

Statutes

*of the European Federation of Psychology Students' Associations
(EFPSA)*

*Approved at the 33rd EFPSA Congress 2019
in Grenaa, Denmark
General Assembly I
April 2019*



efpsa

*European Federation of
Psychology Students' Associations*

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Chapter 1. Basic Information

Article 1: Name and Seat

The organisation's formal title is the '*European Federation of Psychology Students' Associations*.' This may be abbreviated to 'EFPSA'.

EFPSA has its seat in Brussels (Belgium) and is registered at the following address:

EFPSA P/A EFPA
Grasmarkt 105/39 - Agora Gallery, B-1000
Brussels, Belgium

The Federation's legal form (*forme juridique*) is a not-for-profit organisation (*Association Sans But Lucratif* (ASBL)) recognised by the Commercial Court (*Tribunal de Commerce*) of Brussels in Belgium, under the registration number 0436.172.475.

The Federation should apply for the registration of its Board of Management on an annual basis to the Administrative Service of the Commercial Court (*Greffé du Tribunal de Commerce*). This registration is then published in the official Belgian Monitor (*Moniteur Belge*).

Article 2: Corporate Visual Identity

The official logo of EFPSA is two psi symbols taken from the Greek alphabet, presented on an orange background, with both the name 'EFPSA' and the full name presented beneath (as seen below).



The official seals of the President, Vice President and Finance Officer of EFPSA can be seen below from left to right, respectively.



Additional regulations pertaining to EFPSA's Corporate Visual Identity (CVI) can be found in the CVI Brandbook (see Domestic Regulations, Article 2).

Article 3: Language, Currency & Time Zone

The working language of EFPSA is English and the official language is French. The official EFPSA currency is Euro (€). The official EFPSA time zone is Central European Time (CET) and Central European Summer Time (CEST) according to the daylight saving time (DST).

Article 4: Principles

The Federation pursues its aims without gender, political, religious, social, racial, national, sexual or any other form of discrimination. The Federation is independent of any political parties.

The Federation respects the autonomy of its members. Members are obliged to follow the principles of EFPSA (see Domestic Regulations, Chapter 2) and the EFPSA Code of Conduct (see Domestic Regulations, Chapter 2, Article 6).

Chapter 2. Objectives

Article 5: Objectives

The Mission of EFPSA 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.

In pursuit of this mission, the Federation's objectives are as follows:

1. To promote the exchange of ideas among European psychology students, academics and professionals with regards to their profession
2. To promote research collaboration among European psychology students

3. To support the advancement of European psychology education
4. To facilitate interaction amongst students and promote social and cultural exchange at both an international and professional level
5. To promote and further the mobility of European psychology students.

Within EFPSA, the term 'psychology students' refers to all students studying psychology at university level.

The objectives of the Federation are primarily aimed toward students studying at Undergraduate (Bachelors) and Postgraduate (Masters/PhD/Doctorate) levels.

People who are within two years of their graduation are also eligible to attend EFPSA Events and/or hold positions within the EFPSA Community. These two years will be calculated in terms of the academic year (e.g. If someone has graduated in the academic year 2018/2019, they can apply for Events and to be part of the EFPSA Community until the end of the EFPSA Mandate 2020/2021 i.e. April 2021.)

The Federation welcomes all suggestions aimed at improving its Services for both Undergraduate and Postgraduate students.

Chapter 3. Membership

Article 6: Acquisition Rules

Full membership to the Federation may be acquired and recognised on two equal tiers:

1. Member Organisation operating on a national platform (i.e. National Member Organisations)
2. Member Organisation operating on a regional platform (i.e. Regional Member Organisations)

Alternatively, organisations may hold membership within either tier as a Local Member Organisation (see Article 6.3).

Prior to full membership, an organisation that applies to join the Federation is recognised as an Observer Organisation. Organisations can hold the status of Observer Organisation for a maximum duration of two mandates.

Applications for membership to the Federation must be submitted in written form to the Federation through the Board of Management by the board of the organisation applying for membership, following the procedures outlined in Article 8.

Regardless of tier, in almost all circumstances, the Member Organisations will be respected and handled on equal terms. The singular exception relates the difference in voting rights between National/Regional Member Organisations and Local Organisations (see Article 7, Point 7).

Article 6.1: National Member Organisations

Admission to the Federation as a National Member Organisation is permitted under the following circumstances of eligibility:

1. The organisation is legally registered in a European state*
2. The organisation is able to demonstrate through its statutes (or some other form of official legislation) that:
 - a. The organisation represents psychology students from that country
 - b. The organisation supports the Mission, Vision, Values of the Federation
 - c. Although not compulsory, the organisation's activities should be open to psychology students of all universities within the country
3. There can be no more than one National Member Organisation, or two Local Organisations, per country (see Article 8)

* The Federation follows the guidelines of the Council of Europe in defining a European state.

Article 6.2: Regional Member Organisations

Organisations from countries that are not recognised by the Council of Europe may apply to join the Federation as Regional Member Organisations (or Local-Regional Member Organisations).

Admission to the Federation as a Regional Member Organisation is permitted under the following circumstances of eligibility:

1. The region must fall within the boundaries of the member states of the Council of Europe
2. The region must be recognised as a country by at least 50% of the governments of countries where EFPSA has members
3. The organisation is legally registered in that region
4. The organisation is able to demonstrate through its statutes (or some other form of official legislation) that:
 - a. The organisation represents psychology students from that region
 - b. The organisation supports the Mission, Vision, Values and principles of the Federation
 - c. Although not compulsory, the organisation's activities are open to psychology students of all universities within the region
5. There can not be more than one Regional Member Organisation, or two Local Organisations, per region (see Article 8)

Regional Membership is a temporary status. Change of the status may result from either:

1. If the region comes to be recognised by fewer than half of the governments of countries where EFPSA has members
2. If the Council of Europe accepts the region as a country. In this case, the regional Member Organisation may apply for membership as a National Member Organisation, circumventing the

need for the organisation to progress through first-stage membership application process, but maintains Regional status until the EFPSA Congress.

