
**CONSTITUTION OF THE
ASSOCIATION OF PSYCHOLOGISTS OF NOVA SCOTIA**

Revised to incorporate amendments, May, 2009

Article I – Name

There is hereby established an organization to be known as the “Association of Psychologists of Nova Scotia” (hereinafter referred to as the “Association”).

Article II – Purpose

1. The purpose for which the Association is established is the furtherance of psychology as a science, as a profession, and as a means of promoting human welfare.
2. In pursuance of this purpose, the Association shall in Nova Scotia:
 - a) promote the advancement of the teaching of psychology and the training of psychologists;
 - b) promote the advancement of psychological research and its legitimate applications, with a view to rendering such services as it properly can to the community;
 - c) take action to promote psychology as a profession; define and maintain standards of training, practice, and ethics so as to safeguard both the public and the profession;
 - d) encourage mutual understanding and cooperation between psychology and related disciplines so as to ensure a high standard of competence in the use of psychological knowledge, techniques, and services in every field in which psychology is applied;
 - e) undertake any other activities that may be considered necessary to advance the purposes of the Association.

Article III – Membership

1. The Association shall consist of Members, Retired/Inactive Members and Student Members.
2. At the discretion of the Executive Committee, Members shall be:
 - a) persons who are on the Register of Psychologists or the Register of Candidates of the Nova Scotia Board of Examiners in Psychology; or
 - b) persons who hold a Doctoral degree or a Master’s degree in Psychology, granted by an educational institution having a graduate programme acceptable to the Association; or
 - c) persons who were members in good standing as of November 5, 1983.
3. Retired/Inactive Members shall be persons who have retired or taken a leave of absence from their profession of psychologist as defined in Section 2. Retired/Inactive Members have all the rights and privileges extended to Full Members of the Association.
4. Student members shall be persons who are enrolled full-time in a graduate or undergraduate psychology program in an academic institution. Undergraduate Student members are entitled to the same rights and privileges as graduate student members, except that they may not serve as Student Representative on the Executive Committee.

5. Candidates for admission to Member, Retired/Inactive Members or Student Member status shall apply to the Executive Secretary stating their qualifications.

6. A candidate shall be elected to Member, Retired/Inactive Members or Student Member status by a majority vote of the Executive Committee. An individual whose application is rejected may appeal the decision to a general meeting of the Association, by following the procedure in 13(e) below; an appeal will be upheld if three-quarters of the voting members present at the general meeting support it.

7. Members and Retired/Inactive Members are entitled to:

- a) exercise full voting rights;
- b) nominate for and vote for any office in the Association; and
- c) hold any office in the Association, except as limited in Article IV (2) and in Article V (1).

8. Student Members shall be entitled to membership and voting privileges on standing and ad hoc committees (except as limited in Article V(1)).

9. Members, Retired/Inactive Members or Student Members in Absentia: A Member, Retired/Inactive Members or Student Member who lives outside of the Province of Nova Scotia for at least one calendar year may:

- a) remain a Member, Retired/Inactive Members or Student Member by paying the appropriate fees; or
- b) elect, in writing, to become a Member, Retired/Inactive Members or Student Member in Absentia, by paying the appropriate fee.

Members, Retired/Inactive Members or Student Members in Absentia are not entitled to the rights applicable under Article III(6) or III(7). Upon return to residence in Nova Scotia a Member or Student Member shall resume former status upon payment of the appropriate fee.

10. Membership fees for Members, Retired/Inactive Members and Student Members shall be determined by the Executive Committee from time to time, with the approval of the Association. They shall come due on January 1st each year. (*See Amendment II*)

11. Student Members shall be entitled to a reduction of membership fees; their fees shall be determined in accordance with Article III(9).

12. A Member, Retired/Inactive Members or Student Member may withdraw from the Association by sending a letter of resignation to the Executive Secretary, and the resignation shall become effective upon its receipt by the Executive Secretary.

13. A Member, Retired/Inactive Members or Student Member, who has not paid the membership fee within two (2) months after the date that such fees come due, shall automatically cease to be a Member.

14. a) The Executive Committee may terminate the membership or privileges of any Member, Retired/Inactive Members or Student Member for cause, by a majority vote of the Executive Committee.

