within the Federation. As such, it is primarily involved in: ensuring effective administrative practices are in place; archiving of documentation (see, Article 45); and supporting communication within and between the Executive Board and Member Representatives (see, Chapter 12). The EFPSA Office is also responsible for editorial and publication of official EFPSA newsletters. Lastly, the EFPSA Office maintain the [contact@efpsa.org](mailto:contact@efpsa.org) e-mail account, and should respond promptly and appropriate to all interested persons. The Secretary General manages the EFPSA Office, and works in the tasks above with the Administrative Support Officer. The External Relations Officer is officially part of the EFPSA Office, but has a distinctly different role.

#### Article 23.4.1: Administrative Support Officer

More specifically, the Administrative Support Officer is involved in:

1. Supporting the Secretary General in matters of internal administration
2. Planning, editorial and promotion of official EFPSA newsletters
3. Supervising the EFPSA representatives in EFPA Boards, Standing Committees and Task Forces
4. Taking minutes during the Executive Board meetings and reports
5. Supporting archiving practices
6. Sending Birthday, holiday and thank you cards to all members of the EFPSA community

#### Article 23.4.2: External Relations Officer

The External Relations Officer is responsible for contributing to the growth of the external network of EFPSA. In this context they are primarily tasked with researching potential partners with whom EFPSA may establish meaningful collaborations. Primarily through maintaining EFPSA's membership within IFISO, the External Relations Officer should also promote EFPSA within student organisation networks, where they should be sharing best practices and heightening the visibility of EFPSA

The External Relations Officer is also responsible for maintaining and developing the 'External' section of the EFPSA website:

1. External Events Listing - a page detailing opportunities relevant for psychology students hosted by external groups
2. Representing EFPSA - a page detailing the travels and participation of people representing EFPSA at external events

Both the President and Secretary General should support the External Relations Officer in the following matters:



## **EFPSA Domestic Regulations**

1. Discussing and developing strategies for approaching external groups with a view to establishing collaborations
2. Engaging in dialogue with external groups regarding potential collaborations and opportunities
3. Maintaining existing external partnerships, collaborations and contacts
4. Directing interested groups to relevant teams or components within EFPSA
5. Assisting in preparation of documents outlining outcomes of External Relations Office work for the Board of Management

### **Article 23.6: Training Office**

The Training Officers are internal EFPSA trainers who are responsible for preparing and conducting trainings for the Executive Board and Member Representatives during EFPSA events (most notably the Congress and the Joint Executive Board and Member Representatives Meeting). The amount and range of trainings should be consulted with the Board of Management, according to the training needs of EFPSA that are analysed by the Board of Management, and communicated by the Vice President.

In case of organising a Train the Trainers summer school (TtT), the Senior Training Officer will be responsible for the agenda of the event, meaning he or she will take care of the programme outline and of recruitment of the trainers. The Training Office will receive help in this and other matters from the TtT organising team and the Vice President. The Senior Training Officer will also be responsible for the recruitment of trainers for the Training Pool, monitoring both Junior Training Officers and the communication between the Vice President and the Trainers.

The External Junior Training Officer is responsible for the external communication with training entities and monitoring trainer events.

The Internal Junior Training Officer is responsible for the follow-up after a Train the Trainers Summer School. He or she will stay in contact with the Trainers in the Training Pool and monitor the new trainers after the Train the Trainers Summer School.

The mandate of the Training Officers and their successors overlap: the new Training Officers are selected between the second Board of Management Meeting and the Congress to give them enough time to prepare the Training sessions at the Congress. The mandate of the previous Training Officers ends after the Congress where they hand over and finish the Knowledge Transfer to the new Training Officers who are the main persons responsible for delivering the trainings at the Congress.

## **Chapter 6. General Assembly**

### **Article 24: General Assembly**

The General Assembly holds the highest level of authority within the Federation. It is convened on an annual basis at Congress to approve statutory decisions required for the functioning of the Federation, most notably selection of the Board of Management and approval of the Executive Board. A General Assembly also takes place mid-mandate at the Joint Executive Board & Member Representatives Meeting.

Matters concerning the composition, authority, and procedural rules of the General Assembly are dealt with in the Statutes, Chapter 4. Several of these matters are expanded upon in the following articles of the present chapter.

## EFPSA Domestic Regulations

### Article 24.1: First Session of the Congress General Assembly

The departing Board of Management is responsible for preparation of the first session of the Congress General Assembly. The agenda of the first session features final proposals and matters for voting of the mandate; alongside presentation of the mandate's Annual Report and Financial Report. The first session shall be chaired by the leaving President and/or the leaving Vice President.

### Article 24.2: Second Session of the Congress General Assembly

The second session of the Congress General Assembly features the nomination of persons to fill positions on the Board of Management for the forthcoming mandate. The closure of the second session marks the commencement of that mandate. The second session is organised by the departing Board of Management, and chaired by the departing President and/or Vice President.