- a) The Regional Organisation must submit a formal request to EFPSA for second-stage membership 45 days prior to a General Assembly at the EFPSA Congress
- b) The request includes the organisation's acknowledgement and acceptance of duties of Member Organisations outlined in Article 7
- c) The request must be supported by provision of supporting documents requested during typical membership application (i.e. those outlined in Article 6, (in the case of application to National membership))

The Members Office is responsible for ensuring that a transfer of membership is permitted under the terms of these articles. Furthermore, the Members Office should support the organisation in this process and assure supporting documents are collected.

Provided all aspects of the request for transfer of membership are in good order, the Board of Management shall prepare the request in a manner suitable for the General Assembly to vote on approval of the membership.

Transfer of membership from Regional to National status requires approval from two thirds (2/3) of the General Assembly to be successful. If approved, the organisation is recognised as a National Member Organisation with immediate effect.

Article 6.3: Local Member Organisations

Organisations may submit application for Membership to the Federation as Local Organisations at either the national or regional tier.

Local membership is applicable to organisations which meet eligibility criteria specified above in all instances with the exception of points 2abc (in the case of application to national membership) or points 4abc (in the case of application to regional membership). Thereby, the status of Local Organisations allows for membership of an organisation that does not claim to operate at the National or Regional level and does not represent all psychology students of the country/region; instead, the organisation only represents and supports activities for a proportion of its country's/region's psychology students.

Article 7: Rights and Duties of Member Organisations

1. Member Organisations will familiarise themselves with the Federation's Statutes and Domestic Regulations
2. Member Organisations will promote the aims of the Federation and support the realisation of its Mission, Vision and Values
3. Member Organisations are obliged to pay an annual membership fee

4. Member Organisations are obliged to nominate a Member Representative, approved by the organisation's board, to work within the Federation, in accordance to the procedure outlined in Domestic Regulations, Article 10
5. Member Organisations are required to send a delegate to participate in General Assemblies taking place at the annual Congress and Joint Executive Board & Member Representatives Meeting, where they have the right and duty to vote on all matters of the General Assembly agenda
6. It is the duty of Member Organisations to appoint a delegate to exert their voting rights at General Assemblies
 - a. Delegates of National/Regional Member Organisations hold two votes to cast on proposals
 - b. Delegates of Local Member Organisations hold one vote to cast on proposals
7. Member Organisations are required to participate in e-votings
8. Member Organisations have the right to appoint up to three Vice Member Representatives
9. Psychology students represented by Member Organisations have the right to apply for positions within the Executive Board of the Federation (with the exception of Member Representatives due to possible conflict of interest because of their voting rights)
10. Member Organisations are entitled to make use of the communication channels of the Federation (see Domestic Regulations, Chapter 13)

Article 8: Application for Membership

Article 8.1: Applications for First-Stage Membership

Applications for membership to the Federation are welcomed at any time; but they may only be approved at the General Assembly of the annual Congress. Applications must be submitted to the Federation in written form through the Secretary General no later than 45 days prior to General Assembly I.

Application for membership involves two stages: an application of first-stage membership, which leads to joining the organisation as an Observer Organisation; and an application of second-stage membership, which leads to full membership within the Federation as a Member Organisation.

The Members Office is responsible for ensuring that candidate organisations are eligible for the type of membership that they are applying for (see Article 6). Furthermore, the Members Office should support the candidate organisation in this process and assure supporting documents are collected and delivered to the Secretary General. Provided all aspects of eligibility are in good order, the Board of Management shall prepare the application as a proposal for the General Assembly to vote on approval of the membership application.

Applications for first-stage membership to the Federation have to be accepted by two thirds (2/3) of the General Assembly to be successful.

Once approved by the General Assembly, the organisation shall spend one year under the status of 'Observer Organisation.' Observer Organisations do not hold the same rights as Member Organisations.

A country/region may have up to two Observer Organisations engaged in first-stage membership. However, if both organisations wish to apply to second-stage membership, then the General Assembly will decide on which one to accept as a Member Organisation as there may only be one per country/region.

An organisation from a country/region with an existing Local Member Organisations may apply for first-stage and second-stage membership only if it meets eligibility criteria as a National/Regional Member Organisation.

Article 8.2: Applications for Second-Stage Membership

There are two steps involved in application to second-stage membership: Firstly, the candidate Observer Organisation must submit an annual report to the Federation. This report should account for the organisation's activities during its year as an Observer Organisation and demonstrate the organisation's continued commitment to the mission of the Federation (see Article 5). Failure to provide this document constitutes a default on the terms of first-stage membership, and will result in the General Assembly voting to dismiss the Observer Organisation. If the dismissed organisation wishes to continue with its application for membership, it must submit a new first-stage application.

Observer Organisations' annual reports may be submitted together with, but no later than, formal confirmation requesting second-stage membership. Secondly, no later than 45 days before the General Assembly of the annual Congress taking place at the end of their year in first-stage membership, the Observer Organisation must request its approval for second-stage membership status. Once the Secretary General has received this request, the Board of Management shall prepare a proposal for the General Assembly to vote on approval of the Observer Organisations as a Member Organisation.

Second-stage applications for membership to the Federation have to be accepted by two thirds (2/3) of the General Assembly to be successful. If approved, the organisation is recognised as a Member Organisation with immediate effect.

