

Domestic Regulations
of the European Federation of Psychology Students' Associations
(EFPSA)

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efpsa

*European Federation of
Psychology Students' Associations*

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Chapter 1. Basic Information

Article 1: Name, Seat and Language

The name and seat of the Federation can be found in the Statutes (Chapter 1, Article 1). The address stated is also the address of the Head Office of European Federation Psychologists' Associations (EFPA), which can be contacted via e-mail headoffice@efpa.eu. The best way to ensure that any corresponding information is received by EFPSA is to write to the Secretary General on secretary@efpsa.org.

As stated in Statutes Article 3, the official language of EFPSA is French due to its legal registration in Belgium. This means that all the documents concerning the registration of the Federation, such as the Statutes & Domestic Regulations and the Financial Report, are in French. However, the working language of EFPSA is English and all internal, external and official 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 materials produced and published by EFPSA. A digital version of the CVI Brandbook can be obtained from the Marketing Office via the email address marketing@efpsa.org.

The CVI was first implemented in August 2006 and was designed by the Estonian creative alliance named Velvet. If there are specific questions regarding the CVI Brandbook, please contact the EFPSA Marketing Officer on marketing@efpsa.org.

Chapter 2. Objectives

Article 3: Mission

EFPSA's mission is to bring psychology students together on a European level to enrich their concept and application of psychology and encourage skill development in order to contribute to the improvement of the field; have a positive impact on society and its perception of psychology; support scientific and social interaction and cultural exchange between psychology students, academics and professionals.

How does the Federation implement this? By consistently developing its Services, Events and the quality of interaction between European psychology students and their national, regional and local

associations, EFPSA creates an encouraging environment for psychology as a professional and scientific field in Europe.

Article 4: Vision

EFPSA's vision is to have a psychologically aware society where the misconceptions that surround it are diminished in order to enhance general well-being; to provide services and events that accommodate the vast expanse of needs of psychology students to develop themselves professionally and reach interconnectedness across all of Europe.

Article 5: Values

Association: As an organisation, to be connected both internally and externally, within the EFPSA Working Community and with organisations who share a similar mission and values.

Clarity: To have an integral, coherent and consistent approach to all aspects of our operations.

Diversity: To accept the differences; to respect and welcome them as valuable assets.

Fortitude: To have courage in adversity and unforeseen circumstances.

Article 6: Conduct within EFPSA & Violation of EFPSA Principles

Entities or individuals 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). Additionally, once elected into their official positions, individuals are asked to sign an Ethical Code of Conduct, which aims to ensure that all individuals holding an EFPSA position are aware of EFPSA's principles.

Entities concerned with EFPSA include:

1. Member Organisations and Observer Organisations of the Federation
2. Organising Committees of EFPSA Events, members in EFPSA Task Forces and associates of various EFPSA teams
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 49 for information relating to responsibilities and procedures of the Ethics Committee).

Chapter 3. Membership

Article 7: Application

All aspects regarding application for membership within the Federation are addressed in Statutes, Chapter 3.

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

Article 8: Membership Fees

Once recognised as a Member Organisation, the organisation is obliged to pay membership fees (Statutes, Article 9). 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: €179 – Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, The Netherlands, Norway, Sweden, Switzerland and the United Kingdom.

Group B: €124 – Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Kazakhstan, Latvia, Lithuania, Malta, Poland, Portugal, Russia, Slovakia, Slovenia and Spain.

Group C: €83 – Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Georgia, Kosovo, Macedonia, Moldova, Montenegro, Romania, Serbia, Turkey and Ukraine.

The three membership fee groups are decided upon in accordance to the 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 33.3rd percentile and Group C is below the 33.3rd percentile. The membership fee groups should be updated every three years starting from April 2013, in a manner that reflects the 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 at least two General Assemblies prior to the General Assembly of the rise becoming effective.

The Finance Officer is responsible for matters concerning membership fees.

Article 9: Payment of Membership Fees

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

There are three deadlines for payment: the first deadline is seven days after the end of the Congress, the second deadline is seven days after the end of the Joint Executive Board & Member Representatives Meeting; and the third deadline is seven days after the end 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 the unsettled 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 10.1).

If a dismissed Member Organisation decides to reapply for membership, they will be required to apply for first stage membership no earlier than one year following their dismissal. Following their approval for second stage membership, they will be required to pay the last unpaid fee (without penalties) and the upcoming fee at the Congress.

Article 10: Member Representatives & Vice Member Representatives

Every Member Organisation of the Federation is obliged to appoint a Member Representative who is assigned to represent and act on behalf of the organisation. Regardless of their Member Organisations being of Local, National or Regional nature, these individuals are called Member Representatives (MRs).

The General Assembly is composed of delegates of Member Organisations; typically, delegates are the Member Representatives, however substitute delegates can be appointed via the Delegation of Voting Rights document in response to the Secretary General's Call for Delegates (see Statutes, Article 15).

If the Member Organisations wish to do so, they may elect up to three Vice Member Representatives to assist in the functions and obligations of the Member Representative. It is 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 tasks of Member Representatives and Vice Member Representatives are described in detail in the Member Representatives and Vice Member Representatives Guidelines. These documents can be requested from the Member Representatives Officer on mrofficer@efpsa.org.

Article 11: Powers & Obligations

Article 11.1: Member Representatives

Legislative Rights & Duties

1. Member Representatives have the right and duty to attend the General Assemblies of the annual Congress and Joint Executive Board and Member Representatives Meeting, participate in e-voting sessions 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 in particular fulfilment of membership fee payment (see Statutes, Article 7)
3. Member Representatives provide the Delegation of Representation document to the Secretary General in response to the Congress Call for Delegates. In case the Member Representative changes at a different point of the mandate, a new Delegation of Representation for the new Member Representative should be sent to the Secretary General and Member Representatives Officer before starting their duties.

Relating to Meetings

4. 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)
5. Member Representatives are expected to attend the regular online meetings scheduled by the Member Representatives Officer
6. Member Representatives are expected to attend the biannual online Member Representatives team reports scheduled by the Human Resources Responsible*

On behalf of the Federation & within the Executive Board

7. Promote EFPSA opportunities, Events, Services and other activities on a national/regional/local level in collaboration with the Vice Member Representative
8. Promote national/regional/local psychology related events to other Member Representatives and the Member and Observer Coordinators team
9. 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

10. Cooperate with the Congress Organising Committee (e.g. to approve the participants for the Congress from their respective country/region)

Within their Member Organisation

11. Coordinate tasks for and cooperate with the Vice Member Representative (if applicable)
12. Responsible for knowledge transfer to the next Member Representative and (if applicable) current Vice Member Representative
13. Establish and maintain contact with a representative of the Local Organisations of each University/Faculty teaching psychology in order to promote EFPSA, in collaboration with the Vice Member Representative

Article 11.2: Vice Member Representatives

The following duties pertain to the role of Vice Member Representatives, however, since this position is not an obligatory position for Member Organisations, nor is it an Executive Board position within EFPSA, these are meant to serve and guide Member Organisations in setting duties/task for their Vice Member Representatives. However, Vice Member Representatives are part of the Supporting Community (see Article 24). Further information can be found in the Vice Member Representative Guidelines, which can be requested from the Member Representatives Officer (mrofficer@efpsa.org).

