Membership Pack

**EFPSA**: founded in 1987, gathers national organizations from 32 different countries that altogether represent approximately 300,000 psychology students. **EFPSA** is the only federation of its kind in Europe.

150 active officers working on voluntary basis stand behind a successful running of **EFPSA**.

**EFPSA Membership Pack**

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EFPSA's events and services

- Annual Congress 350 participants
  - April

- European Summer School
  - 36 participants + 6 PhD students + 3 seniors lectures
  - A year long project
  - July

Paper publication &
Paper presentation at the University of Cambridge, UK, as a part of the Junior Researcher Programme

- Train the Trainers Summer School
  - 12 students + 4 trainers = new generation of Trainers
  - August

- First Board of Management Meeting

- Executive Board-Member Representatives Meeting

EFPSA Day
- Conference

- Second Board of Management Meeting

- Annual Congress
  - April
EFPSA's ongoing services

- **Journal of European Psychology Students**

  An open access international peer-reviewed journal:
  - EBSCO-indexed
  - 20 scientific papers published
  - 300 readers/article
  - 40 reviewers

- **Study Abroad platform**

  An online platform providing guidance and information on exchange programmes and internships for psychology students in Europe.

- **Travel network**

  A network of psychology students willing to give free accommodation for other students in order to enhance their mobility:
  - 1000 members in 30 European countries
  - 100 exchanges/year
Who are we?
The European Federation of Psychology Students’ Associations (EFPSA) is a multicultural and colourful network of European psychology students’ associations, run on a voluntary basis by and for psychology students of Europe. Its mission is to represent the needs and interests of the European psychology students, to promote the scientific cooperation and cultural exchange between them and to enhance their mobility. During one mandate EFPSA has an average of 80 active psychology students, all over Europe, active in EFPSA teams, cooperating and leading EFPSA towards new activities. Its aim is to be a reliable and widely acknowledged representative of the European Psychology Students, including students themselves, psychologists, institutions, and professional organisations of national and European level. EFPSA achieves this through its several events and services. This guide will explain everything you need to know about how EFPSA is structured and how it operates.
The Federation represents over 300,000 psychology students across Europe from 31 Member Organisations (national, regional and local Psychology Students’ Organisations). EFPSA stands as an umbrella for these organisations. Each Member Organisation (MO) elects a student to represent their interest in EFPSA and provide the MO with the opportunities and knowledge from EFPSA’s activities and services. The Member Representatives are responsible for linking students at national ground level to fellow students across Europe. They also ensure the active participation of the MO’s in the strategic planning of the organisation.

Mission, Vision and Values

The mission of EFPSA

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. By constantly developing our services and the quality of communication between European psychology students and their national and local associations, we are creating a fertile ground for the science of psychology in Europe and subsequently around the globe. We work on a voluntary basis and believe that high levels of commitment and enthusiasm will guarantee the best outcome.
The vision of EFPSA
We aim to constantly develop our services and events and give students possibilities to grow both as professionals and as human beings, by learning from and sharing with one another and cooperating with academics and professionals in a multicultural environment. We endeavour to raise awareness of principles in psychology, lessen misconceptions of it, and integrate psychological concepts into society. We want to build a strong network of psychology students and their national, regional and local organisations which will enable us to unite them all together, under one European roof. We believe in a multicultural Europe without borders and strive to spread our activities within and around Europe. With spirited leadership, cooperation and team work, we intend to provide psychology students of Europe with unique personal experiences, giving them extraordinary possibilities to grow both as human beings and as professionals; by learning from and sharing with one another in an international environment.

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

Organisational Proficiency - As a learning organisation we value continuous improvement and innovation. Therefore we strive for efficient processes, transparent structures and long-term continuity.

Diversity - We are aware of our differences, we respect, celebrate and welcome them as a valuable asset. At the same time, we cherish cross-cultural learning, tolerance and unity. Therefore we encourage exchange on a scientific, cultural and personal level.

Integrity - We are committed to principles of truth, honesty, responsibility, cooperation, reliability, and professionalism.