Article 9: Membership Fees

Member Organisations are obliged to pay an annual membership fee in accordance with the amounts and procedures stated in Domestic Regulations, Article 8. The membership fees are decided upon in accordance to the Gross Domestic Product (GDP) at purchase power parity per capita in each country. Changes to the membership fees are made by the Finance Officer and are approved by the Board of Management and General Assembly, as stated in Domestic Regulations, Article 8. Membership fees are paid for the forthcoming mandate and must be paid before or at the annual Congress, which marks the commencement of that mandate. If the Member Organisation would like to pay their membership fee for

the forthcoming mandate prior to the Congress, this should be done no earlier than 45 days before the annual Congress.

Failure to pay the membership fee will result in a financial penalty, with further penalties incurred at set intervals so long as the fee remains unpaid (as described in Domestic Regulations, Article 9).

Failure to pay the membership fee within one year constitutes violation of the Member Organisation's duties, and may result in the General Assembly voting to suspend membership of the Member Organisation (see Article 10).

Article 10: Voluntary Withdrawal and Dismissal from the Federation

Formal termination of membership from the Federation is allowed under the following conditions:

1. Dissolution of the Member Organisation
2. Formal dismissal of the Member Organisation from the Federation (see Article 10.1)
3. Voluntary withdrawal of a Member Organisation from the Federation (see Article 10.2)
4. Transfer of membership (see Article 10.3)

Formal dismissal from the Federation may result from the following:

1. Actions in defiance of the Belgian law
2. Persistent actions in contravention of EFPSA's Statutes, Domestic Regulations, Mission, Vision, Values or decisions of the Federation
3. Failure to pay membership fees (as described in Domestic Regulations, Article 9)
4. Failure to provide a delegate for two consecutive General Assemblies of the annual Congress

Only the General Assembly may vote to dismiss a Member Organisation, acknowledge the voluntary withdrawal of a Member Organisation, or approve transfer of membership. The General Assembly must be informed upon these matters at least 45 days before a General Assembly.

Article 10.1: Procedure for Formal Dismissal of a Member Organisation

Formal dismissal of a Member Organisation from the Federation is warranted if the Member Organisation is found to be in dereliction of duties as outlined in Article 7.

The Board of Management reserves the right to initiate a formal dismissal to a Member Organisation provided that they provide sufficient justification for their decision. The Member Organisation may appeal the charge. Respective of the contents of an appeal, the Board of Management may request that the General Assembly vote on dismissal of the Member Organisation. The vote to dismiss the Member Organisation will pass provided it reaches approval from two thirds ($2/3$) of the General Assembly.

Dismissal results in loss of all rights of membership with immediate effect upon closure of the General Assembly within which voting takes places.

Any prior financial liability of a Member Organisation to the Federation remains in force beyond the termination of membership.

Should a dismissed organisation wish to re-join the Federation, it must apply at entry level for first-stage membership. If the organisation remains in financial debt to the Federation, then first-stage membership will only be permitted once the Finance Officer and organisation come to an agreement regarding the repayment of debts. Furthermore, the organisation must demonstrate that it has ceased all of the activities that resulted in its prior dismissal.

Article 10.2: Procedure for Voluntary Withdrawal of a Member Organisation

Should a Member Organisation wish to withdraw from the Federation, it has the right to do so. Leaving Member Organisations are requested to provide formal confirmation of their withdrawal, signed on behalf of the organisation by a person with appropriate authority, to the Secretary General.

Retirement of a Member Organisation (i.e. voluntary withdrawal) is only possible at the end of a mandate with a formal request for retirement submitted to the Federation 45 days prior to the General Assembly of the annual Congress where the withdrawal should be formally acknowledged.

The organisation's rights and duties will be immediately suspended upon their confirmation of withdrawal. The withdrawal should then be acknowledged at the General Assembly I of the annual Congress.

Article 10.3: Procedure for Transfer of Membership

Transfer of membership from one organisation to another, where the incoming organisation adopts the same membership status as its predecessor (i.e. National, Regional or Local), is possible under the following circumstances:

1. The incoming organisation is eligible for the same membership status as the retiring Member Organisation under criteria outlined in Article 6
2. The retiring Member Organisation submits a formal request for transfer of membership to a second organisation 45 days prior to a General Assembly (either the Congress or the Joint Executive Board & Member Representatives Meeting)
3. The request includes the incoming organisation's acknowledgement and acceptance of duties of Member Organisations outlined in Article 7
4. The request is signed by the legislative bodies of both the retiring Member Organisation and the incoming organisation
5. The request must be supported by provision of supporting documents requested during typical membership application (i.e. those outlined in Article 8, (in the case of application to national membership) or points 4abc (in the case of application to regional membership)

Transfer of membership circumvents the need for the incoming organisation to progress through first- and second-stage membership application processes.

The Members Office is responsible for ensuring that a transfer of membership is permitted under the terms of these articles. Furthermore, the Members Office should support both the retiring and incoming organisation in this process and assure supporting documents are collected.

Provided all aspects of the request for transfer of membership are in good order, the Board of Management shall prepare the request in a manner suitable for the General Assembly to vote on approval of the membership transfer.

Transfer of membership requires approval from two thirds (2/3) of the General Assembly to be successful. If approved, the incoming organisation is recognised as a Member Organisation with immediate effect.

Article 11: Persistence of Membership

Provided that Member Organisations are not found in breach of their duties that constitutes grounds for their dismissal from the Federation (see Article 10) and continue to pay their annual membership fees (see Article 9), then their membership will be continued indefinitely - there is no requirement for further application.

Should a Member Organisation amend its statutes (or other formal legislative document(s)) which it sought membership with, then it must inform the Federation of this fact, and submit its new document(s) to the Secretary General.