### Article 24.3: Third Session of the Congress General Assembly

The Board of Management Elect is responsible for preparing and conducting the third session of the General Assembly at the Congress. In this matter their immediate predecessors should support them. At the third session, the Board of Management must present their nominations for the Executive Board members to be approved by the General Assembly. The agenda may also feature further proposals, which would be deemed 'Exceptional Proposals' and allowed under Article 25.2. The third session shall be chaired by the newly elected President and/or the newly elected Vice President.

## Article 25: Proposals to the General Assembly

### Article 25.1 Submission of Formal Proposals

Proposals may be put forward to a General Assembly to reach decisions on any matters concerning the Federation. Foremost in forms of proposal includes: amendments to the Statutes or Domestic Regulations; questions of Membership; and approval of Executive Board members. A full list of proposals which should be put to the General Assembly is listed in the Statutes, Article 14.

Proposals can be submitted by the following groups:

1. Member Representatives (on behalf of their Member Organisations or as a group)
2. Executive Board teams (when the majority of the team support the proposal)
3. Board of Management as a body (when the majority of the team support the proposal)
4. Task Forces

Proposals from outside the Board of Management should be sent to the Secretary General in written form. Proposals will then be discussed within the Board of Management. The Board of Management will consider the proposal, and engage with its authors as appropriate in order to:

1. Discuss the proposal's intentions and implications
2. Reach agreement on amendments to the proposal wherever necessary

The Board of Management carry final authority on passing proposals forward to the General Assembly. If after consideration the proposal is rejected by a majority of the Board of Management then it should be handed back to the person/body making the proposal, together with an explanation of the grounds on which it was rejected. The Board of Management may include in their response a request and suggestions for modification to the proposal.

## EFPSA Domestic Regulations

The Board of Management may only reject a proposal featuring amendments to the Statutes or Domestic Regulations once. After this, provided suitable modifications in line with suggestions from the Board of Management are made, the proposal must be put to vote at a General Assembly.

Proposals should be submitted such that if the Board of Management decide to put the proposal forward to the General Assembly, they are able to announce this 30 days prior to the date of the General Assembly by including it in the General Assembly agenda (Statutes, Article 16).

All matters on the General Assembly agenda should be outlined within formal 'Proposal Documents'. These should be provided to the Member Representatives (and Member Organisations) in a timely manner to allow for their reading, and consideration of all proposals. The Board of Management is ultimately responsible for ensuring suitable Proposal Documents are prepared, but they may ask authors of proposals to take proactive steps in this matter to ensure their proposal is appropriately outlined for the General Assembly.

Proposal Documents are expected to include:

1. A clearly worded proposal to be voted upon
2. Detailed description of the proposal
3. Justification or reasoning behind the proposal
4. Awareness and acknowledgement of the implications of the proposal
5. If appropriate, drafted text for the Statutes and/or Domestic Regulations

Additional rules relating to the handling of proposals for modification of the Statutes and the Domestic Regulations are described in Statutes, Chapter 10.

### **Article 25.2: Exceptional Proposals**

Proposals may be added to the agenda of a General Assembly after the statutory 30-day period of notice, up to and including the days of either the Congress or Joint Executive Board & Member Representatives Meeting, under particular circumstances - these proposals will be considered 'Exceptional Proposals' on account of their exemption from the typical rules.

Authority to submit an Exceptional Proposal is granted to the same groups as with Formal Proposals outlined in Article 24.2.

Exceptional Proposals may be put to a session of the General Assembly under the following circumstances:

1. They relate to matters that have been suitably discussed during the meeting by the Member Representatives (and/or delegates)
2. There is some extraordinary circumstance that renders voting necessary
3. The majority of the Board of Management support the matter being voted upon
4. The majority of the General Assembly delegates support the matter being voted upon

### **Article 26: Decision Making Process**

The General Assembly may be preceded by a 'General Assembly Preparation' session in which proposals may be presented and discussed at greater lengths than is allowed for by the General Assembly in which proposals are being voted upon. This session is organised and hosted by the Board of Management for the benefit of General Assembly delegates.

This session is not a mandatory feature of a General Assembly, but should be used to facilitate a proper and efficient General Assembly. Spokespersons or bodies who have authored proposals may be invited to this session to assist in discussion.

## EFPSA Domestic Regulations

### Article 27: Voting Procedures

The voting procedures of the General Assembly are described in Statutes, Article 19.

### Article 28: Sessions of E-Voting

A session of e-voting can be requested by the Board of Management when there is a need for voting on a proposal as soon as possible. Session of e-voting must be announced to Member Organisations and Member Representatives by an e-notice made by the President. If the e-voting session will consider making decisions which fall under the authority of the General Assembly (see, Statutes, Article 14), the announcement should be made at least 30 days before e-voting. In other cases the announcement should be made at least 14 days before e-voting.

A session of e-voting requires the same conditions to meet quorum as a General Assembly (i.e. two thirds (2/3) of the sum of possible delegates; see Statutes, Article 17). Voting procedures during a session of e-voting are the same as those in place for a General Assembly, as outlined in Statutes, Article 19, with the exception that voting is automatically anonymous. The Member Representatives should have at least one week to vote.