1. Contributing to the work of the Member Representative by:

- Maintaining contact with the Member Representative throughout the mandate
- Receiving updates from the Member Representative or Members Office frequently about EFPSA and its Events and Services
- Developing certain strategies of work sharing and communication within the Member Representatives team together with the Member Representative
- Attending the monthly Member Representative meetings as observers

2. Representing the Member Organisation in the event of the Member Representative being unavailable

- Voting on proposals during the General Assembly
- Attending the Joint Executive Board and Member Representatives Meeting
- Acting as a substitute for the Member Representative should they be unable to attend monthly Member Representative meetings

3. Staying in contact with the Members Office and the Vice Member Representatives

- Attending meetings with the Member & Observer Coordinator and the other Vice Member Representatives (e.g. The EFPSA Congress, Skype etc.)

4. Keeping themselves informed about activities within their Member Organisation and EFPSA

Article 12: Violation of Obligations

In the case of a serious violation of these obligations and/or EFPSA principles (as outlined in Article 6), by a Member or Observer Representative, the Board of Management can decide to ask the Member or Observer Organisation to replace the Representative. It is recommended that the advice of the Ethics Committee be considered before making such a decision (see Article 49).

Chapter 4. The Executive Board

Article 13: Composition & Purpose

The Executive Board is responsible for sustaining and developing the activities and projects 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. The work of each Executive Board team is overseen by their respective Board of Management Responsible. 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 goals and their respective planned activities for the forthcoming mandate. The Board of Management should provide the teams with detailed feedback and advice on the proposals and projects outlined in their Action Plans. All Action Plans should be prepared in acknowledgement of EFPSA's Strategic Plan (see Chapter 10).

Article 14: Powers & Obligations

The authority of the Executive Board is outlined 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:

1. To work in pursuit of their Board of Management approved Action Plans; and to ensure that any additional activities have the support and approval of the Board of Management
2. Attend formal meetings at the Congress, the Joint Executive Board & Member Representatives Meeting, and the Executive Board Online Reports with the Human Resources Responsible*
3. To cooperate with and respond to their respective Board of Management Responsible 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 a serious violation of these obligations and/or EFPSA principles (as outlined in Article 6), or serious lapses in their responsibility and duties, the Board of Management can decide to dismiss the Executive Board member in question. In case of doubt, justification for dismissal must be clearly presented to the Ethics Committee who will suggest appropriate actions for the Board of Management to take (see Article 49).

Article 16: Positions within the Executive Board

Every team consists of at least one Coordinator and a variable number of Responsibles and Team Members. The Board of Management and the Coordinator(s) of the team decide on the number of Team Members, depending on the tasks, during the selection process at the Congress, with the exception of the teams that run on a different mandate. More detailed information with the descriptions of each position, is provided in the documents section on the EFPSA website (www.efpsa.org/documents).

Article 16.1: Coordinators

A Coordinator is responsible for coordinating each Executive Board team managing certain aspects, projects or activities within the team. Coordinators are obliged to communicate with their Board of Management Responsible on a regular basis and provide them with frequent updates regarding their projects and activities. The responsibilities of the Coordinators are:

1. To ensure that an effective dialogue is maintained with the Board of Management Responsible and the rest of their respective team
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

Article 16.2: Responsibles

The Responsibles are recruited by the Coordinators and approved by the Board of Management and the General Assembly during e-voting, at the Congress or the Joint EB&MR Meeting. They assist the Coordinators in accomplishing the team's tasks and are usually responsible for a certain area of their respective team's work, as well as for contributing to the work, projects and activities of the team as outlined in the team's Action Plan.

Article 16.3: Team Members

Team Members are recruited by the Coordinators and approved by the Board of Management and the General Assembly during e-voting, at the Congress or the Joint EB&MR Meeting. 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 the tasks and projects of their team in a manner agreed to by the Coordinator and Responsibles.

Article 16.4: Organising Committee Coordinators

Event Organising Committees of the Congress, the Conference, the Joint Executive Board & Member Representatives Meeting, the European Summer School, the Train the Trainers, and the Train Advanced Trainers, Trainers' Conference, Trainers' Meeting, EFPSA Academy and the Junior Researcher Programme Conference should appoint one member of their team as the Organising Committee Coordinator (an Executive Board position).

Due to its size, the Congress may appoint up to two Coordinators.

The selection procedure of Event Organising Committees, and by extension Organising Committee Coordinators, is described in Article 35.1.

All Event Coordinators should work in close collaboration with the Events Office in order to ensure that events are organised in accordance with the mission, vision and values of EFPSA, and that they meet the requirements specified by the Board of Management and Minimal Requirements document. It should 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, Organising Committee Coordinators should provide the Events Office with the following documents and information:

1. Advice for their successors on their experience, noting learning points and tips via a Knowledge Transfer document
2. A closed budget detailing all financial information pertaining to 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
7. Feedback from the Organising Committee regarding the organising process via a Report Summary

Organising Committee Coordinators may also be invited, or volunteer, to contribute to formal updating of the Event's manual and be part of the selection committee of the following Event.

Article 17: Board of Management

The Board of Management is a body within the Executive Board in charge of the strategic development and operational management of the Federation. Currently the Board of Management consists of eight Executive Board members: the President, the Vice President, the Secretary General, the Finance Officer, the Marketing Officer, the Member Representatives Officer, the Events Officer & the Academic Affairs Officer.

Authority and administrative decision making powers and procedures of the Board of Management are stipulated in Statutes, Articles 25 & 26.

Article 17.1: Mandatory Duties of the Board of Management

1. Make decisions concerning matters which are not to be voted upon by the General Assembly (see Statutes, Article 26)
2. Nominate people to fill positions within the Executive Board
3. Oversee the establishment 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 Presidential Office and Secretary General)
8. Ensure publication of official newsletters (primarily delegated to the Secretary General)
9. Ensure that proactive steps are taken toward fulfilling the Strategic Plan (primarily delegated to the Presidential Office)

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 the Role Descriptions of the Board of Management in Article 20.

Should any member of the Board of Management be unable to complete their duties, the Board of Management should arrange for the duties of that individual to be transferred to the 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 General Assembly II at the annual Congress (see Article 18.1). However, the transition between the retiring and the new Board of Management lasts for three days. The newly elected Board of Management shall be referred to as Position-Elect (or collectively, Board of Management Elect) until the end of the third working day of the Congress.

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

1. Preparing and hosting General Assembly I and General Assembly II (see Article 25)
2. Printing and distributing mandate certificates to the Member Representatives and Executive Board 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. Preparing the Executive Board interview schedule for the Board of Management Elect
5. Supporting and mentoring the newly elected Board of Management in all ways possible, particularly by attending any relevant meetings and with the preparations for the General Assembly III
6. Providing their successors with thorough Knowledge Transfers, and assistance for a minimum of 90 days after they are elected

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

1. Application processes and conducting interviews leading to nomination of the new Executive Board
2. Hosting Executive Board meetings with the nominated Executive Board members
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, 25.3)

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 Board of Management is responsible for making the Call, which should be for applications to all presently acknowledged positions within 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 and proof of studies to the Immediate Past President (ipp@efpsa.org). All applications will be provided to the Member Representatives for their consideration. The candidates will present themselves through a speech that shall not exceed five minutes, during the General Assembly II at the annual Congress, where voting and election by delegates takes places.

