

ASSOCIATION OF GREEK PSYCHOLOGISTS

Permanent Committee of Psychology Students (MEFPSE)

Statutes and Domestic Regulations

Content

Article 1: Aim

Article 2: Members

Article 3: Members' rights and obligations

Article 4: General Assembly of Permanent Committee's Members

Article 5: Electoral Process

Article 6: Management Committee

Article 7: Management Committee's Responsibilities

Article 8: President's Responsibilities

Article 9: Vice Presidents' Responsibilities

Article 10: Secretary General's Responsibilities

Article 11: Treasurer's Responsibilities

Article 12: Management Committee Member's Responsibilities

Article 13: Financial Resources of Permanent Committee

Article 14: Financial Management

Article 15: Representation of Permanent Committee in Psychology Academical
Faculties

Article 16: Representation in European Federation of Psychology Students'
Associations

Article 17: Headquarters

Article 18: Adjustments of Permanent Committee's Internal Statues and Domestic
Regulations

Permanent Committee of Psychology Students (MEFPSE)
Statutes and Domestic Regulations

Article 1: Aim

- Creating relationships and communication among Psychology students of Greek universities and Greek Psychology students at universities from abroad.
- Informing and updating Psychology students about topics relevant both to academical (Psychology as a science) and to professional aspects.
- Informing and promoting both the requirements of EuroΨ-basic certification of European Federation of Psychologists' Associations (EFPSA) and branches.
- Participating and representing Greek Psychology students in european and international scientific and professional associations.
- Encouraging Psychology students' mobility in Europe for academic reasons.
- Informing about the process for Psychology students to participate at the Association of Greek Psychologists.
- Connecting Psychology students to social and professional life.

Article 2: Members

Member of the Permanent Committee of SEPS can be any student who is either at a Bachelor's or Master's level within the field of Psychology sciencet:

- a. without any sexual or national discrimination, from every academical institute of Psychology in Greece, which lead to a Psychology title recognised from Greek State and a professional license in Psychology.
- b. with Greek nationality, who studies at an academical institute of Psychology abroad and is able to hold a professional license in Psychology.

For the registration of a member in the Permanent Committee it's required: a. completing a registration form, b. submitting a certification of studies for the current semester and c. payment of the registration fee and the annual fee.

Article 3: Members' rights and obligations

1. The members of the Permanent Committee have the right:
 - a. To participate equally in the General Assemblies, provided that they have met their financial obligations to the Permanent Committee.
 - b. To express their opinions.
 - c. To participate in the voting procedures.
 - d. To elect the elective members of the Permanent Committee and the members of Task Force Committees.

- e. To be elected among the elective members of the Permanent Committee and the members of Task Force Committees.
 - f. To leave freely the Permanent Committee and the Task Force Committees, after providing a document with their request.
2. Permanent Committee's members, who decide to leave, are deleted without any right for compensation, but they can be re-registered. Members, who are deleted and re-registered within one year of the time they were deleted, are not obliged to repay the registration fee and the annual fee.
 3. The members of the Permanent Committee must:
 - a. Contribute to the Permanent Committee's aims.
 - b. Be present in regular and extraordinary assemblies of the Permanent Committee and its bodies.
 - c. Participate in Permanent Committee's activities.
 - d. Pay the registration fee, the annual fee and extraordinary allowances.
 - e. Share among them fellowship and solidarity.
 - f. Follow both the internal statutes and domestic regulations of Permanent Committee's and its bodies, and the statutes and domestic regulations of the Association of Greek Psychologists (SEPS). Possible disagreements towards activities between the Permanent Committee and the Board of Management of SEPS are going to be solved in SEPS' General Assembly.

Article 4: General Assembly of Members of the Permanent Committee

1. Two General Assemblies are held during the academic year.
 The first is held at the beginning of the academic year (October-November) and mainly concerns the presentation and discussion of the action proposals of the Permanent Committee and the financial budget for the coming year.
 The second takes place towards the end of the spring semester (May-June), with the main purpose of presenting and discussing the activities of the Permanent Committee (actions and financial management) as well as the election of new members of the Permanent Committee.
2. An Extraordinary General Assembly is convened following a decision of the Permanent Committee or, if requested, from at least the $\frac{1}{5}$ of the registered members.
3. A decision may be taken without a meeting of the members, if all members of the Permanent Committee, without exception, state in written format their consent to a specific proposal.
4. The members of the Committee attend the General Assemblies in person and sign the relevant document.
5. Decisions of the General Assemblies are taken only if quorum is reached. In the event of a tie, the ballot shall be repeated after discussion. If the proposals are again voted on, the final decision is made by the Permanent Committee.