## Chapter 7. Formal Meetings of the Federation

### Article 29: Congress

The Congress preferably takes place in the time between the middle of April and the beginning of May. As well as being an event open to student participants (see, Article 20.1), the Congress hosts a formal, internal programme for the Executive Board and Member Representatives which features several mandatory activities relating to the closing of the mandate, and the opening of a new one. For these reasons, the Congress is the single most significant event for the Federation of each mandate.

#### Article 29.1: Internal Programme of the Congress

The internal programme is prepared by the Board of Management prior to the Congress. The programme schedule (and related documents) should be provided to out-going Executive Board teams prior to the Congress, to support their preparations for the end of the mandate. The programme should include at least the following, in chronological order:

1. An Opening Ceremony
2. General Assembly
  - a. First Session (i.e. final General Assembly of the closing mandate)
  - b. Second Session (i.e. presentation of Board of Management candidates and election)
3. Executive Board Selection
  - a. Applications
  - b. Interviews
4. Mandate Kick-Off
5. Executive Board Knowledge Transfer meetings
6. Member Representatives meetings
7. Time for Executive Board team meetings
8. General Assembly
  - a. Third Session (to include approval of the new Executive Board & Ethics Committee)

## EFPSA Domestic Regulations

### 9. Closing Ceremony

#### **Article 30: Joint Executive Board & Member Representatives Meeting**

The Joint Executive Board & Member Representatives Meeting serves as a critical mid-mandate platform for discussion, planning and management of the Federation. As the name suggests, participants of the meeting include the Executive Board and Member Representatives; however, Executive Board team members, additional members of event organising committees, and representatives from Observer Organisations, should also be invited if possible.

The Presidential team leads the event's planning; however the rest of the Board of Management should provide assistance. The Presidential team are responsible for:

1. Outlining the meeting agenda (schedule, working sessions, presentations & workshops)
2. Moderating General Assemblies and the Opening/Closing Ceremony
3. Hosting Executive Board feedback meetings
4. Coordinating and moderating meetings within the Board of Management

Although the schedule of the event is provided by the Board of Management, it should allow for team meetings, in which Senior Coordinators and teams determine how their time should be spent. The schedule should be provided to Member Representatives and Executive Board teams prior to the meeting, to support their preparations.

Key features of the meeting include:

1. Evaluating progress on Action Plans through the first half of the mandate and planning for the remainder of the mandate
2. Working together within teams
3. Discussion on significant issues
4. Presidential team meetings with Executive Board teams and the Member Representatives
5. A General Assembly (which may be split into sessions)

The organisers need to provide the participants with accommodation, meals and a meeting venue with internet connection. The dates of the Joint Executive Board & Member Representatives Meeting should be announced at least 90 days in advance. More information can be found in the 'Joint Executive Board & Member Representatives Meeting Manual' that can be requested from the Events Officer.

#### **Article 31: Board of Management Meetings**

The Board of Management shall meet in person at least four times during a mandate; this includes meeting at the Congress and at the Joint Executive Board & Member Representatives Meeting.

In addition to these meetings, they organise at least two separate Board of Management meetings: the first should take place at least two months before, and the second two months after the Joint Executive Board & Member Representatives Meeting. The venues of the separate meetings are decided within the Board of Management. The duration of the meetings should be between 3 to 7 days. Persons interested in running for Presidency may be invited to join the last Board of Management meeting before the Congress for the duration of 2 to 4 days.

The Presidential team are responsible for coordinating planning and the undertaking of the two annual Board of Management Meetings. Their preparations should include:

1. Establish a suitable date and venue for the meeting

## **EFPSA Domestic Regulations**

2. Collect suggestions for the working agenda from members of the Board of Management
3. Prepare the working agenda
4. Moderate discussions and presentations
5. Provide a document of meeting highlights and outcomes to the Board of Management in a timely manner

### **Article 32: Online Meetings**

#### **Article 32.1: Online Meetings of the Member Representatives**

Member Representatives should meet on a monthly basis. Additional meetings may also be scheduled to deal with specific matters. The Member Representatives Officer should schedule and moderate meetings.

#### **Article 32.2: Online Meetings of the Executive Board**

All teams of the Executive Board are expected to meet online with a reasonable degree of frequency. The scheduling and contents of meetings is at the discretion of the team themselves. Senior Coordinators should schedule and moderate meetings. The Board of Management are expected to meet on a weekly basis.

#### **Article 32.3: Presidential Team Meetings with the Executive Board and Member Representatives**

On two occasions during the mandate the Presidential team are required to host online meetings with each team of the Executive Board and the Member Representatives. Both rounds of meetings should be based around discussion of the team's activities, accomplishments and challenges.

The first round of meetings should take place before the Joint Executive Board & Member Representatives Meeting - such that outcomes may inform contents of the meeting.