EFPSA Spirit - We embrace open communication, exchange of ideas, freedom of expression, and friendship; we are committed to initiative and proactive thinking and believe that with enthusiasm and positivity we will make a difference.
The Four Core Goals of EFPSA

1. Serving Psychology Students
   EFPSA is primarily a students' organisation which wants to give young people the opportunity to be engaged in psychology besides their regular education. EFPSA has become an intercultural platform where psychology students can exchange information, gain knowledge about psychology, share experiences in different areas of interest, meet their colleagues from all over Europe and start a scientific dialog. EFPSA provides students with many different events to actively participate in psychology, gives a possibility to gain experience by working for the association, and offers special services from which psychology students can benefit in many different ways. The intercultural dimension within the organisation is given special attention, which gives a broader view to all activities. EFPSA as an organisation is open to people with new ideas, and it supports the development of the different projects as well as inventing new events.

2. Linking professionals, academics & students
   Over the course of traditional education, students become increasingly aware of the division between themselves and the professional workplace. With the services and events EFPSA is providing, students, professionals and academics work and learn together, in far closer proximity than is afforded by traditional lectures and courses. With this we strive to develop a bidirectional and mutually beneficial link between both groups. Traditionally, students profit from knowledge and experience of the academics. However, the perspectives of young students cannot be over-stated in a field as rapidly developing as Psychology.
3. Improve Psychology
Students are the future of psychology. In a very short space of time, undergraduate students enter masters programs; masters move onto PhD's; and PhD graduates move into the professional field. Consequently, the knowledge, experience and perspectives acquired over these years become the foundations upon which future research and practice is based. In light of this, it is the aim of EFPSA to encourage and support the development of Psychology as a growing discipline. Through a variety of means, EFPSA is able to contribute to this development. With multiple events, contemporary issues in Psychology are approached and tackled by open-minded and eager individuals. The students immediately recognise how attending such events can bring an entirely fresh perspective to their studies, which may otherwise be constrained by nationally and culturally specific ideals or mindsets. Central to this philosophy is EFPSA’s appreciation for cultural diversity. An awareness of how much there is to be gained from studying topics which affect every society alongside individuals from across Europe is both more engaging for the student and beneficial to the research itself. In turn, future Psychologists emerge as well equipped to teach, do research, and practice in societies as multicultural as those found across Europe.

4. Contributing to Society
There has always been a need for helping people and society. EFPSA as an organisation has been oriented towards people. Especially, we, as future psychologists, should start to develop habits and ways on how to contribute to society. EFPSA should include itself more often in topics which are current in Europe and the world. Also, EFPSA promotes values which are appreciated in the society such as diversity understanding, cultural dialog, etc. EFPSA has the potential to contribute to society in many different ways. Firstly, we are an organisation which works on a voluntary basis. Promotion of volunteer work as a needed activity can be the way in which we can start. Secondly, there are many actual topics where we can join and participate, such as public campaign on open access, reputation of psychology, etc. Also, we can create a special division who will take care of social impact.
**Structure of EFPSA**

EFPSA consists broadly of the Board of Management (BM), the Executive Board (EB) and the Member Representatives (MRs). The Board of Management oversees the strategic and operational management of the organisation as a whole, making sure the organisation abides by its Statutes and Domestic Regulations. You can find these documents [here](#). Every Member Representative has the right to submit proposals for modifications of the Statutes and the Domestic Regulations. The Executive Board, excluding the Board of Management, can submit proposals for modifications of the Statutes and the Domestic Regulations only as a body, individual Executive Board members do not have this right. The Board of Management can also submit proposals for modifications of the Statutes and Domestic Regulations only as a body.

The BM meets online weekly and usually 4 times a year face-to-face, with meetings at the congress and Joint Executive Board – Member Representative meeting being mandatory. The MR’s ensure bi-directional communication between the member organisations and EFPSA and are also the main decision-making body in the organisation voting on changes to Statutes and Domestic Regulations, BM and EB positions, event organising committees and other organisational and statutory issues. Each of the 7 BM members is responsible for particular Executive Board teams. The Executive Board is made up of the coordinators and team members who work on the events and services which EFPSA provides.