Should an organisation from a country/region that is already at the limit of the number of organisations it can have registered in the Federation (i.e. two Local Member Organisations or one National/Regional Member Organisation), wish to apply for membership, the organisation's request for candidacy will be evaluated by the Board of Management. The Board of Management is responsible for presenting the facts of the situation to the General Assembly. The General Assembly will then vote on which organisation should hold membership within the Federation.

Article 12: Member Representatives Meetings

Member Representatives (typically abbreviated to MRs) shall meet in person at least twice per mandate and once a month online.

The first meeting takes place at the annual Congress. Regulations for the meeting are outlined in Domestic Regulations, Article 29.

The second meeting takes place towards the middle of the mandate at the Joint Executive Board & Member Representatives Meeting (typically abbreviated to Joint EB & MR Meeting). Regulations for the meeting are outlined in Domestic Regulations, Article 30.

Chapter 4. General Assembly

Article 13: Composition

The General Assembly is composed of delegates of each Member Organisation of the Federation. Each Member Organisation is represented by only one delegate, typically their Member Representative. In circumstances where this is not possible, substitutes may be appointed as described in Article 15.

If a Member Representative can not attend the General Assembly, the Secretary General must open a Call for delegates to the General Assembly, at least 30 days prior to the meeting. Member Organisations are required to confirm details of their delegates prior to the General Assembly by way of written confirmation being provided to the Secretary General in response to the Secretary's Call for delegates.

All Member Organisation delegates participating in a General Assembly are required to register their presence at the General Assembly before the meeting commences. Delegates' names and signatures will be collected by the Secretary General, at least 14 days prior to the General Assembly I at the Congress via collection of the Delegation of Representation. If the Member Representative is not able to attend at least one session of the General Assembly either at the Congress or at the Joint Executive Board & Member Representatives Meeting, they should send the Delegation of Voting Rights document in response to the Secretary's General Call for delegates.

Delegates of National/Regional Member Organisations hold two votes to cast on proposals; delegates of Local Member Organisations hold one vote to cast on proposals.

Article 14: Authority

The General Assembly is the legislative, governing and supreme authority of the Federation. The powers of the General Assembly are those expressly recognised by Belgian law and by the present Statutes. These powers are the following:

- Relating to Membership
 - To make decisions on applications for membership
 - To accept new Observer Organisations
 - To accept new Member Organisations and dismiss existing Members
 - To approve the amount of membership fees

- Relating to the Executive Board
 - To elect and dismiss members of the Board of Management*
 - To approve the Executive Board*
 - To elect the Congress Organising Committee two years in advance*

- To elect the Joint Executive Board & Member Representatives Meeting Organising Committee one year in advance*
- Relating to Approval
 - To approve Board of Management decisions (see Article 26)*
 - To approve financial reports and budgets *
 - To approve modifications to the Statutes (see Article 47) *
 - To approve modifications to the Domestic Regulations (see Article 47)*
- Miscellaneous
 - To dissolve the Federation in accordance with the law on the subject
 - To approve official minutes*

*All matters marked with an asterisk may also be subject to an e-voting; procedures for which are described in Article 20.

The Board of Management has the authority to act upon matters that are not specifically outlined above without approval from a General Assembly.

In addition to the matters outlined above, any other form of proposal may be put towards the General Assembly provided it has approval from the Board of Management.

Article 15: Substitution

If a Member Representative is unable to attend a General Assembly, the respective Member Organisation should ensure that a substitute delegate is appointed.

The replacement of the Member Representative will be confirmed through the Delegation of Voting Rights document to the Secretary General at least 14 days before the General Assembly in response to the Secretary's Call for delegates.

Substitute delegates may be made any time up until the beginning of the General Assembly under extraordinary circumstances or unforeseen reasons - such substitutes must still provide the Secretary General with suitable proof of their authority to vote on behalf of their Member Organisation.

Substitute delegates should, ideally, be one of the Vice Member Representatives. In case they are unable to attend the General Assembly or a Member Organisation does not have anyone appointed for this position, voting rights should be delegated to psychology students suitably representative (i.e. fulfilling any membership requirements) of the Member Organisation, and be made as informed as possible on their role, and matters featuring on the General Assembly's agenda.

Substitute delegates should not be members of the Executive Board, however, if there are no other possible delegates, the Board of Management can waive this rule. If the Board of Management decides to do so, they have to announce this at the beginning of the General Assembly.

Article 16: Calling and Agenda

The General Assembly will be called by the President with an email to the Member Representatives at least 30 days in advance of the meeting. The e-notice shall contain at least a provisional agenda for the General Assembly detailing all known matters set for voting (i.e. matters for approval and/or proposals).

The Board of Management is responsible for ensuring that appropriate information is provided to Member Representatives about all matters on the agenda. This information should be composed as 'Proposal Documents,' according to protocols outlined in Domestic Regulations, Article 25.

The Secretary General will request that Member Organisations submit confirmation of their delegates as described in Article 13.

The Member Representatives have the right to Call for a General Assembly or e-voting if they reach a quorum of one fifth ($1/5$) of the possible votes.

In exceptional circumstances, new 'Exceptional Proposals' may be put forward to the General Assembly within the meeting itself provided the Board of Management are in unanimous agreement that the proposal should be voted upon. Use of such proposals should only be used if it were not possible to submit a formal proposal 30 days in advance (see Domestic Regulations, Article 25.2).

Article 17: Quorum

In order for the General Assembly to make decisions, it is required that a quorum of at least two thirds ($2/3$) of the sum of total possible delegates is reached (i.e. two thirds of the total number of Member Representatives).