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- b) No person shall be dropped from membership or office unless opportunity is given to be heard in person and/or represented by counsel. The Secretary shall notify the person concerned at least thirty days before any meeting at which expulsive action is to be considered, and such notice shall be in writing and sent by registered mail.
 - c) The affected person may appeal the decision of the Executive Committee at a general meeting.
 - d) Notice of appeal must be given to the Secretary not later than one year after the termination of the membership.
 - e) Notice of appeal must be given to the Secretary at least thirty days before the general meeting, and the Secretary must send notice of the appeal to every Member not later than fifteen days before the meeting.
 - f) An appeal may be upheld by a three-quarters majority vote of the Members present at a general meeting. If the appeal is upheld, the termination of membership by the Executive Committee shall be nullified.

15. At the discretion of the Executive Committee, a membership-for-life in either Member, Retired/Inactive Members or Student Member category may be granted with waiver of annual fees.

16. At the discretion of the Executive Committee, Members or Retired/Inactive Members who have contributed significantly to the Association may be designated as Fellows. Not more than three (3) shall be chosen in the first year, and not more than one (1) in any subsequent year. There is not implication that there must be a Fellow chosen in any given year.

17. At the discretion of the Executive Committee, Honourary Members may be designated in recognition of services to the Association. Such persons shall not have the entitlements of Articles III(6) nor III(7), nor the rights nor privileges of membership in the Association.

Article IV – Officers

1. The Executive Committee of the Association shall consist of a President, an Immediate Past President, a President-Elect, two Members-at-Large, an Executive Secretary, and a Student Member.

2. Only persons listed on the Register of Psychologists of the Nova Scotia Board of Examiners in Psychology may be nominated for President-Elect, or hold the office of President-Elect, President, or Past President. The President shall be that Member of the Association who has just completed his or her term as President- Elect. The President-Elect shall become President at the close of the Annual Meetings of the Association one year after announcement of his or her election as President-Elect. The President shall hold office for one year. In the event that the President shall not serve out his or her full term for any reason, the President-Elect shall succeed to the Presidency for the unexpired remainder and continue through his or her own Presidential term.

3. The President-Elect shall be elected to office by the Members of the Association. The President-Elect shall hold office for one year or until a successor is elected. In the event that the President-Elect shall not be able to serve out his or her term, a byelection shall take place for a replacement who shall succeed to the Presidency at the following Annual Meeting.

4. The Immediate Past President shall be that Member of the Association who has just completed his or her term as President.

5. The Executive Secretary shall be a member, shall be elected to office, and shall hold office for two years or until a successor is appointed.

6. The Members-at-Large shall be elected to office by the Members of the Association for terms of two years, one being elected each year. One of these members shall, at the appointment by the Executive Committee, be Executive Treasurer.

7. Student Members shall be entitled:

a) to membership and voting privileges on standing and ad hoc committees (except as limited in Article V (1); and

b) to nominate for, vote for, and hold the office of Student Member, for a term of two years or until a successor is appointed.

c) However, a Student Member may not vote at general meetings; and

d) a Student Member who is an undergraduate may not hold the office of Student Member representative on the Executive Committee.

8. In the event that any officer other than the President or President-Elect shall not serve out his or her full term for any reason, the Executive shall appoint a replacement to serve until the next election.

9. An officer who fails to attend two consecutive Executive Meetings without prior notification shall be deemed to have resigned from office.

10. No person shall hold more than one position on the Executive Committee. However, no member of the Executive Committee shall be prevented from standing for election for other positions, for which he or she is eligible, provided that that person resigns all but one position if successful.

11. The President shall preside at all general meetings of the Association and of the Executive Committee. The President shall be charged with the general supervision of the affairs and operation of the Association. During the absence or inability of the President, the President's powers may be exercised by the President-Elect. In the event that both the President and the President-Elect are absent from any meeting of the Association, the Members present at the meeting may elect a chairperson who shall exercise the powers of the President during that meeting.

12. The Executive Secretary shall act as Secretary at every meeting of the Association and of the Executive Committee. The Executive Secretary shall maintain and have custody of all records of the Association, and shall prepare the minutes of all meetings, and shall carry out such other duties as the Executive Committee sees fit. The Executive Secretary shall have custody and use of the Seal of the Association.