As the objectives of the Federation are primarily aimed toward students studying at Undergraduate (Bachelors) and Postgraduate (Masters/PhD/Doctorate) levels, only those individuals are eligible to apply for a position within the Board of Management or Executive Board. Nevertheless, people who are within two years of graduation of their studies are also entitled to the rights that psychology students have (attend EFPSA Events and/or hold positions within the EFPSA Community).

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 Board of Management. 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.

Application forms, together with a copy of their Curriculum Vitae and proof of studies may be submitted by e-mail prior to the Congress to the Secretary General (applications@efpsa.org), or by hand at the Congress itself. The Board of Management should announce application deadlines and selection procedures on the first working day of the Congress.

Executive Board Call follows the same eligibility rules as the Call for the Board of Management (see Article 18.1).

The Board of Management Elect is then responsible for running interviews with candidates, and making their selections for Executive Board positions. Coordinators should be selected first, so that they may be involved in selection of Responsibles and Team Members - decisions are to be made through discussion

with the Board of Management. The departing Board of Management should ensure their availability to the Board of Management Elect in running interviews with candidates for Coordinator positions. 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 from the General Assembly.

The collective Executive Board is then put forward to the General Assembly III for approval by delegates.

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

Several positions within the Executive Board are not elected during the annual Congress, but on other occasions. 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;
- Approval from the Board of Management.

Once a candidate has been selected, the nomination will be put forward 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, with the exception of the candidate interview process, and by consequence Event 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, therefore, does not fall in line with the traditional EFPSA mandate.

Article 19: The Immediate Past President

The previous mandate’s President retains a position within 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. The IPP should ensure that the new Board of Management is informed on all matters of significance from the previous mandate/s, and pass over as much knowledge and advice as possible, along with any EFPSA possessions they may hold.

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 official EFPSA email accounts - ipp@efpsa.org. The Immediate Past President is responsible for handling applications, and ensuring that all documents are provided to Member Representatives ahead of the General Assembly at which the elections take place. Applications should not be shared with anyone 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, they must inform the Board of Management promptly, so that they find may appoint 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 throughout 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 providing feedback on 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 adopting a solution-driven approach
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 Office

The Presidential Team Presidential Office consists of the President and the Vice President. They should work together to support the Board of Management with the ultimate intention of ensuring 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 in accordance to EFPSA's Strategic Plan (see Chapter 10) 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 33.3)
5. Together with other members of the Board of Management, plan and coordinate Congress activities relating to recruitment of Executive Board positions:
 - a. Coordinate interviews and nomination of Coordinators
 - b. Support nomination of Responsibles 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 Office greetings within EFPSA newsletters, monthly Postcards, Event Booklets etc.)
7. Coordinate planning and undertaking of the Joint Executive Board & Member Representatives Meeting (see Article 31)
8. Coordinating, planning and facilitating the two annual Board of Management Meetings (see Article 32)
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:

External Relations Office (see Article 23.1)

Executive Board teams managed by the Vice President:

1. Study & Travel Abroad (see Article 22.1)
2. Social Impact Initiative (see Article 22.4)
3. Training Office (see Article 22.5)

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 20.2), the main duties of which include:

1. Ensuring effective internal administration of EFPSA
2. Ensuring a central point of contact for all persons interested in EFPSA. The Secretary General should ensure that 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 45)

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)
2. Archiving of documents (see Article 46)
3. Dissemination of information throughout the Federation (sometimes referred to as the 'EFPSA Community', which is the Executive Board, Member Representatives, and Member Organisations)
4. Administration relating to all Calls
5. Maintaining and developing effective working practices that support good internal administration of EFPSA; in particular supporting formal communication practices (see Chapter 13)
6. Managing the Contact Database
7. Ensuring documents on the official EFPSA website are up-to-date
8. Supporting the Presidential Team Presidential Office in meetings with the Executive Board and Member Representatives twice a year (see Article 33.3)

The Secretary General is responsible for managing the EFPSA Office.

Article 20.3: Finance Officer

The Finance Officer is responsible for the 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. Preparing a realistic and appropriate budget for EFPSA and ensuring that it is respected
2. Remaining up to date with the financial standing of EFPSA and taking care of all financial management tasks
3. Collecting annual membership fees

4. Supporting the Finance Office in raising funds and maintaining good relationships with EFPSA's partners
5. To coordinate, support and provide guidance to the Finance Office in the fulfilment of its tasks of grants, partnerships and financial administration and oversee their progress
6. Ensuring that any awarded grants are managed appropriately and within the specific requirements
7. Supporting other teams in preparation of applications and the management of awarded grants.

The Finance Officer should also work together with the Events Coordinator and Event Organising Committees to support financial planning and management. This work should include:

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

The Finance Officer is responsible for managing the Finance Office.

Refer to Statutes, Articles 38 and 40 for information about EFPSA financial accounts, annual budget and annual Financial Report.

Article 20.4: 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.

Core responsibilities include:

1. 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.
2. In all their work the Marketing Office should be ensuring CVI Brandbook guidelines are followed in external promotional material.
3. The Marketing Officer also evaluates the procedures and outcomes of the marketing activities and supports sponsorship efforts in collaboration with the Finance Officer.
4. The Marketing Officer is ultimately responsible for managing the official EFPSA website. Together with the Web Support Coordinator and the Secretary General, they should ensure the website is up-to-date and suitable for the needs of the organisation.

The Marketing Officer is responsible for managing the Marketing Office.

Article 20.5: 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 organisations interested in joining 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. Maintaining and developing effective collaboration between the Member Organisations through their elected Member Representatives
2. Ensuring an active involvement of Member Representatives in a well-coordinated and effective promotional effort of the Federation's activities
3. Ensuring the adherence to legislative, General Assembly and other voting matters concerning the Member Representatives (and delegates)
4. Ensuring Member Representatives (and delegates) are suitably prepared for voting at General Assemblies
5. Preparing, hosting and moderating meetings of the Member Representatives (including monthly online meetings and at the Joint Executive Board & Member Representatives Meeting)
6. Supporting publication of Member Representatives newsletters

The Member Representatives Officer manages the Members Office.

Article 20.6: Events Officer

The Events Officer is responsible for supporting the organisation and hosting of EFPSA Events through assisting Event Organising Committees, the Events Coordinator and the Training Events Coordinator. They should also take responsibility for facilitating communication between Event organisers and the Board of Management, or other Executive Board teams whenever appropriate.

Core responsibilities include:

1. Ensuring that all Events are organised and hosted to the expected standards of EFPSA, as outlined in the Domestic Regulations and EFPSA Event 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, the Train Advanced Trainers school, Trainers' Meeting, Trainers' Conference, EFPSA Academy, and the Junior Researcher Programme Conference as well as any additional events organised through EFPSA.

2. Directly overseeing the Organising Committees of the upcoming Congress and the Joint Executive Board and Member Representatives Meeting.
3. Facilitating communication between Event Organising Committees and the Board of Management, or other Executive Board teams whenever appropriate.
4. Ensuring that supporting documents relating to EFPSA Events are kept up-to-date and available to Organising Committees 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. Finance Introduction

The Events Officer forms a part of the Events Office together with the Events Coordinator and the Training Events Coordinator, whose work they supervise and work closely with on all the Events Office Tasks.