Quorum should be confirmed by the Secretary General collecting signatures of all delegates, and checking these against delegates' names submitted by MOs. The General Assembly Adjudicators should confirm quorum is met before voting starts at the General Assembly. Once delegates have registered, they should not leave the meeting room of the General Assembly until its closure. Exceptions are official breaks during long General Assemblies. In that case, the Secretary General will collect their signature when leaving the room and, once again, when entering the room. This is to ensure a clear overview of delegates who left the room. It is mandatory for delegates to return to the General Assembly room in respectful time.

Article 17.1: Failure to Meet Quorum

If the quorum of attendance is not reached, then a replacement General Assembly must be called. The replacement General Assembly does not require the quorum to be reached in order for the General Assembly to reach decisions. The replacement General Assembly has to be at least 14 days after the first one.

If the second General Assembly cannot be held then the Federation enters a period of moratorium in which on-going activities and membership fees are sustained, but no new activities are introduced.

The Board of Management should respond pragmatically to resolve any difficulties the Federation is facing, consulting with appropriate external advisors and EFPSA Alumni if appropriate. The President, Vice President, Secretary General and Finance Officer will remain in charge and should focus their efforts on ensuring a General Assembly takes place as soon as possible. The Federation will be dissolved if a General Assembly is not held within one year from the date the original General Assembly was scheduled to take place, according to the date stated in the President's Call.

Article 18: Chairing, Adjudicating and Minuting

The General Assembly shall be chaired by the EFPSA President and Vice President or, in case of absence of one, the General Assembly shall be chaired by the EFPSA President or EFPSA Vice President.

Two General Assembly Adjudicators should be appointed by the Board of Management ideally one week in advance and announced along prior to the General Assembly. Adjudicators can be members of the Executive Board as well as EFPSA Alumni and should have a good overview about the S&DRs as well as the voting procedures.

All voting documents including Voting Sheets, Sign Up Sheets, Proposals and Supporting Documents should be forwarded to the Adjudicators for review ideally at least one week prior to the General Assembly taking place. It is the adjudicators' responsibility to review all documents, discuss necessary changes with the Board of Management and print and prepare all documents for the General Assembly.

It is the duty of the Adjudicators to enforce the rules and orders of the General Assembly, without debate, in accordance with the Statutes and Domestic Regulations. It is also the right of every member who notices the breach of a rule, to insist upon its enforcement by making themselves known to the Adjudicators. Furthermore, the Adjudicators will ensure a smooth run of the General Assembly by overseeing questions and speakers and can support the Members Office in counting the votes.

The decisions and proceedings of the General Assembly should be recorded in written form as official General Assembly minutes. Minutes must be approved by e-voting by Member Representatives within 45 days of the end of the meeting in which the General Assembly took place.

After approval, General Assembly minutes shall be signed by the President and the Secretary General, and made available to the public (via the EFPSA website).

In addition, minutes and a summary document of significant outcomes (including all voting outcomes) from the General Assembly, should be provided to the EFPSA Community (i.e. Member Organisations, Executive Board and Member Representatives).

Article 19: Voting Procedures at the General Assembly

Unless stated differently in these Statutes, votes between two options require a majority of half the votes plus a one for one option to pass.

If the voting is between multiple options, the two options with the highest amount of votes go into a second round. If none of the options reaches a majority, voting is repeated.

Any decision about modifications of the Statutes and applications for membership to the Federation requires at least the majority vote of two thirds ($\frac{2}{3}$) of the members present at the General Assembly.

Abstaining votes will be dealt with according to Roberts' Rules of Order (1915) and they will not be part of the votes taken into consideration. Abstaining votes can only help to reach quorum of two thirds ($\frac{2}{3}$).

National Organisations have two votes while Local Organisations have one vote. In the case of National Organisations, having two votes signifies more weight to their vote, however votes cannot be split between options.

A vote will be taken at the commencement of the General Assembly for anonymous voting - this vote requires just one delegate's support to pass.

In response to proposals, or points raised by delegates, the Chairs (President and Vice President) or delegates may motion for several procedures

1. Motion for pragmatic amendments to be made to the session's agenda (e.g. order of voting; or splitting parts of a proposal into sub-proposals)
2. Motion for an announced counter-proposal to be voted upon at a later session or through e-voting
3. Motion for a vote to be deferred for voting at a subsequent session of the General Assembly, scheduled for later in the meeting, or e-voting, to allow for further discussion

Delegates may exercise these rights by making themselves known to the Chair, and citing their motion. The Chair may also suggest these motions in response to points raised by delegates. To pass, the motion must be supported by a simple majority. This should be recorded in the General Assembly minutes.

Article 20: Sessions of E-Voting

Sessions of online voting (i.e. e-voting) are akin to voting at the General Assembly, but do not take place in person. Voting delegates should be Member Representatives/substitutes (see Article 15). Sessions of e-voting are statutory for some matters, including the General Assembly minutes and Annual Reports.

If urgently required, certain decisions of the General Assembly may be made through a session of e-voting (see Article 14).

Sessions of e-voting should be announced by the President. Practical arrangements of e-voting sessions should be coordinated by the Member Representatives Officer.

The e-voting announcement should also include an agenda for the e-voting session detailing all known matters set for voting (i.e. matters for approval and/or proposals). The Board of Management is responsible for ensuring that appropriate information is provided to Member Representatives about all matters on the agenda. This information should be composed as 'Proposal Documents,' according to protocols (see Domestic Regulations, Article 26).

A document of voting results and significant outcomes from the e-voting session should be provided to the EFPSA Community (i.e. Member Organisations, Executive Board and Member Representatives) by the Secretary General no later than 45 days after the official closure of the e-voting.