13. The Executive Treasurer shall be a Member-at-Large appointed by the Executive. The Executive Treasurer shall keep full and accurate account of all receipts and disbursements and shall deposit all funds in the name of and to the credit of the Association in such banks as the Executive Committee may designate. The Executive Treasurer shall disburse the funds under the direction of the Executive Committee, and shall present and distribute, at the annual meeting, a financial statement for the fiscal year ending the 31st day of March of each year.

14. The Executive Committee shall have the government and the management of the affairs of the Association and its assets, funds and property. It shall have exclusive control of any real property of the Association and of the income of all permanent funds including gifts for special or general purposes, and gifts and bequests for endowment or in trust. The Executive Committee, subject to the Societies Act, may borrow money on behalf of the Association by unsecured loan or by loan secured on the real or personal property of the Association. The Executive Committee may, after ratification by the membership, make or cause to be made, or execute for the Association, in its name, any kind of contract, deed, negotiable instrument, or other instrument or document which the Association may lawfully enter into, make or execute, and may generally exercise all such other powers and do all such other acts as the Association is by its by-laws or otherwise authorized to execute and do.

15. Executive officers of the Association shall serve without pay.

Article V – Committees (See Amendment I)

1. The Executive Committee shall appoint a Standing Committee on Scientific, Professional and Ethical Conduct. Only persons listed on the Register of Psychologists of the Nova Scotia Board of Examiners in Psychology shall be eligible to sit on this committee. This committee will be charged with preparing and periodically updating scientific, professional and ethical codes for the Association and applying them. Such codes shall become effective following their ratification as a special resolution consistent with the requirements of the Societies Act, at an annual general meeting.

2. A committee shall be appointed by the Executive Committee to make arrangements necessary for the annual meeting. At least one member of this committee shall be resident at the place of meeting.

3. The Executive Committee may appoint standing or other committees as it deems desirable.

4. All committees shall be responsible to the Executive Committee.

Article VI – Meetings

1. The Executive Committee shall determine the time and place of general meetings of the Association, and at least one general meeting shall be called each year within 90 days of the fiscal year end.

2. The Executive Committee shall be required to call a general meeting within 60 days of receipt of a petition for such a meeting signed by at least 50 percent of the voting Members.

3. The Executive Committee may convene a special general meeting of the Association at such time and place as the Executive Committee shall determine.

4. The Executive Secretary shall mail to every Member and Student Member a notice of every general meeting not less than 14 days before the date of the meeting.

5. A quorum at any meeting of the Association shall consist of the fewer of 15 voting members or 25 percent of the voting members.

6. Every question at a general meeting shall be decided by a majority of the Members present unless otherwise required by these by-laws or by the Societies Act.

7. The Executive Committee shall meet at the call of the President. A quorum of the Executive Committee shall consist of 4 members. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes of the Executive members present, unless otherwise required by the by-laws.

Article VII – Elections

1. Two or more Electoral Officers shall be appointed by each annual meeting of the Association. The Electoral Officers when appointed shall hold office until the next annual Meeting.

2. The Electoral Officers shall conduct the nomination and election procedure in accordance with the Constitution.

3. Nomination and election shall be by mail ballot.

4. The names of the two Members receiving the highest number of nominations for each vacant office shall be placed on the ballot. Where a tie causes the number of candidates on the ballot sheet to exceed two, the names of all such candidates shall appear. When only one nomination is received, the candidate shall be declared elected.

5. The Executive Committee shall determine each year the dates for calling and closing nominations, mailing ballots, and closing the vote.

6. In the case of a tie vote for an office, the candidates tied in first place shall appear on a further ballot.

7. The results of the elections shall be announced at the next general meeting or by mail.

8. Nominations and election of the Student Member shall be carried out in the same manner among the Student Members.

Article VIII – Auditors

1. One or more auditors shall be appointed by each annual meeting of the Association. The auditors of the Association when appointed shall hold office until the next annual meeting or until their successors are appointed.

2. The auditors shall make an annual report to the Members and Affiliates upon the balance sheet and every such report shall state whether in their opinion the balance sheet is a full and fair balance sheet properly drawn up so as to exhibit a true and correct view of the state of the financial affairs of the Association.