In summary:

- The President directly oversees the work of the BM, making sure that the action plan for the mandate is adhered to. The actions of the Executive Board should be in line with the proposed plans. He/She works together with vice-President to monitor the activities of the BM, EB and MRs.
- The vice-President is directly responsible for the Study Abroad Team and the Training Office and must make sure the Strategic Plan will be updated and used during the mandate.
- The Secretary-General (SG) facilitates communication by EFPSA internally and externally and is responsible for administrative tasks such as taking minutes, sending calls for events and positions and maintaining Sharepoint, EFPSA’s online communication and storage portal. The SG also supervises the Internal Relations Officer and the External Relations Officer.
- The Head of Finance creates the yearly budget, oversees income and expenditure, and supervises the Sponsorship Coordinator, the Database Coordinator and the Grants Coordinator.
The Marketing Officer coordinates EFPSA promotion to make the organisation better known among students, professionals, and organisations. He/She supervises the compliance with the Corporate Visual Identity and the Marketing, Web, Travel Network and EFPSA Day Teams.

The Activities Officer is responsible for the monitoring of EFPSA events (including the congress, conference, EB-MR, ESS and JRP), making sure minimal requirements are met and connecting event organisers with the BM. He/She also supervises the Journal of European Psychology Students.

The Member Representative Coordinator is responsible for making sure that EFPSA is represented through the Member Representatives (MRs) and vice-MRs, and that the member organisations are represented in EFPSA as well as keeping the MRs motivated and active. He/She works together with and exchanges information between the Member Representatives and the Board of Management and is also responsible for the Member Coach and the Observer Coach.
How Are These Positions Decided

Different positions in EFPSA are filled in different ways. The EFPSA mandate officially begins at the end of the 2nd General Assembly (GA) at the Congress when the BM has been elected and the EB has been approved. The Secretary General is in charge of sending out the calls for Board of Management positions at the Joint Executive Board and Member Representatives’ meeting. The call shall be made for the positions of President, Vice President, Head of Finance, Secretary General, Member Representatives’ Coordinator, Marketing Officer and the Activities Officer. The applicants shall send a motivation letter and an action plan for the mandate along with a Curriculum Vitae at least 45 days before the Annual Congress to the Immediate Past President who is taking care of collecting the applications and sharing the application documents with the Member Representatives and Executive Board members by uploading them on Share Point.

During the first General Assembly the MRs vote to elect the new BM. Applications for the Senior EB positions close before the congress and candidates are considered and selected by the new BM at the congress on the first working day. The remaining EB positions are open for application until the second working day of the congress. Some EB positions have slightly different timed mandates (e.g. Heads of Organising Committees of ESS, TtT and EB-MR, and Research Officer of Junior Researcher Programme). The Board of Management and the Senior Coordinators agree on the Junior Coordinators and the team members together after the Senior Coordinators have been chosen at the Annual Congress and the EB as a body is subject to the approval of the MRs vote at the 2nd GA. The EB can be approved again at the GA at the EB-MR or by E-voting, if necessary. MRs (and vice-MRs) are selected according to the discretion of each individual Member Organisation. It is not possible to be both an MR and a member of the EB.
EFPSA History

The early years 1987 – 1999

EFPSA was established in April 1987, when students of the University of Lisbon in Portugal invited psychology students from all over Europe to a meeting. Here psychology students from 8 European countries agreed to found a European Federation of Psychology Students' Associations: EFPSA was born!

The basic outlines of this Federation were transformed into formal statutes during the second meeting in Liege (Belgium) in April 1988. In January 1989, EFPSA was registered as an international association according to Belgian law. During the third General Assembly in April 1989 in Lund (Sweden) the federation developed its structure. Also in 1989, the first meeting of the Executive Board (EB) was held in between two annual congresses and took place in Berlin. This ensured more continuous work during the whole year and better preparation of the General Assembly. At this time members of the EB also covered the functions that Member Representatives do now and there were no Board of Management positions, just a President.