6. Decisions of the General Assemblies concerning transparency of elections, trust, or accountability shall be taken by secret ballot.
7. The minutes of the General Assemblies are signed by the President and the Secretary General of the Permanent Committee.

Article 5: Electoral Process

1. The Permanent Committee of Psychology Students of SEPS is administered by the Management Committee.
2. The registered members of the Permanent Committee who wish to be elected members of the Management Committee shall submit a relevant application, provided that they have fulfilled their annual financial obligations.
3. Candidate names are placed in alphabetical order on a ballot paper, which is notified to all of the registered members in a timely manner. Separate ballots are excluded for any reason, as they do not comply with the purposes of the Permanent Committee of Student Psychologists of SEPS.
4. To hold elections, the General Assembly elects a Referendum Committee, which consists of at least 3 members. They elect a President and a Secretary.
5. By secret ballot, the members of the Permanent Committee elect the members of the Management Committee, marking, with a cross, the persons of their choice.
6. Members of the Permanent Committee, who are temporarily or permanently residing outside the constituency, may vote electronically.
7. The first 5 are elected from the list of candidates. The rest remain alternates in the event of someone resigning their position and leaving the Management Committee.
8. In the event of a tie, a draw shall be held.
9. The five elected to the Management Committee shall be constituted in a body and shall share among themselves the responsibilities referred to in the preceding paragraph in order to undertake the administration of the Commission. Whoever has the most votes can take the position of President, unless the Permanent Committee decides otherwise. The fact that there is a President before the other members undertake their own responsibilities does not mean that its vote counts more in the voting process for the rest of the members' responsibilities.

Article 6: Management Committee

1. The Management Committee is selected every two years and is composed of five (5) members: the President (1), the Vice-President (2), the General Secretary (3), the Treasurer (4) and a Member (5). All members are unpaid and all the positions mentioned above should not be incumbent upon the same person.
2. The Management Committee should meet at least once a month. The meeting can also be held virtually.

3. The decisions of the Management Committee shall be taken by a relatively majority of the votes cast. In case, one or more members do not agree with a decision that has been made, their argument should be reported on the minutes.
4. If the President is absent, then he is replaced by the next, in order, members of the Management Committee.
5. Any member that does not attend three continuous regular or emergency meetings, is considered resigned. An exception is if that person cannot attend due to important factors, which in that case due notice shall be given to the President.
6. In case the number of the members of the Management Committee is less than three, including the substitute members, then an emergency Elections General Meeting should be called.
7. The members of Management Committee shall not be discharged of their responsibilities after they have completed their bachelor's or master's (degree), but to continue their responsibilities and duties until the next elections.

Article 7: Management Committee's Responsibilities

1. Approving of the new members and decides on their removal.
2. Convening General Assemblies.
3. Executing decisions made on General Assemblies.
4. Supervising the observance of the regulations of the internal status.
5. Coordinating the work of the Committee for the handling of the issues that have been decided by the General Assembly.
6. Having the responsibility of the financial management.
7. Determining and prioritizing the General Assembly's agenda.
8. Proposing the exact annual membership fee and the registration right for the members, as well as any emergency fee that may occur, at the General Assembly.
9. Organizing seminars, educational lectures and entertaining events.
10. Managing any issue that is related to the function of the Permanent Committee.
11. Attending meetings with the Board of Management of SEPS, when needed.

Article 8: President's Responsibilities

1. Convening along with the Secretary General the Management Committee's General or Emergency Meetings and General Assemblies.
2. Ensuring the execution of decisions made by the Management Committee and General Assemblies.
3. Serving as a representative on behalf of the Permanent Committee, unless the Management Committee or General Assembly decides otherwise.
4. Cooperating constructively with all the other members of the Management Committee and supports them.
5. Cooperating with the Treasurer for the Management Committee's financial management. In particular, upon the Management Committee's decision, President and Treasurer

- request, in written form, withdrawal and deposit in the Association of Greek Psychologists, who decides on the approval of the request, its execution as well.
6. Controlling the document of earnings and payments, monitored by the Treasurer and co-signs it along with the General Secretary.
 7. Deciding upon the delegation of tasks along with the Vice-President.
 8. During the Management Committee's meetings, when the President is absent or cannot attend, then is represented by the Vice-President, or General Secretary.

Article 9: Vice Presidents' Responsibilities

1. Being responsible for external relations with other organizations and institutions.
2. Offering support along with the President to the rest of the members of the Management Committee.
3. Working as a Counsellor to the President and help him/her with his/her responsibilities.
4. Substituting the President in the General Assembly or the meetings of the Management Committee, when he/she is absent or cannot attend.
5. If the Vice President is absent or cannot attend, he/she will be substituted in order by the Secretary-General, the Treasurer and the Management Committee Member.