Article IX - Inspection of Records

1. The books of account and the minutes of general meetings may be inspected by any Member or Affiliate at a time during each annual meeting designated by the Executive Committee.

Article X – Affiliations

1. The Executive Committee shall have power to conduct negotiations on behalf of the Association for affiliation with other associations, but no such affiliation shall have any force or be binding upon the Association unless it is ratified at a general meeting.

Article XI – Amendments

1. Any Member of the Association may introduce a motion to adopt new by-laws or amendments to this Constitution and/or changes in the Code of Ethics by sending a copy of such motion to the Executive Secretary not later than 30 days before the date of the meeting at which the motion is to be introduced. The Executive Secretary shall send notice of motion to amend the by-laws to every Member and Affiliate not later than 14 days before the meeting.

2. The adoption of new by-laws or amendments to this Constitution and/or changes in the Code of Ethics shall be carried out by special resolution as defined by the Societies Act of the Statutes of Nova Scotia.

APPENDIX A: Summary of Amendments

Amendment I

At the 1986 AGM of APNS, held on 26 April 1986, members passed a special resolution amending the APNS constitution. The effect of this special resolution was to renumber Article V(1) to Article V(1a), and to add the following Article V(b):

In applying the Scientific, Professional, and Ethical Codes of the Association, CSPEC shall have the right to administer, for cause, sanctions other than suspension or termination of membership. All recommendations for suspension or revocation of APNS membership shall be made to the APNS Executive, which shall act according to Article III(13). All sanctions of CSPEC may be appealed to the Executive by the Member or Affiliate. Appeals must be undertaken within thirty (30) days of the Member or Affiliate being notified of the imposition of sanctions.

Amendment II

At the 1990 AGM it was approved to amend the following Section 9 of Article 3 to read as follows:

Article III – Membership

9. Membership fees for Members and Affiliates shall be determined by the Executive Committee from time to time, with the approval of the Association. They shall come due on September 1st of each year.

Amendment III

A motion to amend the APNS constitution Article III Section 3 was passed at the APNS AGM on May 11, 1991. The amendment is underlined below:

Article III – Membership

3. At the discretion of the Executive Committee, Affiliates shall be persons who qualify on the basis of training, experience or special interest in the field of psychology but who do not have the qualifications to be admitted as Members as described under Article III(2).

Amendment IV

At the 1992 Annual General Meeting, the members passed the following amendment:

Article III 6.

Members are entitled to:

- (a) exercise full voting rights;
- (b) nominate for and vote for any office in the Association; ~~except the office of Affiliate Representative;~~)
and
- (c) hold any office in the Association, ~~except that of Affiliate Representative and,~~ except as limited in Article IV(2) and in Article V(1).

Article IV 7.

The Affiliate Representative shall be elected to office by the Members and the Affiliates of the Association for a term of two years. In his or her capacity as an officer, the Affiliate Representative shall have a vote at Executive Meetings

Amendment V

At the Annual General Meeting of 1992, the following Amendment was approved:

Whereas the Standing Committee on Scientific, Professional and Ethical Conduct (CSPEC) is a committee established by the Constitution, charged with “preparing and periodically updating scientific, professional and ethical codes for the Association and applying them”, and whereas CSPEC carried out its work but the development and review of ethical codes no longer requires the ongoing efforts that it once did, there is no longer a role for CSPEC and it is moved that CSPEC be sunsetted, and Article V (1) of the Constitution be deleted and the remaining paragraphs renumbered appropriately.

May 8, 1997

Amendment VI

The following Amendments to the Constitution were approved at the May 2, 2003 Annual General Meeting:

Article IV – 5.

The Executive Secretary shall be a member, shall be elected to office and shall hold office for two years or until a successor is appointed.

Article IV - 13.

The Executive Treasurer shall be a Member-at-Large appointed by the Executive. The Executive Treasurer shall keep full and accurate account of all receipts and disbursements and shall deposit all funds in the name of and to the credit of the Association in such banks as the Executive Committee may designate. The Executive Treasurer shall disburse the funds under the direction of the Executive Committee and shall present and distribute, at the annual meeting, a financial statement for the fiscal year ending the 31st day of March of each year.

The Executive Committee shall determine the time and place of general meetings of the Association and at least one general meeting shall be called each year within 90 days of the fiscal year end.