After EFPSA's participation in the first European Student conference (which brought together about 500 students from a number of disciplines) in Liege (Belgium) in November 1990, a lot of new contacts were made, especially with Eastern European countries. During the fifth General Assembly in April 1991 in Geneva (Switzerland) EFPSA grew to 11 member countries, and the first delegation from Eastern Europe was welcomed. In this year the idea of permanent working groups (called "task forces") came up to enable more efficient work on projects such as EUROPYSCHO, ERASMUS, etc. Over the years leading up to new millennium, more events in the form of Summer Schools and seminars and, of course, the congress were organised under the guidance of EFPSA.
The years 2000 – Now
Since 2001, EFPSA has been an affiliate member of EFPA. Contact with the European Federation of Psychologists' Associations (EFPA) originally began in July 1991 in Amsterdam (The Netherlands). Since then, EFPSA has grown in size and had to implement some significant structural changes, creating a new form of Executive Board. In 2003 the concept of National Representatives (nowadays known as Member Representatives) was introduced. These formed the new decision-making body from each of the associations which were members of EFPSA. Furthermore, the Board of Management as a separate body within the Executive Board was formed due to the need for leadership on strategic decisions as well as monitoring the efficiency of the whole organisation.

In 2006 EFPSA developed its corporate visual identity and became recognised with its representative logo and orange colour. Today the branch which is taking care of EFPSA's image is the Marketing Office, where different teams work to improve promotion of organisation.

In 2007, the first European Summer School (ESS) with the topic “Cross-Cultural Psychology” took place in Leie, Estonia – followed by European Summer Schools covering different topics each subsequent year. The Junior Researcher Programme is the most recent instalment to the academic opportunities offered by EFPSA – extending the European Summer School from a one-week event into a fully structured 13-month research programme. Since 2011, all ESS participants completing the training programme and committing to the research project have been invited to join JRP.

Over time the ways of communication within the organisation have changed drastically with the internet spreading further. The EFPSA website has been improved several times and since 2005, EFPSA has been using Sharepoint as internal communication tool. Also the possibility to make VOIP calls has influenced communication within EFPSA and made it a lot easier to stay in touch with each other. This development also allowed the expansion of already existing services to the internet and the creation of new online services. For example, the Travel Network started as a simple database of contacts – this changed in 2004, when the former EFPSA president Markus Hausammann created the website www.efpsa-travel.net. It can now be found through the main website or at http://travelnetwork.efpsa.org/.
Study Abroad considers its existence, at least, since the early ‘90s where it begun as a project under the name “How to Study Abroad” and later on as "Study and Work Abroad" (SWA). Since 2005 the service has focused on “Study Abroad” (SA) and can now be found through the main website where information, advice and experience stories can be found.

After several years of preparation, the first issue of the Journal of European Psychology Students (JEPS), EFPSA’s online open-access peer-reviewed journal, was published in 2009. The idea behind the journal is to give psychology students the unique chance to publish their own research in an international journal and to gain experience in the publishing process as well as in scientific writing. The Journal of European Psychology Students’ Bulletin is a supplement to JEPS that blogs about academic writing, scientific publishing, and essential research skills in the field of psychology. This has been published since 2010.

In 2010, the training office was introduced to the organisation. The first steps in creating a sustainable training system were the introduction of a Training Officer and the first Train the Trainers summer school taking place in Austria in August 2010. At the 2011 Congress, this first generation of trainers was already delivering sessions to the Member Representatives and the Executive Board. There are two more events under plan to take place in the future, the Train Advance Trainer summer school and the Practice Tram to offer a complete training experience to all the interested students.