Article 20.7: Academic Affairs Officer

The main responsibilities of the Academic Affairs Officer are to coordinate and oversee the work of the following Executive Board's teams:

1. Junior Researcher Programme (JRP; see Article 22.2)
2. Journal of European Psychology Students (JEPS; see Article 22.3)

Cores responsibilities include:

1. Manage the Junior Research Programme Team:
 - a. Help in finding Supervisors and ensure their quality;
 - b. Ensure the quality of the European Summer School Scientific Programme with the coordination of the Events Office;
 - c. Making sure the research being done by Research Teams is completed and is in accordance with EFPA validity, reliability and ethics regulations;
 - d. Strengthening the relationship with EFPA Board of Scientific Affairs and its review;
 - e. Increasing the motivation of the JRP Research Teams and help in organising Online Trainings in coordination with the Training Office;
2. Manage the Journal of European Psychology Students:
 - a. Help in increasing their yearly publication and reach (e.g. promotional campaigns);
 - b. Working on reviewing and improving JEPS publishing services;
 - c. Supporting new projects and helping in their realization;
 - d. Strengthening the relationship between JEPS and JRP and working on their collaboration;
 - e. Working on providing a bigger educational value to EFPSA and its volunteers;

- f. Seeking collaborations with research institutions and Universities to increase its quality and foundation;

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 35.1-35.4.

The Events Officer is responsible for supporting the organisation of all Events listed below, with the exception of EFPSA Day. The duration of all Events include departure and arrival days.

Article 21.1: Congress

The Congress is an 8 day long annual EFPSA Event, 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 Assemblies 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 30.1.

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 two years in advance by the General Assembly directly, after a Call and application process (see Article 35.4). 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 Coordinators. The structure and composition of the Organising Committee is at the discretion of the Coordinators. The Congress is formally hosted by the Member Organisation of that country/region.

Article 21.2: European Summer School

The European Summer School is an 7 day long annual, week-long event for psychology students, providing a platform for establishing multiple research projects which are carried out through the Junior Researcher Programme for 12 months following the European Summer School. Research projects are conducted under the supervision of PhD or post-doc researchers referred to as ‘Supervisors’, and relate to the theme chosen for the event. Supervisors are advised throughout the European Summer School, as well as throughout the Junior Researcher Programme by up to three PhD and Research Academics referred to as ‘Advisors’. 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. Participants also initiate the research project within their teams and develop an action plan for the Junior Researcher Programme. A varied social programme, and excursion is also organised for the Event.

The Event is organised by the European Summer School Organising Committee, which works in collaboration with the Junior Researcher Programme Coordinator and Research Responsible. Research projects are directly supported both during and after the Event by the Junior Researcher Programme Research Responsible. The Scientific programme of the event is also prepared by the Junior Researcher Programme Coordinator.

The organisational process and responsibilities of committee members is outlined in greater detail in the ‘ESS Manual’ document, available from the Events Officer.

Article 21.3: Train the Trainers

The Train the Trainers is an annual, 9 day 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, trainings and opportunities for building practical experiences. The Event represents an initial platform from which students may graduate and work towards joining the ‘EFPSA 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 Training Office Coordinator.

Responsible for the Event is an Organising Committee, consisting of the TtT Coordinator and team members of the Organising Committee, as well as a member of the Training Office appointed by the Training Office itself.

Article 21.4: Train Advanced Trainers

Train Advanced Trainers is a 9 day long 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 of 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 Train Advanced Trainers Coordinator and team members, as well as the Training Expansion Responsible from within the Training Office.

Collectively, the Organising Committee should arrange all practical elements of the event, including its venue, food and accommodation of participants and Trainers. The Training Expansion Responsible will undertake the preparations for the training programme, including the Call for Trainers' Team.

Article 21.5: EFPSA Day

EFPSA Day is an annual Event designed to promote the Federation 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 the Member Representatives and volunteers who take up the role of 'Local Organisers'. Local Organisers are encouraged to set up information stands to distribute promotional material designed to inform students about EFPSA's mission, vision and values, as well of its Events and Services.

Local Organisers work closely together with the Marketing Officer and the Marketing Team in preparing promotional materials and other documents needed for the Local Organisers. The National Trainer within the Training Office is responsible of coordinating trainings for Local Organisers of EFPSA Day.

Article 21.6: Conference

The EFPSA Conference is a scientifically oriented Event, taking place biennially (i.e. every second year). It lasts 4 days and there is scientific programme every day. 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 one Coordinator and several team members of the Organising Committee. 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 (typically abbreviated to Joint EB&MR Meeting) serves as a critical mid-mandate platform for discussion, planning and management of the Federation that lasts 8 days; refer to Article 31 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 35.4). 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 Working Schedule is prepared and coordinated by the Board of Management and the Trainings are coordinated by the Training Office.

The Organising Committee consists of the Joint Executive Board and Member Representatives Meeting Coordinator and team members.

Article 21.8: EFPSA Academy

EFPSA Academy aims to bring together 30 volunteers from European youth NGOs to enable them to develop professionally, establish networks, heighten their motivation and share experiences, while equipping them with a variety of skills and knowledge concerning a specific core topic. Participants receive high quality training sessions, get the chance to attend workshops given by experts on the topic and will be able to practice their skills on hands-on examples and real-life challenges.

EFPSA Academy is a low budget Event and lasts three days over an extended weekend with scientific programme every day. The Organising Committee is responsible for finding a venue, an optional social programme, an optional accommodation, the promotion of the event and its funding while the training programme is under the responsibility of Academy Trainers' Team which is overseen by the Training Events Responsible from the EFPSA Training Office.

Article 21.9: Trainers' Meeting

EFPSA Trainers' Meeting (typically abbreviated to TRAM) is a three to four-day low budget Event aimed at trainers' education, organised by EFPSA Trainers. The goal of TRAM is for NGO/youth trainers to unite, share knowledge and experience and develop their skills. The Event is centered around a main topic which is related to training and is delivered by an expert trainer. Participants are trainers from different organisations and they deliver trainings to each other on topics related to the main theme of the Event.

Article 21.10: Trainers' Conference

EFPSA Trainers' Conference (typically abbreviated to TraC) is an Event aimed to gather EFPSA Trainers in order to discuss several topics regarding the training world within EFPSA and the Federation in general. The number of participants, the duration and the timing of the Event is flexible and it can change every mandate or TraC edition. Generally, there is an Open Training Day where TraC participants have the opportunity to deliver trainings in the nearest university.

Article 21.11: Junior Researcher Programme Conference

The Junior Researcher Programme Conference is a 3 to 4 day Event that marks the end of the 12 month research programme for the EFPSA Junior Researchers. The Event serves as a platform for the research groups to present their studies to students, academics and professionals alike. This Event is open only to Junior Researchers with the exception of the Open Day where other psychology students can present their research.

Article 21.12: Board of Management Meetings

The Board of Management Meetings (BMM) are statutory meetings organised by the Presidential Office and the Board of Management in order to review the work within EFPSA and make strategic plans for the mandate. These meetings are crucial for the development of the Federation. Although these meetings are organised internally, they should be recognised as official EFPSA Events. According to the EFPSA Statutes Article 30 there should be at least two Board of Management Meetings per mandate. The first should take place at least two months before the Joint Executive Board and Member Representatives Meeting, while the second should take place at least two months after (Article 32).