Article VI – 5.

A quorum of any meeting of the Association shall consist of the fewer of 15 voting members or 25 percent of the voting members.

Amendment VII

At the May 7, 2004 Annual General Meeting the Constitution was amended to remove the Affiliate Member category from membership. The amendment specifically identifies all occurrences of the term “Affiliate Member” which are to be removed from the Constitution.

Article III – Membership

1. The Association shall consist of Members and Student Members.
3. Student members shall be persons who are enrolled full-time in a graduate psychology program in an academic institution. *(Replaces Amendment III).
4. Candidates for admission to Member or Student Member status shall apply to the Executive Secretary stating their qualifications.
5. A candidate shall be elected to Member or Student Member status by a majority vote of the Executive Committee. An individual whose application is rejected may appeal the decision to a general meeting of the Association, by following the procedure in 13 (e) below: an appeal will be upheld if three-quarters of the voting members present at the general meeting support it.
6. Members are entitled to:
 - a) exercise full voting rights
 - b) nominate for and vote for any office in the Association
 - c) hold any office in the Association, except as limited in Article 1V (2) and in Article V (1)

Student Members shall be entitled:

- d) to membership and voting privileges on standing and ad hoc committees(except as limited in Article V(1)

However, a Student Member may not vote at general meetings.

8. Members or Student Members *in Absentia*: A Member or Student Member who lives outside the Province of Nova Scotia for at least one calendar year may:
 - a) remain a Member or Student Member by paying the appropriate fees; or
 - b) elect, in writing, to become a Member or Student Member in Absentia, by paying the appropriate fee.

Members or Student Members in Absentia are not entitled to the rights applicable under Article III (6) or III (7).

Upon return to residence in Nova Scotia, a Member or Student Member shall resume former status upon payment of the appropriate fee.

9. Membership fees for members and Student Members shall be determined by the Executive Committee from time to time with the approval of the Association. They shall come due on January 1st of each year. (See Amendment II).
10. Student Members shall be entitled to a reduction of membership fees; their fees shall be determined in accordance with Article III (9).
11. A Member or Student Member may withdraw from the Association by sending a letter of resignation to the Executive Secretary, and the resignation shall become effective upon its receipt by the Executive Secretary.
12. A Member or Student Member, who has not paid the membership fee within two (2) months after the date that such fees come due, shall automatically cease to be a member or Student Member.
13. a) the Executive Committee may terminate the membership or privileges of any Member or Student Member for cause, by a majority vote of the Executive Committee.

14. At the discretion of the Executive Committee, a membership-for-life in the Member category may be granted with waiver of annual fees.

15. At the discretion of the Executive Committee, Members *who have contributed* significantly to the Association may be designated as Fellows. Not more than three (3) shall be chosen in the first year, and not more than one (1) in any subsequent year. There is no implication that there must be a fellow chosen in any given year.

Article IV – Officers

1. The Executive Committee of the Association shall consist of a President, an Immediate Past-President, a President-Elect, two Members-at-Large and an Executive Secretary.

Article IV-7 is deleted. The remaining paragraphs in Article IV will be renumbered accordingly.

Article V – Meetings

4. The Executive Secretary shall mail to every Member and Student Member a notice of every general meeting not less than 14 days before the date of the meeting.

Article VII-8 is deleted.

Amendment VIII

At the May 13, 2005 Annual General Meeting the Constitution was amended to add a Retired/Inactive Member category to membership. The additions are as follows:

1. The Association shall consist of Members, Retired/Inactive Members and Student Members.
2. At the discretion of the Executive Committee, Members shall be:
 - a) persons who are on the Register of Psychologists or the Register of Candidates of the Nova Scotia Board of Examiners in Psychology; or
 - b) persons who hold a Doctoral degree or a Master's degree in Psychology, granted by an educational institution having a graduate programme acceptable to the Association; or
 - c) persons who were members in good standing as of November 5, 1983.
3. Retired/Inactive Members shall be persons who have retired or taken a leave of absence from their profession of psychologist as defined in Section 2. Retired/Inactive Members have all the rights and privileges extended to Full Members of the Association.
4. Student members shall be persons who are enrolled full-time in a graduate psychology program in an academic institution.
5. Candidates for admission to Member, Retired/Inactive Members or Student Member status shall apply to the Executive Secretary stating their qualifications.
6. A candidate shall be elected to Member, Retired/Inactive Members or Student Member status by a majority vote of the Executive Committee. An individual whose application is rejected may appeal the decision to a general meeting of the Association, by following the procedure in 13(e) below; an appeal will be upheld if three-quarters of the voting members present at the general meeting support it.
7. Members and Retired/Inactive Members are entitled to:
 - a) exercise full voting rights;
 - b) nominate for and vote for any office in the Association; and
 - c) hold any office in the Association, except as limited in Article IV (2) and in Article V (1).
8. Student Members shall be entitled to membership and voting privileges on standing and ad hoc committees (except as limited in Article V(1)).
9. Members, Retired/Inactive Members or Student Members in Absentia: A Member, Retired/Inactive Members or Student Member who lives outside of the Province of Nova Scotia for at least one calendar year may:
 - a) remain a Member, Retired/Inactive Members or Student Member by paying the appropriate fees; or
 - b) elect, in writing, to become a Member, Retired/Inactive Members or Student Member in Absentia, by paying the appropriate fee.

Members, Retired/Inactive Members or Student Members in Absentia are not entitled to the rights applicable under Article III(6) or III(7). Upon return to residence in Nova Scotia a Member or Student Member shall resume former status upon payment of the appropriate fee.

10. Membership fees for Members, Retired/Inactive Members and Student Members shall be determined by the Executive Committee from time to time, with the approval of the Association. They shall come due on January 1st each year. (*See Amendment II*)

11. Student Members shall be entitled to a reduction of membership fees; their fees shall be determined in accordance with Article III(9).

12. A Member, Retired/Inactive Members or Student Member may withdraw from the Association by sending a letter of resignation to the Executive Secretary, and the resignation shall become effective upon its receipt by the Executive Secretary.

13. A Member, Retired/Inactive Members or Student Member, who has not paid the membership fee within two (2) months after the date that such fees come due, shall automatically cease to be a Member.

14. a) The Executive Committee may terminate the membership or privileges of any Member, Retired/Inactive Members or Student Member for cause, by a majority vote of the Executive Committee.

b) No person shall be dropped from membership or office unless opportunity is given to be heard in person and/or represented by counsel. The Secretary shall notify the person concerned at least thirty days before any meeting at which expulsive action is to be considered, and such notice shall be in writing and sent by registered mail.

c) The affected person may appeal the decision of the Executive Committee at a general meeting.

d) Notice of appeal must be given to the Secretary not later than one year after the termination of the membership.

e) Notice of appeal must be given to the Secretary at least thirty days before the general meeting, and the Secretary must send notice of the appeal to every Member not later than fifteen days before the meeting.

f) An appeal may be upheld by a three-quarters majority vote of the Members present at a general meeting. If the appeal is upheld, the termination of membership by the Executive Committee shall be nullified.

15. At the discretion of the Executive Committee, a membership-for-life in either Member, Retired/Inactive Members or Student Member category may be granted with waiver of annual fees.

16. At the discretion of the Executive Committee, Members or Retired/Inactive Members who have contributed significantly to the Association may be designated as Fellows. Not more than three (3) shall be chosen in the first year, and not more than one (1) in any subsequent year. There is no implication that there must be a Fellow chosen in any given year.

Amendment IX (May 22, 2009) [changes are in bold]

Article IV – Officers

7. Student Members shall be entitled:

b) to nominate for, vote for, and hold the office of Student Member, **for a term of two years or until a successor is appointed.** However, a Student Member may not vote at general meetings.

Article III – Membership

4. Student members shall be persons who are enrolled full-time in a graduate **or undergraduate** psychology program in an academic institution. **Undergraduate Student members are entitled to the same rights and privileges as graduate student members, except that they may not serve as Student Representative on the Executive Committee.**

Article IV – Officers

7. Student Members shall be entitled:

a) to membership and voting privileges on standing and ad hoc committees (except as limited in Article V (1));

b) to nominate for, vote for, and hold the office of Student Member (except as limited in Article IV (7))

c) a Student Member may not vote at general meetings.

d) a Student Member who is an undergraduate may not hold the office of Student Member representative on the Executive Committee.