The second round of meetings should take place before the end of the mandate - providing a platform for discussing preparations for mandate's closure and issues relating to Knowledge Transfer.

Meetings with the Member Representatives should be split into several sessions, to allow for smaller groups of Member Representatives to meet with the President and Vice President.

The President and Vice President are responsible for coordinating and hosting both rounds of reports. They should:

1. Draft Executive Board and Member Representatives report documents
2. Collect completed reports
3. Schedule and moderate meetings
4. Ensure outcomes of reports and meetings are conveyed back to the Executive Board and Member Representatives in a timely manner

## Chapter 8. The EFPSA Mandate

### Article 33: The EFPSA Mandate

The EFPSA mandate official begins upon closure of the second session of the Congress General Assembly, with the election of the new Board of Management. The mandate lasts for one year, closing at the end of the first session of the General Assembly at the subsequent Congress. Further formal descriptions relating to the mandate are described in [Statutes, Article 28](#).

The mandate of the Training Office starts between the second Board of Management meeting and the Congress (see, Article 23.6). Nominated candidates will be formally approved together with the other members of the Executive Board for the forthcoming mandate at the third session of the Congress General Assembly.

The mandate of organising committees (of the Congress, European Summer School, Train the Trainers summer school, Train Advanced Trainers, Conference, and Joint Executive Board & Member Representatives Meeting) ends upon closure of the events themselves; thus falling variously outside of the traditional EFPSA mandate. The mandate of new organising committees begins upon their nomination to host an event (see, Article 34); but still requires formal approval (see, Article 18.3).

### Article 34: Mandate of Event Hosts

#### Article 34.1: Protocol for Selection of Event Hosts

This protocol applies to the selection of hosts for the European Summer School, the Train the Trainers summer school, the Train Advanced Trainers school, and the Conference.

Selection of hosts for the Congress and Joint Executive Board & Member Representatives Meeting follow slightly different procedures, since they are selected by the General Assembly directly (see, Article 34.4).

All materials relating to a call for a host team should be prepared by the Events Office. Calls should include:

1. An application form
2. An information pack providing an outline of the event. This should include responsibilities of the event host team and direction to official event documents (i.e. 'Minimal Requirements' and event-specific 'Manual' documents)
3. A document outlining the selection procedure for applicants

The call should be made by the EFPSA Office.

Completed applications should be returned to the Secretary General ([applications@efpsa.org](mailto:applications@efpsa.org)). The Secretary General should coordinate the formation of the event host selection committee.

The event host selection committee is responsible for selecting the successful application. The Events Officer should chair meetings of the event host selection committee and their discussions.

The composition of the event host selection committee is described in Article 34.2.

The event host selection committee should inform the Secretary General of their nomination, by completing a 'Nomination' document.

The Secretary General is then responsible for providing the 'Nomination' document to the Board of Management. The Board of Management should review the nomination, and either approve or question the nomination. Should the Board of Management have sufficient reason to

## **EFPSA Domestic Regulations**

question the nomination, then their reasons should be presented to the event host selection committee, who will be required to provide additional justification for their nomination.

Once the nomination is approved, the Secretary General should then prepare the nomination into a 'MR Approval Proposal' document, suitable for Member Representative approval at either the nearest General Assembly, or a session of e-voting.

The 'MR Approval Proposal' document, together with the 'Nomination' document and original application form of the nominated applicant, and any other applications not chosen, should be provided to the Member Representatives for their voting. Names and personal information should be removed from application before being provided to Member Representatives.

### **Article 34.2: Composition of the Event Host Selection Committee**

The Events Officer chairs event host selection committees. The Events Officer assembles the remainder of the committee in a manner depending on the event in question:

For the ESS: the Senior Coordinator of the event; the previous year's Senior Coordinator of the event; previous year's host-team coordinator; the JRP Senior Coordinator. The Director of the Junior Researcher Programme should be also be consulted, and provide advice during the selection process.

For the TtT: the Senior Coordinator of Training Office; head of organising committee of the previous year's TtT

For the TAT: the Senior Coordinator of Training Office; head of organising committee of the previous year's TAT

For the Conference: the head of organising committee of the previous year's Conference

### **Article 34.3: Application to Host to an Event**

Applications to be host to an EFPSA event will only be accepted if the EFPSA Member Organisation of the country/region that is applying to host the event first endorses them. Endorsement must be proven by completing the relevant section of the host application form.

### **Article 34.4: Organising Committees of the Congress & Joint EB & MR Meeting**

The selection process for choosing hosts (Organising Committees) of both the Congress and the Joint Executive Board & Member Representatives Meeting is slightly different from that of other events. The critical difference being that selection of hosts is undertaken by General Assembly directly; and not by an event selection committee who provide a nomination for General Assembly approval.

The call for applications to host Congress should be made before the annual Congress occurring two years prior to the date of the Congress of the call. Representatives of the candidate committees should present themselves to the Congress General Assembly. The General Assembly will then vote on candidates.