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, travel and facilitate the organisation of Student Exchanges between Member Organisations, 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'), publishing 'Experience Stories', '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, and supporting and guiding EFPSA Exchanges.

The team consists of the Study & Travel Abroad Coordinator, the Study Abroad Responsible, the Travel Network Responsible, the EFPSA Exchanges Responsible and Study & Travel Abroad Team Members.

Article 22.2: Junior Researcher Programme

The EFPSA Junior Research Programme (EFPSA JRP) is an EFPSA Service through which a twelve-month research programme is run. This programme involves students, PhD and postdoctoral researchers, and established academics and offers a unique opportunity to develop research abilities, teamwork, leadership, interpersonal skills and academic skills. Each year there are (generally) six teams, which are made up of (generally six) undergraduate or master students and are led by a PhD or a postdoctoral researcher referred to as Supervisor. The EFPSA 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 EFPSA JRP is a twelve-month framework: student entry into the programme 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 Conference.

The JRP Team is made up of the JRP Coordinator and the Research Responsible. Depending on necessity, the team can decide to add team members. Unlike other teams, the JRP Team's mandate runs from the annual EFPSA Congress until the closing of the cohort marked at the JRP Conference held the following year. This means that between the months of April and August there is always an overlapping mandate for the JRP Team.

External Positions contributing to the programme include the Supervisors and the Advisors.

Article 22.3: Journal of European Psychology Students

The Journal of European Psychology Students (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 publisher, 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 JEPS Coordinator, the JEPS Junior Coordinator and Team Members.

Article 22.4: Social Impact Initiative

The Social Impact Initiative (SII) revolves around the ambition to make use of psychological knowledge in order to make a positive and significant impact on society.

The SII Team is 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 the Social Impact Coordinator who oversees the work of the Projects Responsibles who are supported by several Team Members.

Article 22.5: Training Office

The Training Office is an EFPSA Service run by EFPSA Trainers who are responsible for preparing and coordinating trainings for the Executive Board and Member Representatives during EFPSA Events, most notably the Congress via the Congress Trainers Team, 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 collected by the Training Office, and communicated through the Academic Affairs Officer. The Training Office also contributes to the organisation of EFPSA's Training Events as explained in Article 21.

The Training Office consists of the Training Office Coordinator, the Internal Training Responsible, External Training Responsible, the Training Expansion Responsible, the National Training Responsible and the Trainers' Community Responsible.

The External Training Responsible works on creating and facilitating cooperation with other organisations in the training field.

The Internal Training Responsible is in charge of facilitating cooperation and communication between trainers in the EFPSA Trainers' Pool and developing EFPSA's Training System.

The Trainers' Community Responsible facilitates communication between all trainers in EFPSA, co-developing training system in EFPSA and is responsible for the organisation of the Trainers' Conference.

The National Training Responsible coordinates and promotes EFPSA Training Office and training system at local and national level including EFPSA Day.

The Training Expansion Responsible who is supported by the External Training Responsible, is the Coordinator of the Trainers Team of the EFPSA Academy and the Train Advanced Trainers.

Article 23: Offices

Article 23.1: External Relations Office

The External Relations Office is responsible for establishing and supporting meaningful partnerships between external entities and the Federation, while simultaneously representing EFPSA appropriately externally.

Article 23.1.1 External Relations Coordinator

The External Relations Coordinator 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 Coordinator should also promote EFPSA within student organisation networks, where they should be sharing best practices and heightening the visibility of EFPSA.

The President should support the External Relations Coordinator in the following matters:

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 23.1.2 Policy Coordinator

The Policy Coordinator is responsible for accurately and effectively promoting and presenting EFPSA's stance and opinion on various relevant and significant issues via the composition and publication of policy and position papers and for working with various external entities on the composition of joint position papers.

The main tasks of the Policy Coordinator involve:

1. Issuing new policies and renewing existing policies
2. Developing and implementing substantial policies to accompany and aid the development of the Federation
3. Providing research, analysis and drafting responses to a range of issues and topics and drafting comments and documentation in response to key issues
4. Helping various teams within EFPSA through the provision of efficient and effective feedback on any position papers or documentation of similar nature
5. Working with the President, External Relations Coordinator and/or partners in drafting and publishing joint position papers on relevant issues

Article 23.2: 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 46); and supporting communication within and between the Executive Board and Member Representatives (see Chapter 13). The EFPSA Office is also responsible for editorial and publication of official EFPSA newsletters.

The Secretary General coordinates the EFPSA Office which consists of the Administrative Support Responsible, two Content Review Responsibles, Data Management Responsible, Web Support Coordinator and Human Resources Responsible.*

Article 23.2.1: Administrative Support Responsible

The Administrative Support Responsible is involved in:

1. Supporting the Secretary General in matters of internal administration
2. Planning, editorial and promotion of official EFPSA newsletters

3. Taking minutes during the Executive Board meetings and reports in case of the absence of the Secretary General
4. Supporting archiving practices
5. Sending Birthday and thank you cards to all members of the EFPSA Community
6. Maintenance of the EFPSA Wikipedia Page
7. Maintenance of the FAQ Section on the EFPSA Website

Article 23.2.2: Content Review Responsibles

The Content Review Responsible works with the Secretary General on ensuring a high standard of internal and external material is issued by EFPSA through the reviewing and enhancement of grammar, syntax, spelling, punctuation, mechanics and structure, according to British English; while ensuring that all documents fall in line with EFPSA's Corporate Visual Identity (CVI).

This is done through the following tasks:

1. Reviewing text in the form of documents, presentations and any other material that is to be issued or viewed internally or externally
2. Storing any updated material in the appropriate manner for the purpose of archiving
3. Offering support to the EFPSA Working Community in the composition of written material

Article 23.2.3: Data Management Responsible

The Data Management Responsible is expected to work closely with the Working Community by tracking the development of the Federation. The purpose of the role can be achieved by:

1. Gathering quantitative and qualitative information about the work done by the Working Community and concerning EFPSA in general
2. Analysing the data gathered and comparing it with the data from previous mandates
3. Archiving the materials and data collected
4. Providing a report with descriptive data and consequent analysis

Article 23.2.4: Web Support Coordinator

The role of the Web Support Coordinator involves maintaining and improving EFPSA's online platforms; namely the EFPSA website and the official EFPSA webmail accounts, while contributing to the work and projects of the EFPSA Office through:

1. Maintaining the EFPSA website
 - Ensuring that the website is functioning optimally at all times

- Acting as a liaison between EFPSA and the external web support consultant
 - Maintaining regular contact with all EB teams and MRs in order to regularly update the information on the website, following approval from the Board of Management
 - Support the teams within EFPSA in the development and updating of their websites and other web related requests
2. Maintaining EFPSA's webmail platforms
- Ensuring functionality of webmail accounts
 - Supporting the EFPSA Community with requests regarding EFPSA webmail accounts

Article 23.2.5: Human Resources Responsible*

The role of the Human Resources Responsible is to oversee, manage and evaluate the Working Community working practice with the aim of developing the Federation through:

1. Recruitment of the Working Community during the mandate
2. Organising, conducting, and evaluating quarterly Team Skype Reports and creating a report
3. Being available for any needs and concerns of members of the Working Community
4. Updating Role Descriptions and re-evaluating positions in the EFPSA Working Community

Article 23.3: 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 the Finance Officer, Team Member and two sub-teams: Grants Team and Partnerships Team. Grants Team consists of three Grants Responsibles and Grants Coordinator. Partnerships Team consists of Partnerships Coordinator and Team Members.