The e-voting procedure is further described in the Domestic Regulations, see Article 297.

Article 21: General Assemblies at Congress

A General Assembly must be held at the annual Congress (see Domestic Regulations, Article 25). Several General Assemblies can be held over the course of the event to cover statutory matters requiring voting, including: election of the Board of Management; approval of the new Executive Board and as approval of the Ethics Committee members.

Article 22: General Assemblies at the Joint EB & MR Meeting

A General Assembly should be held at the Joint Executive Board & Member Representatives Meeting. The General Assembly may be split into several sessions to allow for proposals that have arisen during the course of the meeting.

Article 23: Observers to the General Assembly

General Assemblies may also be attended by members of the Executive Board and other nominated delegates of Member Organisations. The General Assembly meeting is also open to other guests of the Federation, including: Alumni, guests representing affiliate organisations of the Federation, Federation Task Forces, and other guests invited by the Board of Management. All these individuals are observers to the General Assembly.

Chapter 5. Executive Board

Article 24: Composition

The activities of the Federation are sustained by the Executive Board (EB). The Executive Board is constituted by teams who are responsible for Events, Services and Offices of the Federation. These teams are managed by the Board of Management (BM) which is also a formal body of the Executive Board. Each team has a Board of Management member they are accountable to.

“Individual candidates to the Executive Board positions must be psychology students of a country/region represented within EFPSA. In order to ensure diversity, there cannot be more than seven Executive Board members from the same country/region. Organising Committee Coordinators are not considered part of the seven since we cannot anticipate which countries/regions applications are received from. Furthermore, Organising Committee Coordinators follow a different mandate and are approved separately by the General Assembly. Should there be more than seven Executive Board members from the same country/region, the General Assembly can vote to waive this rule for the duration of one mandate at the request of the Board of Management when presented with the Executive Board for approval. However, if 50% + 1 of all Member Organisations are represented in ~~via~~ the nominated applicants to the Executive Board, then there is no need to waive this rule as diversity is maintained.”

Individuals may not hold roles as both a Member Representative and an Executive Board member concurrently. Additionally, Executive Board Members can hold no more than two positions within the Executive Board.

At all times, EFPSA must have a President, Vice President, Secretary General and Finance Officer on the Board of Management.

Should any member of the Board of Management step down from their duties, or be otherwise unable to complete them, then the remaining members of the Board of Management should arrange for duties of that person to be transferred to the remaining members of the Board of Management or to a temporary replacement. A Call to fill the position should be made within 30 days of the position becoming vacant.

The President functions as chair of the Board of Management, the Executive Board and during the General Assemblies. Under all circumstances the Vice President is deputy chair of these groups. Should the President become unable to fulfil their duties, then the Vice President will assume their primary duties, and perform all statutory functions of the President.

Article 25: Authority

Collectively each team within the Executive Board have authority to act on all matters of the Federation, including:

1. The management of the Federation
2. The public relations of the Federation
3. The preparation and hosting of the General Assembly
4. The implementation of decisions of the General Assembly
5. The planning and implementation of activities of the Federation
6. Proposing amendments to the Statutes and the Domestic Regulations

In practice these responsibilities are undertaken through individual functions and duties assigned either to Executive Board teams, or individual Executive Board positions within teams. These duties are outlined more fully in Domestic Regulations, Chapter 4.

Article 26: Administrative Decisions

The Board of Management may make decisions in response to all needs and interests of the Federation. These decisions include:

1. Creation, dissolution and management of Executive Board functions
2. Nominating new Executive Board members
3. Allocation of money within the given frame of the budget
4. Management of the EFPSA financial accounts
5. Decisions about Action Plans and the Strategic Plan

All administrative decisions must be made in accordance with the Statutes and Domestic Regulations, and the approved budget of the particular mandate.

The Board of Management can make decisions when it reaches a quorum of two thirds ($2/3$) of all Board of Management members.

The Secretary General should communicate all decisions of considerable significance made by the Board of Management to the Executive Board and Member Representatives.

Every member of the Executive Board, including the Board of Management, can request a voting at the level of the Executive Board about decisions made within the Board of Management. The Executive Board can make decisions when it reaches a quorum of two thirds ($2/3$) in relation to all current Executive Board members.

For votes within the Executive Board, the following rules are applied:

1. Decisions by voting are taken by simple majority:

2. If the voting is between multiple options and no option reaches the majority, the two options with the highest amount of votes proceed to the second round. If none of the options reaches a majority, voting is repeated
3. In case of an equal number of votes after a second round, the Board of Management Responsible has the final ballot
4. Decisions can be reached during a General Assembly, e-voting or via the internet and email.

Article 27: Board of Management

The Board of Management is a body of four to eight Executive Board members in charge of the strategic development and operational management of the Federation. Role descriptions and duties of each position of the Board of Management are outlined in Domestic Regulations, Article 20 and; mandatory duties of the Board of Management are provided in Domestic Regulations, Article 17.1.

In addition to the Congress and the Joint Executive Board & Member Representatives Meeting, the Board of Management should meet on two further occasions - the Board of Management Meetings (see Article 30) throughout their EFPSA mandate.

Article 28: Election and Duration of Mandate

Members of the Executive Board are elected at the General Assembly II at the Congress to hold positions lasting for one year until the General Assembly I at Congress the following year - a period referred to as the EFPSA mandate.

The mandate officially opens upon election of the new Board of Management at the General Assembly II at the annual Congress. Regulations surrounding the Call, application process and election of the Board of Management are provided in Domestic Regulations, Article 18.1.