The call for applications to host the Joint Executive Board & Member Representatives Meeting should be made before the annual Joint Executive Board & Member Representatives Meeting of the mandate. Candidate committees are voted on at the General Assembly of the meeting.



## EFPSA Domestic Regulations

Other than these details, the call for both these events is similar to others. Calls are made by the EFPSA Office, and should include the following materials prepared by the Events Office:

1. An application form
2. An information pack providing an outline of the event. This should include responsibilities of the event host team and direction to official event documents (i.e. 'Minimal Requirements' and event-specific 'Manual' documents)
3. A document outlining the selection procedure for candidate committees

## Chapter 9. Strategic Planning

### Article 35: Strategic Planning Document

EFPSA introduced formalised strategic planning to ensure long-term sustainability and development of its activities. In addition to consideration of developing existing EFPSA activities, events and services, the Strategic Plan seeks to foster new opportunities and prospects for growth of EFPSA. A principal intention of the initiative is to organise and catalogue long-term objectives of the organisation, and in so doing overcome inherent difficulties posed by one-year mandates.

The Strategic Plan's objectives were set against a timeline of five years, with the first mandate to run in accordance with the aims of the plan being that of 2013/2014.

The Strategic Plan is contained in a document entitled 'EFPSA Strategic Planning: 2013-2018' (available upon request from the Secretary General). There is also a strategic planning section on the official EFPSA website providing the document, and background information about the initiative.

It is the responsibility of the President and Vice President to see the implementation of the Strategic Plan, as well as ensure its periodic review.

### Article 35.1: Use of the Strategic Planning Document

At the beginning of the mandate:

- The document should be used during the Board of Management Knowledge Transfer session. The departing Board of Management should explain their vision of the future of EFPSA and how it relates to the Strategic Plan document.
- The document should be used by the elected Board of Management to guide their individual Action Plans. The collective Action Plan of Board of Management should also be prepared with the aims of the Strategic Plan in mind.
- All Senior Coordinators elected at the Congress should be aware of the Strategic Planning document. The document should be used in the Knowledge Transfer sessions of all Executive Board teams. Senior Coordinators should also make sure that the Action Plan of their team is in line with the aims of the Strategic Plan; this should be assured by the Board of Management.

At the Joint EB & MR Meeting:

- During the Joint Executive Board & Member Representatives Meeting, all teams should evaluate progress of the mandate so far, and consider the remainder of their mandate in reference to their Action Plans and the Strategic Plan.

## EFPSA Domestic Regulations

During Board of Management Meetings:

- During both meetings, the Board of Management should evaluate all progress made through the mandate by the Executive Board in reference to their Action Plans and the Strategic Plan. They should keep track of accomplishments in relation to the objectives defined in the Strategic Plan (this will facilitate post-mandate strategic review)
- During the second meeting, the Board of Management may propose amendments to the Strategic Planning document - these should be presented at the end of the mandate for approval by the General Assembly. Plans should be passed down to subsequent Board of Management through the collective Knowledge Transfer session.
- The Board of Management may wish to draw upon ideas found in the 'Freezer' section of the Strategic Planning document - these are projects which have been deemed valuable by previous Board of Management but which have not yet been acted upon

### Article 35.2: Changes to the Strategic Planning Document

Changes in the Strategic Planning document can only be made during the second Board of Management Meeting. Changes should be approved by the General Assembly. When making changes, the Board of Management should be sure to note in the Strategic Planning document their reasons for changes, including record of anything removed.

The Strategic Planning document (or parts of it) can also be used for marketing reasons. Both the Marketing team and Finance team should be aware of the future strategic vision of EFPSA, and reflect this in their marketing and promotional efforts appropriately.

### Article 35.3: Reviewing the Strategic Plan

At the end of the mandate, the departing President (i.e. the soon to be Immediate Past President) should prepare a document which accounts for progress made on objectives set forth in the Strategic Planning document. They should acknowledge goals which have been fulfilled and projects underway that relate to remaining objectives; deadlines which have missed should also be acknowledged, perhaps together with notes about problems encountered. Such a 'Strategic Review' acts as a formal addendum to the Annual Report.

The review may be presented at the end of the mandate, during the final General Assembly of the mandate; but it should be formally published some time after the mandate's end (similar to how the Annual Report is published), and thereby made available to the EFPSA community. Strategic Reviews should also be uploaded to the strategic planning section on the official EFPSA website.

At the end of the mandate ending in 2018, a comprehensive Strategic Review should be published. Preparations should also be made by the Board of Management regarding setting a new strategic plan for the Federation.

## Chapter 10. Annual Report

### Article 36: Annual Report

The Annual Report is written at the end of each mandate by the departing Presidential team. The report should convey outcomes of the mandate, commenting on goals, intentions and accomplishments.