Article 23.3.1: Grants Coordinator

The role of Grants Coordinator is to coordinate Grants Responsibles in their task of finding suitable grant calls for EFPSA, preparing high-quality grant proposals, managing grants that were awarded to EFPSA and handing in the necessary grant reports. Grants Coordinator is in charge of creating long-term plan of grant applications, as well as archiving all grants related documents (proposals, budgets, rejections letters, etc.). Grants Responsible is in charge of specific grant, making sure everyone

involved is aware of their responsibilities relating to the grant and managing all grant-related activities. Finance Officer oversees the work of Grants Team.

Article 23.3.2: Partnerships Coordinator

The role of Partnerships Coordinator is to coordinate Partnerships Team. Their main task is looking for cooperation with organisations, universities, research centres and companies that have not declared the existence of any specific support programme. Partnerships Team maintains an updated database of potential partners and sponsors and updates the organisation's partnership portfolio appropriately. They look for and implement new ideas about possible sources of income with the Finance Officer, the Board of Management, and the event organisers or project teams. Partnerships 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. Team Member supports Finance Officer in their tasks.

Article 23.4: 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 through the Member Representatives, 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 Marketing Coordinator, the Content Responsible, the Photographer, Social Media Responsible, as well as Team Members.

Article 23.4.1: Marketing Coordinator

The role of the Marketing Coordinator involves coordinating with the Team Members within the Marketing Office to ensure that action plans are followed and coordinating and managing EFPSA Day while simultaneously contributing to the work of the Marketing Office through the provision of effective feedback. Marketing Coordinator ensures effective work within the Marketing Office through the administration and coordination of tasks.

Article 23.4.2: Content Responsible

The responsibilities of the Content Coordinator include supporting the promotional endeavours of the Marketing Office through video, photo and design projects, as well as maintaining the EFPSA YouTube channel.

Article 23.4.3 Photographer(s)

The role of the photographer involves taking and editing a variety of photographs at EFPSA events, for a wide range of creative and promotional purposes and document EFPSA events through high quality pictures that portray the activities and work done at the Event.

Article 23.4.4 Social Media Responsible

The Social Media Responsible is responsible for overseeing and coordinating the use of social media in EFPSA, thus allowing the most efficient use of platforms such as Facebook, Twitter, Instagram, LinkedIn and YouTube with the aim of becoming more recognisable and accessible.

The duties include creating a social media strategy, finding new solutions to increase EFPSA's reach, creating a schedule for all official EFPSA Page posts and ensuring accordance to the CVI guidelines.

The Marketing Office is managed by the Marketing Officer.

Article 23.5: 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 and Observer Coordinator and the Members Office Team Member; and is managed by the Member Representatives Officer.

Article 23.5.1: Member and Observer Coordinator

The Member and Observer Coordinator is responsible for leading the team of Vice Member Representatives and guiding the countries interested in applying for first and second-stage membership status in the Federation. Additionally, they are responsible for maintaining the database 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 while simultaneously supporting existing Member Organisations.

The Member and Observer Coordinator and Team Member(s) 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.

Article 23.6: Events Office

The Events Offices consists of the Events Officer, the Events Coordinator and the Training Events Coordinator. This Office is the support for the Organising Committees of all the EFPSA Events which include direct help and contact with the Organising Committees, creating supporting documents for the Organising Committees and improving their quality and keeping record of all the logistical matters of the Events.

Article 23.6.1: Events Coordinator

The responsibilities of the Events Coordinator include assisting the Events Officer in ensuring the managing process of EFPSA Events is conducted according to the standards and requirements of EFPSA.

The Events Coordinator is responsible for overseeing and providing help and guidance to the Organising Committees of the following events: European Summer School, Conference, JRP Conference and the Congress that will take place two years in advance.

Article 23.6.2: Training Events Coordinator

The responsibilities of the Trainings Events Coordinator include assisting the Events Officer in ensuring the managing process of EFPSA Training Events is conducted according to the standards and requirements of EFPSA.

The Training Events Coordinator is responsible for overseeing and providing help and guidance to the Organising Committees of the Training Events, namely Train the Trainers, Trainers' Meeting, Trainers' Conference, EFPSA Academy and Train Advanced Trainers.

Chapter 6. Supporting Community

Article 24: Supporting Community

The Supporting Community is comprised of members of EFPSA who significantly contribute to the work of EFPSA, often with a defined set of responsibilities. They do not hold an official position within EFPSA, however as Supporting Community they are recognised as a part of EFPSA. Currently, the

Supporting Community consists of the Vice Member Representatives who are chosen by each Member Organisation.

Article 24.1: Vice Member Representatives

Each Member Organisation can choose up to three Vice Member Representatives as part of the Supporting Community to support their Member Representative in their work with EFPSA and in their country. EFPSA does not set any rules on how the Vice Member Representatives will be chosen, however EFPSA advises that they should be from different Universities, should that be possible. As part of the Supporting Community, the Vice Member Representatives position has defined guidelines. The Member Representatives have the option of approving them to Congress immediately, although they do not have to.

At Congress, they will take part in the Working Community Team Building and they will have their own working sessions and share some working sessions with the Member Representatives. They are highly encouraged to attend the sessions, however it is not mandatory. The Member Observer Coordinator will take care of the Vice Member Representatives during that time. During the mandate, they work with the Member Representatives and the Member Observer Coordinator. They do not receive an invitation to the Joint Executive Board & Member Representatives Meeting. At the end of the mandate, they are eligible for a certificate, given their Member Representatives approve them for the certificate.

Chapter 7. General Assembly

Article 25: 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.

Article 25.1: Congress General Assembly I

The departing Board of Management is responsible for preparation of the first Congress General Assembly. The agenda of the first General Assembly features final proposals and matters for voting of

the mandate. The first General Assembly shall be chaired by the leaving President and/or the leaving Vice President.

Article 25.2: Congress General Assembly II

The second 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 General Assembly marks the commencement of that mandate. The second General Assembly is organised by the departing Board of Management, and chaired by the departing President and/or Vice President.

Article 25.3: Congress General Assembly III

The Board of Management Elect is responsible for preparing and conducting the third General Assembly at the Congress. In this matter their immediate predecessors should support them. At the third General Assembly, 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 26.2. The third session shall be chaired by the newly elected President and/or the newly elected Vice President.

Article 26: Proposals to the General Assembly

Article 26.1 Submission of Formal Proposals

Proposals may be put forward to a General Assembly to reach decisions on any matters concerning the Federation. 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 (when the majority of the team support the proposal)

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.

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 26.2: 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 26.2.

Exceptional Proposals may be put to a session of the General Assembly under at least one of 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 circumstances 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 27: 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.