The new Board of Management is responsible for choosing candidates to fill all other Executive Board positions. The Board of Management put their nominations for the Executive Board forward as a single proposal for approval during the General Assembly III at the annual Congress. Regulations surrounding the Call, application process and nomination of the Executive Board are provided in Domestic Regulations, Article 18.2.

The mandate of some Executive Board positions may fall outside of the typical EFPSA mandate. In such instances, application, nomination and approval of individuals holding these positions should follow procedures outlined in Domestic Regulations, Article 18.3.

Executive Board positions already filled during the time of the Congress should still be included in the proposal seeking approval for the new Executive Board such that it is the complete Executive Board that is subject to approval.

The former Board of Management and Executive Board members are obliged to remain available as advisors throughout the Congress and for at least 60 days after. Further details on this matter are outlined in Domestic Regulations, Article 17.2, which deals with the transition between successive Boards of Management.

Article 29: Documents

All documents that relate to the Federation can be signed by the President, or Vice President in the name of the Federation. Documents relating to the finances of EFPSA are validated with the signatures of two people; one of these individuals should be the Finance Officer. Formal archiving practices are regulated by Domestic Regulations, Article 46.

Article 30: Meetings of the Executive Board

The Executive Board shall meet in person at least twice per mandate at formal meetings and once a month online.

The first meeting takes place at the annual Congress and marks the opening of the mandate. Regulations for the meeting are outlined in Domestic Regulations, Article 30.

The second meeting takes place towards the middle of the mandate at the Joint Executive Board & Member Representatives Meeting. Regulations for the meeting are outlined in Domestic Regulations, Article 31.

Organising Committees are responsible for the hosting of both events, as explained in Domestic Regulations, Article 35.4.

The Board of Management shall hold at least two additional meetings during the mandate - referred to as Board of Management Meetings. Regulations for these meetings are outlined in Domestic Regulations, Article 32.

Further information on formal meetings of the Federation is provided in Domestic Regulations, Chapter 8.

Article 31: Minutes of Formal Meetings

Article 31.1: At the Congress & Joint Executive Board & Member Representatives Meeting

At both the annual Congress and the Joint Executive Board & Member Representatives Meeting, official minutes should be made by the Secretary General of the General Assembly and all other formal sessions attended by both the Executive Board and the Member Representatives.

During the General Assembly taking place at Congress the Secretary General of the closing mandate should take the minutes of the General Assembly I and General Assembly II, and the newly elected Secretary General should take minutes during the General Assembly III.

In addition, the Members Office is responsible for taking minutes of the Member Representative meetings.

General Assembly minutes should be sent to the Member Representatives prior to e-voting. During the 10 days subsequent to receiving the minutes, the Member Representatives may comment and request amendments to the minutes. When the Board of Management has taken all comments into consideration, the minutes are approved and signed by the President and the Secretary General.

General Assembly minutes, together with a supporting document outlining significant outcomes of the meeting compiled by the Board of Management, should be sent to all Member Representatives, Member Organisations and Executive Board no later than 60 days after each meeting.

Article 31.2: At Board of Management Meetings

Official minutes should be made of the Board of Management Meetings.

Subsequent to the meetings, the Presidential Office should compile a document of proceedings and significant outcomes. This document should be provided to the Executive Board and Member Representatives no later than 45 days after the meeting ends.

Chapter 6. Additional Bodies within the Federation

Article 32: Task Forces

A Task Force is recognised as an official body within the Federation. Task Forces formation, composition and workings are outlined in Domestic Regulations, Article 47.

Article 33: Projects

A Project is recognised as an official working group of the Federation which may be carried out by individuals not holding official positions within the Executive Board or as Member Representatives.

Each Member Organisation has the opportunity to establish and coordinate a Project provided that it deals with specific subject that fits the aims of EFPSA. Before Projects are initiated, they must be submitted to the Board of Management for approval before being put forward at the General Assembly for final approval.

Article 34: Projects Teams

Projects Teams are official bodies within EFPSA that are set up when there is a funded project that EFPSA is required to manage in order to allow facilitation of grant applications, management and reporting, as well as ensure that the received funding is handled more transparently, responsibly, and securely.

Article 35: Ethics Committee

The Ethics Committee of EFPSA is a regulatory body within EFPSA who provide advice on how to respond to concerns relating to EFPSA and its activities. They decide if an action or matter goes against the principles of EFPSA. The Ethics Committee is described in detail in Domestic Regulations, Article 49.

Chapter 7. Finances

Article 37: Fiscal Year

The fiscal year of EFPSA starts 45 days before the first day of the Congress and ends 45 days before the next Congress.

Article 38: Accounts and Financial Report

Bank accounts of EFPSA are detailed in Domestic Regulations, Article 38. Accounts are run by the Finance Officer. The President should also have authorisation to access accounts.

The Finance Officer is in charge of creating the annual Financial Report. The Financial Report is one of the crucial documents for the Federation that should account for all financial activity related to the main EFPSA accounts within the period of the fiscal year (defined in Statutes, Article 39) in accordance with guidelines held by the Finance Office. The report should also be reviewed by the Board of Management and approved.

The report goes through two rounds of Member Representative approval:

1. A provisional Financial Report must then be sent to the Member Representatives 30 days before the upcoming Congress – thus allowing the Finance Officer 15 days to prepare the report. The provisional Financial Report will be voted on at the first Congress General Assembly.
2. Once the financial report has been approved, an Internal Audit Committee will be established during the Congress and approved at General Assembly III. The task of the Internal Audit Committee is to review the Financial Report and see if there are any anomalies. The previous Finance Officer is obliged to provide the Committee with all documents requested. When the

Committee finishes the financial check, their report will be voted upon during the next e-voting session.

Altogether, the final Financial Report should consist of an approved Financial Report that has been deemed accurate and correct by an Internal Auditing Committee. Both of these documents should be archived together.