The Annual Report should at least contain:

- A word of reflection and welcome from the Presidential team

## EFPSA Domestic Regulations

- An overview of the planned and achieved goals of the mandate
- Prominent activities of the mandate
- Names of the Executive Board members, Member Representatives and Vice Member Representatives
- A word of thanks to all students active in EFPSA, partners, contacts and people that have been helpful
- Financial Report (see Statutes, Article 36)

The Annual Report should be sent to all members of the EFPSA Community, Alumni, Member Organisations, EFPA and other partners, and is published on the EFPSA website. The Immediate Past President is responsible for the distribution of the report.

## Chapter 11. Financial Matters

### Article 37: Financial Accounts

The Federation currently holds three accounts in its name, with Belfius Bank (Leuven, Belgium). Account holders change on an annual basis in accordance with changes in the Board of Management.

#### Primary Account with Belfius Bank

Account number: 7765 9897 2370  
IBAN: BE60 7765 9897 2370  
Swift number: GKCCBEBB

#### Checking/Current Account with Belfius Bank

Account number: 0688 9907 2011  
IBAN: BE30 0688 9907 2011  
Swift number: TBC

Note: This account is used for grants awarded to events of the Federation, and/or event financing.

#### Savings Account with Belfius Bank

Account number: 083472082027  
IBAN: TBC  
Swift number: TBC

The address for Belfius is Bondgenotenlaan 103, 3000 Leuven, Belgium

### Article 38: Budget

Refer to Statutes, Article 36 through 38 for information about the annual EFPSA budget, annual Financial Report and auditing practices.

## EFPSA Domestic Regulations

### Article 39: Reimbursement

EFPSA will reimburse previously agreed costs on the basis of original receipts and written applications to the Finance Officer. The Finance Officer has the right to refuse the payment if it has not been previously agreed on or if it has been agreed on at a different amount. If the money is handed out personally, the reimbursed person has to confirm the receiving of the money by his/her signature.

To support the travel to meetings EFPSA may cover transportation costs of Executive Board members and Member Representatives to the meetings without exceeding 70% of the total costs. The total allocation sum will be decided on the basis of available means by the Finance Officer and the President. The allocation will be done by the Finance Officer and the Secretary General and has to be approved by the President. The Presidential team travelling costs will be covered from a budget line other than the budget line set for the Executive Board and Member Representatives.

Reimbursements can be made in cash or bank transfer. EFPSA does not give reimbursement as prepayments.

### Article 40: Grants

In order to finance its activities EFPSA will seek for funding from foundations and organisations that make calls of application for grants. Looking for possible sources, keeping the grant database up to date and filled with relevant information, and putting together the grant application documents should, as a set of responsibilities, be allocated by the Board of Management.

In project-related grant applications, the process can also be directed by event organisers. In case of a positive result by any grant committee and the receipt of a grant, it is the event organisers' responsibility to provide the organisation with all the required documentation, receipts and reports that the donor might ask for. It is also crucial that the event organisers update the Board of Management on their grant seeking and obtaining actions, as it may affect other grants reception of EFPSA.

### Article 41: Partnerships

In addition to grants, EFPSA looks for financial partners to assist in funding its projects and/or everyday activities. Searching for financial partners is coordinated by the Partnership team of the Finance Office (see, Article 23.1). Partners can be offered advertising space on the website or in EFPSA events or products, as well as any other benefit agreed between the Partnership team, the Finance Officer and the President and the partners.

In the case of sponsorship to events; the event organising committee should provide the organisation with all the required documentation, receipts and reports that the sponsor might ask for. To insure future cooperation, sponsors are acknowledged within the New Year's card or any other form of thank you letter during the year after the event has taken place. The Secretary General, who receives the information from the team, coordinates such acts of acknowledgement.

EFPSA will not transfer any means to cover expenses in addition to the baseline costs. In case of a project-related sponsor this means that the organisers are responsible for getting money from the sponsors and EFPSA cannot transfer the money the sponsor promised.

## EFPSA Domestic Regulations

### Article 42: Depositing EFPSA Cash Instruments

EFPSA cash is deposited in EFPSA bank accounts. Checking the account should only contain a buffer for bank expenses for the immediate period and the near-future cash withdrawal need. The rest of the money is to be transferred to the EFPSA savings account where it earns higher interest.

EFPSA does not invest in any instrument more risky than the savings account and does not give or take any financial loan to finance its temporary or longer-term liquidity problem. The only solution for liquidity problems would be cutting expenses.

## Chapter 12. Communication

### Article 43: Virtual Communication

The Member Representatives and Executive Board members communicate via virtual communication tools (existing tools include: official webmail, SharePoint and Podio). Each team member also has the right to have access to these tools. The user-names and the passwords are assigned by the Web team.

EFPSA's main platform for outreach is its official website: [www.efpsa.org](http://www.efpsa.org). Maintenance of the website is the duty of the Web team; but responsibility for content of sub-sections (e.g. event or service pages) is typically that of the team itself, and the Board of Management. The EFPSA Office is responsible for maintaining the 'Documents' section of the website, and ensuring documents are up-to-date (see, Article 23.5).

All calls, major announcements and official publications should be sent to the EFPSA Community, which is defined as all EFPSA active members (i.e. the Executive Board, Member Representatives and Vice Member Representatives), Member Organisations. Additionally Alumni and EFPSA partners may be included.