Article 28: Voting Procedures

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

Article 29: 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 8. Formal Meetings of the Federation

Article 30: 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 21.1), 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 30.1: 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 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 I (i.e. final General Assembly of the closing mandate)
3. General Assembly II (i.e. presentation of Board of Management candidates and election)
4. Executive Board Selection
 - a. Applications deadline
 - b. Interviews
5. Mandate Kick-Off
6. BM Challenges and Certificates Ceremony
7. Executive Board Knowledge Transfer meetings between predecessors and their successors
8. Member Representatives meetings
9. Working Sessions for Executive Board teams
10. Strategic Planning Session
11. General Assembly III (to include approval of the new Executive Board & Ethics Committee)
12. Closing Ceremony

Article 31: 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, additional members

of Event Organising Committees, Task Force members and representatives from Observer Organisations, should also be invited if possible.

The Presidential Office leads the event's planning; however the rest of the Board of Management should provide assistance. The Presidential Office is 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
5. Preparing the Strategic Planning Session

Although the schedule of the event is provided by the Board of Management, it should allow for team meetings, in which 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 Office meetings with Executive Board teams and the Member Representatives
5. A General Assembly (which may be split into sessions)
6. Strategic Planning Session

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 32: 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 three to seven days. Individuals interested in running for Presidency may be invited to join the last Board of Management meeting before the Congress for the duration of two to four days.

The Presidential Office is 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
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 33: Online Meetings

Article 33.1: 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. The Members Office is responsible for preparing the agenda and taking minutes.

Article 33.2: Online Meetings of the Executive Board

All teams of the Executive Board are expected to meet online at least once a month throughout the mandate. The scheduling and contents of meetings is at the discretion of the team themselves. Coordinators should schedule and moderate meetings. The Board of Management are expected to meet on a weekly basis.

Article 33.3: Human Resources Responsible Meetings with the Executive Board and Member Representatives*

On two occasions during the mandate the Human Resources Responsible* is 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 Human Resources Responsible.*

The Human Resources Responsible* 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 9. The EFPSA Mandate

Article 34: The EFPSA Mandate

The EFPSA mandate officially begins upon closure of the second session of the Congress General Assembly I, 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 II at the subsequent Congress. Further formal descriptions relating to the mandate are described in Statutes, Article 28.

The mandate of the Junior Researcher Programme Team starts at the same time as other Executive Board teams, however, it ends in August after the Junior Researcher Programme Conference. Therefore, there will be an overlap of mandates between Congress and August.

The mandate of Organising Committees (of the Congress, European Summer School, Train the Trainers, Train Advanced Trainers, Trainers' Conference, Trainers' Meeting, Conference, Joint Executive Board & Member Representatives Meeting, EFPSA Academy and Junior Researcher Programme Conference) ends two months upon closure of the Events themselves allowing for the completion of post Event tasks; thus falling variously outside of the traditional EFPSA mandate. The mandate of new Organising Committees begins upon approval to host an Event (see Article 35) by the General Assembly.

Article 35: Mandate of Event Hosts

Article 35.1: Protocol for Selection of Organising Committees

This protocol applies to the selection of Organising Committees for the European Summer School, the Junior Research Programme Conference, the Train the Trainers, the Train Advanced Trainers, EFPSA Academy and the Conference.

Selection of Organising Committees 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 35.4).

Board of Management Meeting is an internal Event for and by the Board of Management and the Organising Committee is therefore the Board of Management itself.

Trainers' Meeting and Trainers' Conference are more informal Events and those who are interested in hosting one of these Events should get in touch with the Training Office and then Training Office will communicate with Events Office in order to start working with the Organising Committee.

All materials relating to a Call for an Organising Committees 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)

The Call should be made by the Board of Management.

Completed applications should be returned to the Secretary General (applications@efpsa.org). The Events Officer should coordinate the formation of the Organising Committees Selection Committee.

The Organising Committee 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 Organising Committees Selection Committee is described in Article 355.2.

The Events Officer is then responsible for providing the Board of Management with the relevant information in order to review the nomination, and either approve or question the nomination. Should the Board of Management have sufficient reason to question the nomination, then their reasons should be presented to the Organising Committees Selection Committee, who will be required to provide additional justification for their nomination.

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

The 'Member Representatives Approval Proposal' document should be provided to the Member Representatives for their voting. Personal information should be removed from application in case it is being provided to Member Representatives.

Article 35.2: Composition of the Organising Committee Selection Committee

The Events Officer chairs Organising Committee Selection Committees. The Events Officer assembles the remainder of the committee in a manner depending on the event in question:

For the European Summer School: the previous year's Coordinator of the Event; and the Junior Researcher Programme Coordinator should be also be consulted, and provide advice during the selection process.

For the Train the Trainers: the Training Office Coordinator; Coordinator of Organising Committee of the previous year's Train the Trainers

For the Train Advanced Trainers: the Training Office Coordinator; Coordinator of Organising Committee of the previous year's Train Advanced Trainers

For the Conference: the Coordinator(s) of Organising Committee of the previous year's Conference

For the EFPSA Academy: the Training Office Coordinator; Coordinator of Organising Committee of the previous year's EFPSA Academy

Article 35.3: Application to Host an Event

Applications to host 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 Organising Committee application form.

Article 35.4: Organising Committees of the Congress & Joint EB & MR Meeting

The selection process for choosing 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 Organising Committees 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 until 45 days before the annual Congress occurring two years prior to the date of the Congress of the Call and sent to the Secretary General (applications@efpsa.org). Representatives of the candidate committees should present themselves to the Congress General Assembly. The General Assembly will then vote on candidates. If that cannot happen, arrangements should be made as soon as possible.

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.

Other than these details, the Call for both these events is similar to others. Calls are made by the Board of Management, 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 Organising Committee and direction to official event documents (i.e. 'Minimal Requirements' and Event-specific 'Manual' documents)

Chapter 10. Strategic Planning

Article 36: 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 doing so 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: 2018-2022' (available on the official EFPSA Website).

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 36.1: 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.
- All 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. 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 Executive Board & Member Representatives 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.

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 36.2: Changes to the Strategic Planning Document

Changes in the Strategic Planning document can only be made during the second Board of Management Meeting. Changes must 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 Office and Finance Office should be aware of the future strategic vision of EFPSA, and reflect this in their marketing and promotional efforts appropriately.

Article 36.3: Reviewing the Strategic Plan

At the end of the mandate, the Board of Management should prepare a document which accounts for the 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 along with the Annual Report no later than 30 days following the end of the mandate. Strategic Reviews should also be uploaded to the 'Documents' 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 11. Annual Report

Article 37: Annual Report

The Annual Report is written at the end of each mandate by the departing Presidential Office. 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 Office
- An overview of the planned and achieved goals of the mandate
- Prominent activities of the mandate
- Names of the Executive Board members and 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 38)

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 no later than 30 days following the end of their respective mandate.

Chapter 12. Financial Matters

Article 38: 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: GKCCBEBB

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

Savings Account with Belfius Bank

Account number: 8335 6812 2903
IBAN: BE21 8335 6812 2903
Swift number: GKCCBEBB

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

Article 39: Budget

Refer to Statutes, Chapter 7 for information about the annual EFPSA budget, annual Financial Report and auditing practices.

Article 40: 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 through their signature.

To support the attendance at meetings, EFPSA may cover transportation costs and/or participation fees of Executive Board members and Member Representatives to the meetings (Joint Executive and Member Representatives Meeting and Congress). The amount should be proposed by the Finance Officer and approved by the Board of Management during the compilation of the annual budget. The Presidential Office and Board of Management travelling costs will be covered from a separate sub-budget than the sub-budget 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 41: 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 Grants Team.