In 2010, the General Assembly approved a comprehensive revision of the Statutes and Domestic Regulations proposed by a Statutes Task Force. The most important changes included the introduction of three kinds of EFPSA members: National, Regional and Local Organisations. Representatives from those organisations were together now referred to as Member Representatives.
The first EFPSA Day was held in 2010. The basic idea of the EFPSA Day is to spread the word about EFPSA and get as many Psychology students from all over Europe as possible familiar with EFPSA. In addition, it is crucial that this event is organised on the same day by all participating countries. The idea of EFPSA Messengers rose during the 2012 Congress in Denmark, when many EFPSA members, united in an evening meeting, decided they should see each other more and spread the EFPSA Spirit as often as possible, and as far as they can with EFPSA Day being an ideal time for this to happen. In 2011, a new event solely focused on a scientific programme was approved. The first EFPSA Conference will take place in the Netherlands in 2013. This year also saw the introduction of the vice-MR role.

In the finance corner there have been constant challenges within the structure of the teams and organisation of the work. In 2011, EFPSA introduced the Grants Task Force which focused on researching and applying for grants which are crucial for EFPSA's growth.

From 2004 on, EFPSA representatives have attended IFISO (Informal Forum of International Student Organisations) meetings and exchanged experiences with other student organisations. In the 2011/2012 mandate, EFPSA invested more resources in the field of external relations and started building a network of partners with professional and student organisations. The new External Relations Office has been finally established and expectations and projects are waiting to be implemented in collaboration with new partners. Also, EFPSA recognises its need to contribute to society and start working within the social impact framework and promote topics which are relevant to society.
The most important project for EFPSA in recent years has been the development of a Strategic Plan for the organisation. This has been worked on since 2010 and the final document was presented in 2013. The strategic planning process includes the organisation’s mission statement, objectives, situation analysis, strategy formulation, implementation, and control.

EFPSA is founded with the idea to serve as a multicultural network for all psychology students in Europe. EFPSA’s internal structure of the Executive Board (EB), the Member representatives (MR) and the Board of Management (BM) is crucial to ensure the continuity of this network. The aims of EFPSA are presented in our mission, vision and values.

**Membership of EFPSA**

Members of EFPSA are local, regional and national organisations from across Europe which represents psychology students, rather than individual students. The articles pertaining to membership from the statutes EFPSA abides by are presented below and explain the details regarding what organisations can become members of EFPSA, how this happens, what members are entitled to, what is expected from members and how membership may end.

**Art. 6: Acquisition rules**

Student organisations that represent psychology students from any European country either at a local or at a national level can become a member organisation of EFPSA. The definition “psychology students” contains all students studying psychology at university level. The objectives of EFPSA are mostly aimed at undergraduate students. Nevertheless, students who are within two years after the end of their studies may also enjoy the rights that psychology students have (e.g. attend events or be active in EFPSA). EFPSA tries to offer postgraduate students opportunities to help undergraduate students to further develop their skills. EFPSA welcomes all suggestions aimed at improving the services for postgraduate students. EFPSA follows the guidelines of the Council of Europe to define a European Country. Organisations from all the countries that are recognised by the Council of Europe can become members of EFPSA. Organisations from Countries that are not recognised by the Council of Europe can be taken into consideration as Regional Members. To become a regional member, the Region has to fall within the boundaries of the member states of the Council of Europe. The Region further has to be recognised as a country by at least 50% of the governments of countries where EFPSA has members. Regional Membership is a temporary status. Change of the status can either be that the Region loses support from more than half of the countries who have membership with EFPSA, or that the Council of Europe accepts the region as a country.
**Art. 7: National, Regional and Local Membership**

For each country no more than one National Organisation or two Local Organisations can be a member of EFPSA. For each Region no more than one Regional Organisation or two Local Organisations can be a member of EFPSA.

An organisation that wants to be recognised as a “National Organisation” or “Regional Organisation” member, has to prove through its Statutes that it aims to represent directly (individual membership) or indirectly (local organisations as members) all psychology students of its Country/Region. Furthermore, evidence is needed to support the fact that it wants to reach students with its activities and is open to psychology students from all universities within the Country/Region.

An organisation that wants to become a member organisation as a “Local Organisation” has to represent psychology students on a local level. Member organisations of EFPSA, which do not have the status of a National Organisation or Regional Organisation, have to be approved at the General Assembly held every year with a majority of two thirds (2/3) of the votes. Member organisations of EFPSA who already have the status of a National or Regional Organisation do not have to be approved yearly. In cases when another organisation from a country, which already has two local or one national/regional organisation as an EFPSA member organisation and is applying for membership, the General Assembly has to decide which of these organisations is going to become the member organisation.