Member Organisations have the right to make use of the 'Members Corner' of the EFPSA website for communication of news, events and activities approved by the Member Representatives Officer. They may also post information about events open to European psychology students through the 'External Events' section of the EFPSA website.

### Article 44: EFPSA Newsletters

#### Article 44.1: Official External Newsletter

The EFPSA Office (see, Article 23.5) is responsible for editorial and publishing of at least two Official Newsletters per mandate; these are external publications to be published on the EFPSA website, and sent by e-mail to the EFPSA Community and to all EFPSA partners.

The EFPSA Office may invite any members of the EFPSA community to contribute articles to the newsletter.

Issues of the external newsletter should follow a standardised structure and fall in line with current Corporate Visual Identity (see, Article 2).

## EFPSA Domestic Regulations

### Article 44.2: Internal Newsletter

In addition to the external newsletter, the EFPSA Office should publish at least one internal newsletter during the mandate. The purpose of this newsletter is to keep all EFPSA members updated on the progress of teams and individuals in EFPSA. The internal newsletter need not have a standardised structure. The EFPSA Office should make the call for articles and then gather them, edit them and prepare the Internal Newsletter. This newsletter should be published over virtual platforms such that it is available to the EFPSA community.

### Article 44.3: Member Representatives Newsletter

The Member and Observer Coordinator team is responsible for preparing and if possible publishing the Member Representatives newsletter over virtual platforms at least twice during their mandate. The newsletter consists of the so called 'white pages', which contain news from Member Organisations and 'black pages', where Member Representatives share their private news.

### Article 45: Archiving

In order to ensure the continuity of EFPSA work and to preserve an archive of information, the Secretary General is responsible for archiving of EFPSA materials and information throughout the mandate. Archiving may be supported by other members of the EFPSA Office, as well as by the Board of Management. Archiving should be completed using SharePoint and/or some other form of back-up system or device. The archive should be passed on to the new Board of Management at the end of the mandate. The following is a basic list of materials that should be archived:

1. Minutes from meetings
2. Annual Reports
3. Executive Board reports
4. Task Force reports
5. Knowledge Transfer documents
6. Newsletters (Internal & External)
7. Board of Management Postcards
8. Mandate Database (Names of Executive Board members and Member Representatives)

## Chapter 13. Additional Bodies within the Federation

### Article 46: Task Forces

#### Article 46.1: Task Forces

A Task Force is recognised as an official body within the Federation. A Task Force can be formed to deal with issues related to EFPSA but not handled by the Board of Management or the Executive Board, for example modifications of the Statutes and the Domestic Regulations, projects with external EFPSA partners or issues concerning EFPSA recognition and official opinion.

## EFPSA Domestic Regulations

### Article 46.2: Composition of a Task Force

A Task Force has to consist of at least one member of the Executive Board and at least one Member Representative. It is also advisable that the Immediate Past President or an EFPSA advisor and a Board of Management member are part of the Task Force. If there is no Board of Management member in the Task Force, the chair of the Task Force is responsible to report to the Board of Management the progress of the Task Force work every 3 months.

The number of Task Force members should not exceed 10, and not more than three members from one Member Organisation should be working in one Task Force. If during its work the Task Force Chair (see, Article 46.3) decides the amount of persons in the Task Force is too small to fulfil the goals of the Task Force, they may ask the Board of Management for permission to increase the number of Task Force members. Requests should be made in written form with explanation of why the amount of persons should be extended.

### Article 46.3: Initiation & Implementation of a Task Force

A Task Force is initiated during a process of four steps:

1. The aim of the Task Force should be presented either at a session of the General Assembly or through online communication. People interested in contributing to the Task Force's work should be allowed at least 14 days to express their interest by contacting the Secretary General.
2. The Board of Management decides on a chair of the Task Force, who then chooses their team together with the Board of Management.
3. Once the Task Force is formed, a time-bound Action Plan should be made.
4. The working plan, deadlines and members should be voted upon through e-voting 30 days after the first presentation of the Task Force.

If considered necessary the President can make a call for a Task Force, which will start working immediately. In this case the President assigns the chair of the Task Force, who in turn is responsible for gathering Task Force members. This Task Force has to be voted upon at the nearest session of the General Assembly and doesn't require earlier notice.

Once the General Assembly approves a Task Force, it should be carried out holding close to the way specified, and in case of strong changes of direction or lack of promised activities it can be voted upon dissolution.

### Article 47: The Ethics Committee

#### Article 47.1: The Ethics Committee

The Ethics Committee is a regulatory body within EFPSA with the mandate to respond to concerns that arise relating to the Federation and its activities. They may respond to concerns raised by any entity that contacts them; but may also be contacted by the Board of Management, who request their assistance in consideration of some matter. Ultimately the Ethics Committee exists to consider concerning matters impartially, to decide if an action or matter is in violation of the principles of EFPSA, and to provide advice or decisions wherever necessary.