Article 39: Financial Auditing

After the provisional Financial Report has been approved at the General Assembly, it will then be sent to the Internal Audit Committee. A copy of the Internal Audit Committee's report will be received within 30 days of the Congress ending and approved by e-voting, within 45 days after the Congress.

Article 40: Budget

The previous Finance Officer creates the draft for the EFPSA annual budget for the upcoming mandate. The EFPSA annual budget is finalised by the new Finance Officer at the beginning of the mandate. This budget relates only to allocating funds and planning incomes relating to the main EFPSA accounts within the fiscal year of EFPSA, but it does not feature financial budgets (or other information) of EFPSA events.

During and following the Congress, Executive Board teams of the new mandate should consider any financial needs of planned or forthcoming activities. These should be conveyed to the Finance Officer through the Board of Management Responsible. The budget will then be finalised within 30 days of the Congress ending, discussed and approved within the Board of Management, and then approved by e-voting, within 45 days of the Congress ending.

Article 41: Sources of Funds

The funds of the Federation derive from membership fees, extraordinary membership contributions, accrued interest, income from activities, gifts, partnerships, donations, grants or subventions from individuals, corporate or governmental bodies, provided that they are not subject to conditions incompatible with the law, the Mission, Vision and Values of the Federation (see Article 4), or the objectives of the Federation (see Article 5).

Article 42: Surplus

A surplus will be reinvested within the next fiscal year's budget and therewith used according to the stated aims of the Federation.

Article 43: Liability

For any accounts payable by the Federation exclusively, the funds of the Federation are liable. Members are not liable for the debts of the Federation.

Chapter 8. Dissolution of the Federation

Article 44: Dissolution

The Federation can be dissolved only by decision made at the General Assembly with a majority of five sixths (5/6) votes.

The Federation is dissolved automatically if the number of its Members falls under three.

Article 45: Remaining Possessions

The remaining possessions of the Federation will be donated to another student association with aims similar to EFPSA's. The exact association will be decided upon by the General Assembly during their last meeting. If this is not possible, the members of the last Board of Management will decide where to donate the remaining means of EFPSA.

Chapter 9. Domestic Regulations

Article 46: Domestic Regulations

All matters not dealt with by the Statutes are regulated by the Domestic Regulations. The Domestic Regulations also provide additional details on procedures alluded to within the present Statutes.

The Domestic Regulations should be updated in accordance with development of the Federation to contain details on

1. Formal working practices of the Federation
2. Official descriptions of Events, Services and other activities of the Federation
3. Executive Board positions
4. Official duties and functions of Executive Board positions, Teams and Offices

Anything mentioned neither in these Statutes nor in the Domestic Regulations has to be dealt with in accordance with Belgian law.

Chapter 10: Amendments to the Statutes & Domestic Regulations

Article 47: Proposals for Amendments to the Statutes & Domestic Regulations

Formal or substantial changes to the Federation, its legislation, activities or working practices should be made as amendments to the Statutes and/or Domestic Regulations. Amendments should be carefully considered, outlined as proposals, and presented to the General Assembly for approval.

Article 47.1: Authority to Propose Amendments

Member Representatives have the right to submit proposals for modifications to the Statutes and the Domestic Regulations. Member Representatives may also submit proposals as an entire body, or as a smaller group of Member Representatives. While Member Representatives can submit proposals as individuals, Executive Board teams and the Board of Management can only submit proposals after reaching a majority decision on the proposal.

Proposals from Member Representatives will be treated as submissions on behalf of their respective Member Organisation and Member Representatives should, therefore, ensure that they have suitable approval from their organisation before submitting proposals.

Teams of the Executive Board may submit proposals for modifications to the Statutes and the Domestic Regulations only as a body; individual Executive Board members do not have this right. Proposals from Executive Board teams will only be accepted for review by the Board of Management if they have approval from the majority of the team's members.

The Board of Management may submit proposals for modifications of the Statutes and Domestic Regulations only as a body when the majority of the team support the proposal.

Article 47.2: Procedures for Submitting Proposals

All proposals have to be submitted in written form to the President of EFPSA at least 45 days before the General Assembly. In the situation of e-voting, proposals can be handled within 14 days of the e-voting session. If it is not possible to submit a formal proposal 30 days in advance, the procedure for 'Exceptional Proposals' will be implemented (see Article 16).

All proposals will be reviewed by the Board of Management - in a manner outlined in the Domestic Regulations, Article 26.1 - who then vote on whether or not to pass the proposal on for voting to the General Assembly. If 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 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.

Article 47.3: Approval of Amendments

Proposals featuring amendments to the Statutes or the Domestic Regulations require a majority vote of two thirds of the delegates present at the General Assembly to pass (see Articles 16 and 19).

Article 48: Version History

3rd February 2006	Complete revision
1st May 2006	Modification according to proposal by Markus Hausammann
12th May 2007	Modification according to proposal by the Board of Management (President: Anja Bregar)
2nd May 2009	Modification according to proposal by the Board of Management (President: Aart Franken)
27th February 2010	Modification according to proposal by the Board of Management (President: Priit Tinit) with the support of the Statutes Task Force (Chair: Dominika Szymanska)
1st August 2010	Modification according to proposal by the Board of Management (President: Dorota Wisniewska)
April 2015	Complete revision & amendments according to proposals by the Statutes & Domestic Regulations Revision Task Force 2014-2015 (Chair: William Steel)
April 2016	Modification according to proposal by the Board of Management 2015-2016 (President: Ana Odabašić)
November 2016	Modification according to proposal by the Board of Management 2016-2017 (President: Clara Chetcuti)
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