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

Article 42: 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 within the Finance Office (see Article 23.3.2). Partners can be offered advertising space on the website or in EFPSA Events or merchandise, as well as any other benefit agreed upon between the Partnership Team, the Finance Officer (or the respective BM responsible) and the President and the partners.

In the case of sponsorship of Events, the Event Organising Committee should provide the organisation with all the required documentation, receipts and reports that the sponsor might ask for.

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.

Article 43: 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 commit itself to financial plans, besides 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 13. Communication

Article 44: Virtual Communication

The Member Representatives and Executive Board members communicate via virtual communication tools (e.g. the official EFPSA email, Skype, Facebook). Each Team Member also has the right to have access to these tools. The usernames and the passwords of the official EFPSA emails are assigned by the Web Support Coordinator.

EFPSA's main platforms for outreach are its official website (www.efpsa.org) and the official Facebook page. Maintenance of the website is the duty of the Web Support Coordinator, but responsibility for the 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 23.2).

All Calls, major announcements and official publications should be sent to the EFPSA Working Community and Member Organisations. Additionally, Alumni and EFPSA partners may be included.

Article 45: EFPSA Newsletters

Article 45.1: External Newsletter

The EFPSA Office (see Article 23.2) is responsible for editorial and publishing of at least two External Newsletters per mandate with the help of the External Relations Coordinator; 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 the current Corporate Visual Identity (see Article 2).

Article 45.2: Internal Newsletter

In addition to the External Newsletter, the EFPSA Office, particularly the Administrative Support Responsible should publish at least three internal newsletters 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 Administrative Support Responsible should request articles and updates from the teams, 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 45.3: Member Representatives Internal Newsletter

The Members Office is responsible for preparing and if possible publishing the Member Representatives Internal Newsletter over virtual platforms at least twice during their mandate. The newsletter consists of news from Member Organisations and Member Representatives.

Article 46: Archiving

In order to ensure the continuity of EFPSA work and to preserve an archive of information, the Board of Management, particularly the Secretary General, is responsible for archiving of EFPSA materials and information throughout the mandate. Archiving should be completed using an efficient online application and 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 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. Contact Database (Names of Executive Board members and Member Representatives)

Chapter 14. Additional Bodies within the Federation

Article 47: 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 is not handled directly by the Board of Management or the Executive Board. Examples for Task Forces include modifications of the Statutes and the Domestic Regulations, projects with external EFPSA partners or issues concerning EFPSA recognition and official public statements.

Article 47.1: 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. The members and work of the Task Force are coordinated by the Task Force Chair (see Article 47.2), who is nominated by the Board of Management. Additionally, each Task Force must have a Board of Management Responsible overseeing the work of the team and liaising the progress to the Board of Management. The Board of Management Responsible is voted upon within the Board of Management.

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 47.2) 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 47.2: 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. A Call must be opened by the Board of Management after the presentation of the Task Force.
2. The Board of Management decides on the Chair of the Task Force, who then chooses their team together with the Board of Management Responsible. The nominated members are to be voted upon by the Board of Management.
3. The Task Force members should be voted upon at the closest session of e-voting or General Assembly after the approval of the Task Force.
4. Once the Task Force is formed, a time-bound Action Plan should be made.
5. The Action Plan can be voted upon (i) along with the approval of Task Force members or (ii) no later than 45 days after the approval of Task Force members.

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 Team Members. This Task Force has to be voted upon at the nearest session of the General Assembly and does not require earlier notice.

Once the General Assembly approves a Task Force, the work of the Task Force should be carried out in relation to its aims and goals, and thus should follow the Action Plan proposed by the Chair of the Task Force. In case of strong changes of direction or lack of promised activities it can be voted upon

dissolution.

Article 48: Projects Teams

Projects Teams are under the responsibility of the Finance Officer. Each Projects Team is Coordinated by a Project Coordinator i.e. a Grants Responsible within the Finance Office. The Project Coordinator oversees one specific project from the start of the application period until reporting, while simultaneously ensuring transparent and successful management of the grant funding. The Projects Team also consists of various Coordinators depending on the various aspects of the Project itself. Responsibles within the Team will be responsible for improving the content of the project.

Article 49: The Ethics Committee

The Ethics Committee is a regulatory body within EFPSA 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 49.1: Procedures in the Ethics Committee

Upon receiving communication from an entity of EFPSA (see Article 6), the Ethics Committee should respond promptly; they then have one week 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 other circumstances may also provide reasonable grounds for them 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 individual(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 on establishing the full extent of the matter, collecting information and perspectives from any persons or groups involved. Following this, the Ethics Committee should thoroughly discuss the matter and prepare a report for the Board of Management. 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 Incident Report reasoning driving the response (and proposed actions) should be presented to the Member Representatives. Even if the response does not require voting at the General Assembly, an Incident Report should be filled at all times.

In the event that the matter has led to misconceptions within the EFPSA Community, then it may be advised that the Board of Management and/or the Ethics Committee provide clarification of the situation to the relevant bodies. 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 49.2: 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 Article 19).

The Call for members of the Ethics Committee must be included in the agenda of the first session of the Congress General Assembly and at the Executive Board interviews. The Ethics Committee member on behalf of the Member Representatives is chosen by the Member Representatives. If there is more than one candidate for the position, the candidates are to be voted upon within the Member Representatives Team, following a short presentation. The Ethics Committee member on behalf of the Executive Board is nominated by the Board of Management, following the interviews which are to be held by the Chair of the Ethics Committee, e.g. Immediate Past President, and a member of the previous Ethics Committee, preferably the Chair with any interested individuals. Additionally, the Board of Management member within the Ethics Committee is nominated by the Board of Management, following interviews with any interested BM members. These nominated individuals are voted upon during General Assembly III at the Congress.

The Immediate Past President is 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 49.3: The Ethics Committee Statement

The following statement (or a more refined one) should be placed in all EFPSA Event booklets and infopacks, such that participants may be informed about the Ethics Committee.

“Although we are sure you will enjoy your stay with EFPSA, should an incident occur which you wish to report back to the organisation through discrete 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, please contact the Ethics Committee at ethics@efpsa.org.”

The statement, and mention of the Ethics Committee, should also be incorporated into the Minimal Requirements document, such that all Event Organising Committees are aware of the Ethics Committee and recognise the importance of its publicity.

Chapter 15. 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 50: Version History

2 nd May 2009	Modification according to proposal by the Board of Management (President: Aart Franken)
19 th 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 st August 2010	Modification according to proposal by the Board of Management (President: Dorota Wisniewska)
9 th May 2011	Modification according to proposal by the Board of Management (President: Dorota Wisniewska)
23 th April 2012	Modification according to proposal by the Board of Management (President: Vedran Lešić)
12 th December 2012	Modification proposed by the Board of Management (President: Dalya Samur)
22 nd 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 Revision Task Force 2014–2015 (Chair: William Steel)
April 2016	Modifications proposed by the Board of Management (President: Ana Odabašič)
April 2017	Modifications proposed by the Board of Management (President: Clara Chetcuti)
April 2018	Modifications proposed by the Board of Management (President: Clara Chetcuti)
November 2018	Modifications proposed by the Board of Management (President: Tea Jermaniš)
April 2019	Modifications proposed by the Board of Management (President: Tea Jermaniš)