**Art. 8: Observer Organisation**

National/Regional or Local psychology student organisations are allowed to become EFPSA Observer Organisations. Before applying to become an Observer Organisation of EFPSA, the organisation is has the opportunity to send its’ members to attend once the Annual Congress. The application has to be submitted to the Secretary General in written form at latest 45 days before the General Assembly. The application needs at least two thirds (2/3) of positive votes to be approved.

Each European country that is not represented in EFPSA can have two Observer Organisations. If a country has a representation in EFPSA an organisation can still apply to become an Observer organisation, if its aim is to represent their country as a National Organisation.

If more than one Observer Organisation will apply for membership, then the General Assembly will vote upon which to accept as a member. However, it is possible there can be two local observer organisations. Observer Organisations are allowed to become Members Organisations of EFPSA after at least one mandate of being an observer organisation. Exceptions to these rules can be made with a vote of two thirds (2/3) at the General Assembly. Observer organisations are obliged to fill out and send to the Secretary General two observer reports every mandate, if
they do not fulfil this obligation then loss of Observer status will be voted upon at the General Assembly. Observer Organisations do not share the same benefits as Member Organisations.

**Art. 10: Rights and Duties**

Every Member Organisation has the voting right in the General Assembly, exerted by the National/Regional/Local Representative delegated by this organisation. It is the duty of each Member Organisation to delegate a Member Representative who is present at the General Assembly. The Member Representative has to be a psychology student at the time of the appointment and a member of the respective EFPSA Member Organisation. If the organisation fails to delegate a Member Representative for two General Assemblies at the Annual Congress consecutively, it will be voted upon exclusion from EFPSA.

Every member organisation has to pay the membership fee. The cost of membership will range from 50 € to a maximum of 500 €. The membership fee for a mandate has to be paid before or at the congress. The exact amount of the membership fee is proposed by the Board of Management and approved at the General Assembly. If a member organisation does not pay the fee within the given deadline, the late payment fee is advanced by the fine according to current rules of fee payment described in the Domestic Regulations Chapter 8. Each psychology student from EFPSA Member Organisations is allowed to apply for positions in the EFPSA Executive Board.

**Art. 11: Retirement and Exclusion**

The retirement of a member organisation is only possible at the end of a mandate. It has to be announced in written form and addressed to the Secretary General of EFPSA at least 45 days before the beginning of the Annual Congress. If this deadline is missed the membership with all its rights and duties will automatically be prolonged for another mandate, if not decided otherwise at the next General Assembly.

A member organisation can be excluded when it has acted or is acting in defiance of the Belgian law, Statutes, Domestic Regulations, general aims, or purposes and decisions of EFPSA. The President makes the call for the General Assembly which will decide on expelling the Member Organisation with the decision process consisting of e-voting. The National/Regional/Local Organisation has to be informed about the possible exclusion, at least 45 days before the General Assembly, and be informed about the result up to 45 days after the voting. The exclusion of a Member Organisation takes effect immediately.
Any prior financial liability of a member organisation to the Federation remains in force beyond the termination of membership. This will continue until its full settlement is reached or if the organisation decides to rejoin the Federation. The number of members cannot fall under three. See also Art. 41.

**Becoming a Member Organisation**

Applications for EFPSA membership have to be submitted in written form to the Secretary General of EFPSA, at least 45 days before the General Assembly. Applications can only be taken into consideration after an organisation has been an Observer Organisation of EFPSA for a period of at least one year. The Secretary shall collect the submitted applications and forward them to the National, Regional and Local Representatives. Applications for EFPSA membership have to be accepted by two thirds (2/3) of the General Assembly.