#### Article 47.2: Procedures in the Ethics Committee

Upon receiving communication from an entity of EFPSA (defined in Article 6), the Ethics Committee should respond promptly; they then have two weeks to decide whether the matter is something that requires the Ethics Committee's attention, or if it is outside of the committee's field of responsibility. Apparent violation of the principles of EFPSA constitutes a clear rationale for the Ethics Committee's involvement; but many

## EFPSA Domestic Regulations

other circumstances may also provide reasonable grounds for their taking a matter further. It is at the discretion of the Ethics Committee to make this assessment.

If the Ethics Committee decide that a matter is outside of their responsibility, they should inform the person/s who raised the matter, and explain why this is the case. They may at this time direct the person to the Board of Management, if they have not done so already.

If the Ethics Committee does decide to take on a matter for consideration they should handle it quickly, and professionally. One of their first duties is to work to establish the full extent of the matter, collecting information and perspectives from any persons or groups involved. They should prepare their assessment of the case as a report to be presented firstly to the Board of Management, whom they should then meet with to discuss the matter. Within their report, the Ethics Committee should provide their suggestions for further action.

Depending on the nature of the matter, further actions vary considerably. In the most serious of circumstances, legal counsel may be advised. For more foreseeable matters however, the situation is likely to require some kind of internal actions. Under these circumstances the Board of Management should heed the suggestions made by the Ethics Committee, and work together with them to agree to some form of appropriate response. Should the response require voting at the General Assembly, then a thorough report of the matter and reasoning driving the response (and proposed actions) should be presented to the Member Representatives.

In the event that the matter has led to 'gossip' or misconceptions within the EFPSA Community, then it may be advised that the Board of Management and/or the Ethics Committee provide some form of acknowledgement to relevant bodies, for instance to the Executive Board and Member Representatives. Handling of a matter in this regard is at the discretion of the cooperation between the Board of Management and the Ethics Committee.

If a matter is dropped by the person or entity who filed it while the Ethics Committee is still working, the committee may still decide to continue its proceedings.

### **Article 47.3: Composition of the Ethics Committee**

The Ethics Committee of EFPSA is formed on a yearly basis and consists of four members: one Member Representative, one Executive Board member (other than a Board of Management member and the Immediate Past President), one Board of Management member and the Immediate Past President (see Chapter 4).

The call for members of the Ethics Committee must be included in the agenda of the first session of the Congress General Assembly. All members are chosen by the body they represent (e.g. one Member Representative is proposed by the Member Representatives) and voted upon at the second session of the General Assembly during the Congress. If there is more than one candidate for the position from one body, the body concerned votes upon which of the candidates will become the Ethics Committee member.

The Committee chooses one of the members as the Head of the Ethics Committee of EFPSA. The person elected is responsible for contacting the Board of Management and the Member Representatives, as well as for arranging the work of the Ethics Committee.

If a charge has been filed against a person who is a member of the Ethics Committee, that member is excluded from all the work of the Ethics Committee until the charges have been dealt with.

### **Article 47.4: The Ethics Committee Statement**

The following statement (or a more refined one) should be placed in all EFPSA event booklets, such that participants may be informed about the EC.



## EFPSA Domestic Regulations

“Although we are sure you'll enjoy your stay with EFPSA, should an incident occur which you wish to report back to the organisation through discreet channels we want to make you aware of the EFPSA Ethics Committee - which exists to deal with such issues. All communication received by the Ethics Committee will be handled with discretion. So if you feel you have anything you want to let the Ethics Committee know about, then please contact us at [ethics@efpsa.org](mailto:ethics@efpsa.org).”

The statement, and existence of the Ethics Committee, should also be added to the Minimal Requirements document, such that all event Organising Committees are aware of the Ethics Committee and recognise the importance of its publicity.

## Chapter 14. Modifications and Amendments to the Statutes & Domestic Regulations

Matters relating to amendments to the Statutes & Domestic Regulations are dealt with in Statutes, Chapter 10.

### Article 48: Version History

2 <sup>nd</sup> May 2009	Modification according to proposal by the Board of Management (President: Aart Franken)
19 <sup>th</sup> April 2010	Modification according to proposal by the Board of Management (President: Priit Tinitis) with the support of the Statutes Task Force (Chair: Dominika Szymanska)
1 <sup>st</sup> August 2010	Modification according to proposal by the Board of Management (President: Dorota Wisniewska)
9 <sup>th</sup> May 2011	Modification according to proposal by the Board of Management (President: Dorota Wisniewska)
23 <sup>th</sup> April 2012	Modification according to proposal by the Board of Management (President: Vedran Lešic)
12 <sup>th</sup> December 2012	Modification proposed by the Board of Management. (President: Dalya Samur)
22 <sup>nd</sup> April 2013	Modification proposed by the Board of Management. (President: Dalya Samur)
April 2015	Complete revision & amendments according to proposals by the Statutes & Domestic Regulations Task Force 2014/2015 (Chair: William Steel)