Article 10: Secretary General's Responsibilities

1. Being the Chair Administrative Officer of the Management Committee.
2. Taking care of the Management Committee's correspondence, cosigned by the President, and to manage the Management Committee's website.
3. Keeping the minutes of the Management Committee's meetings.
4. Collaborating with the members of the Committee and providing the necessary evidence to each one of them.
5. Saving the minutes of the General Assemblies and the Management Committee's meetings.
6. Being responsible along with the President for the accurate retention of the Committee's documents and records.
7. If the Secretary-General is absent or cannot attend, he/she will be substituted by one of the Members of the Management Committee appointed by the Committee itself.

Article 11: Treasurer's Responsibilities

1. Being responsible for handling the finances of the Management Committee.
2. Executing and collecting payments according to payment orders and debit notes signed by SEPS, after a written application that is signed by him/herself and the President and has is approved by the Management Committee.
3. Collaborating with the President for the economic management of the Permanent Committee. In cases of bank deposit or withdrawal of money and with the approval of the Management Committee, the President and the Treasurer, submit a written application to

the Association of Greek Psychologists, who later decides on the approval of the application and attends orders being authorized and signed.

4. Informing the Management Committee, the General Assembly and the President about every detail related to the financial management of the Permanent Committee.
5. Keeping records of collections and payments because the books of financial management are kept by the Association of Greek Psychologists.
6. Submitting every trimester a short report on the financial situation to the Management Committee.
8. If the Treasurer is absent or cannot attend, he/she will be substituted by one of the Counselors of the Board of Management, appointed by the Management Committee.

Article 12: Management Committee Member's Responsibilities

1. Being responsible for coordinating the relations between the Management Committee and the representative (Member of the Permanent Committee) of each separate Psychology Department in Greece.
2. Functioning as a counselor to the General Secretary and the Treasurer.
3. Substituting in the General Assemblies whoever of the members of the Management Committee is absent or cannot attend it, after the Management Committee has decided so.

Article 13: Resources of the Permanent Committee

1. The registration fees and the regular annual fees of its members.
2. The extraordinary allowances.
3. The financial support of the Association of Greek Psychologists.
4. All kinds of donations and financial support to the Permanent Committee, which will however be accepted only after a decision of the Board of Management of SEPS: If there is any disagreement between the Permanent Committee and the Board of Management of SEPS in relevant matters, then they will be accepted only after a positive one decision of the General Assembly of SEPS.
5. The amount of registration and the annual membership fee is decided by the General Assembly of the members of the Permanent Committee.
6. The amount of the extraordinary allowances may not exceed three times the annual subscription, within the same year.

Article 14: Financial Management

1. The bank account number managed by the Permanent Committee belongs to the Association of Greek Psychologists.
2. The receipts and documents used by the Permanent Committee are issued by the Association of Greek Psychologists.
3. The management documents are kept by the Association of Greek Psychologists and the Treasurer of the Permanent Committee is obliged to keep a record of receipts and payments.

4. The financial management of the Permanent Committee is done based on the revenue and expenditure budget drafted by the Management Committee and approved by the General Assembly of its members, and is valid from the beginning to the end of each academic year.
5. Until the budget for the new academic year is approved, the money collections and payments can be made based on the budget of the previous academic year.
7. The balance sheet and review of each academic year must be submitted for approval at the General Assembly of the members.
8. The money withdrawal and deposit is done at the request of the President and the Treasurer of the Management Committee of the Permanent Committee to the Board of Management of SEPS, which decides on the approval of the application and the publication of the relevant warrants. This application must first be approved by the Management Committee of the Permanent Committee.

Article 15: Representation of the Permanent Committee on the Academic Psychological Institutions

It is recommended that the Permanent Committee have a representative in every Greek academic Psychology institution. Their responsibility will be to be the link between the academic institution in which they study and the Permanent Committee, in order to promote the aims, the activities and the visions of the Permanent Committee to the students of their department. The representative is appointed by the members of the Permanent Committee, who attend the same University institution.

Article 16: Representation in the European Federation of Psychology Students' Associations (EFPSA)

The General Assembly, following the proposal by the Permanent Committee, appoints its representative to EFPSA. It is a prerequisite to be a member of the Permanent Committee.

Article 17: Headquarters

The Permanent Committee's headquarters, as part of the Association of Greek Psychologists, are housed in their office, which is located in the center of Athens, Vasilissis Amalias Avenue 42.

Article 18: Modifications to the Statues and Domestic Regulations

By a majority of 2/3 of the present members, articles of the present Statues and Domestic Regulations are modified, removed or added. Proposals must be approved by the majority of the Management Committee as well as of the Board of Management of SEPS.