**How to become a member: Step by Step**

1. **Written application**
   Write an email to the Secretary General of EFPSA ([secretary@efpsa.org](mailto:secretary@efpsa.org)) containing the following information about your organisation:
   - letter with a statement about the reasons for the application
   - goals (aims)
   - statutes of your organisation (in English)
   - membership structure and current members
   - main activities
   - national situation concerning the education and profession of psychology
   - name & address of the association
   - name of the candidate for Member Representative

   This email should reach the Secretary General of EFPSA at least 45 days before the General Assembly (Art. 10). The EFPSA mandate always ends and starts at the Annual Congress, somewhere between the end of April and the beginning of May.

2. **Oral Application at the General Assembly**
   Attend the following EFPSA Congress with a nice delegation and present your country, your organisation and the reasons for your application at the first session of the General Assembly in 5-10 minutes. Furthermore point out how you would like to become active in EFPSA. Preferably this presentation is made by your future Member Representative.

3. **Decision**
   A Member Organisation must own at least one year the Observer Organisation status. The General Assembly (Representatives of all member countries) will then vote on your application in one of the following sessions, usually at the end of the week.
About the Member Representative
The role of the Member Representatives (MR) is very important:
On one hand, they have to function as a link between their country’s psychology students and the Executive Board of EFPSA. It means that they have to keep their students updated about EFPSA’s services and projects, and they have to report about local and national activities regularly.
On the other hand, MRs build up the General Assembly, which is the most important decision making body of EFPSA. During the General Assembly at the Annual Congress, Member Representatives approve the Executive Board’s activity and financial report, vote on proposals and elect the Board of Management for the next mandate.
Member Representatives (MR) are expected to be present at the Annual Congress and at the Joint Executive Board and Member Representatives Meeting. Normally there is one Joint EB/MR Meeting per mandate.

Membership fees
Member Organisations must pay a membership fee. It is the duty of the MR to ensure payment of the fee. Countries are divided in three fee groups. This distribution is based on the gross domestic product per capita. The fee has to be paid at the beginning of the mandate. There are three deadlines. If the first deadline is missed, there will be an increase of 20% to pay. If the second deadline is missed, there will be another increase of 20%. At the third deadline, the MR has to meet with the Head of Finance to find a way to resolve the issue. If no solution is found before the next congress, an exclusion of the organisation can be voted upon.
There are three categories of membership fee. They are based on the country gross domestic product (GDP) at the purchasing power parity (PPP) per capita according to the International Monetary Fund. The first category is 156€, second is 108€ and third is 72€. The price and the system have been approved by the General Assembly.

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**How to pay the membership fee**
The best way to pay the membership fee is at the Annual Congress to the newly elected Head of Finance. By paying then, you ensure that there are no transfer fees. You make sure you don’t miss the deadlines and don’t have to deal with complicated numbers.

You also can pay by bank transfer until one week after the congress. Remember that the transfer fee might be high, especially for non-EU countries. Your organisation has to cover entirely the transfer fee.

Here are the bank details of EFPSA:
Name: European Federation of Psychology Students’ Associations
Name of the bank: Belfius Bank
Address: Bondgenotenlaan 103, 3000 Leuven, Belgium
IBAN number: BE60-7765-9897-2370
International bank code: GKCCBEBB
Number of the bank account: 776-5989723-70
### Member Organisations (2012-2013)

<table>
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<tr>
<th>Country/Region/Locality</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Member Austria</td>
<td>Plattform StudentInnen im BÖP</td>
</tr>
<tr>
<td>Member Azerbaijan</td>
<td>Union of Young Psychologists</td>
</tr>
<tr>
<td>Member Belgium - Leuven</td>
<td>Psychologische kring</td>
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<tr>
<td>Member Bulgaria</td>
<td>Association of Young Psychologists in Bulgaria “4th April”</td>
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<tr>
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<tr>
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<td>Member Hungary</td>
<td>Pszichodiak</td>
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<td>Member Ireland</td>
<td>PSI Student Affairs Group</td>
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<td>Lietuvos Psychologijos Studentu Asociacija</td>
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<td>Association Luxembourgeoise des Etudiants en Psychologie</td>
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<td>Beta Psi</td>
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<td>Member Romania</td>
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<td>British Psychological Society</td>
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