

Membership Policy

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

For approval at the 31st EFPSA Congress 2017

Gakh, Azerbaijan



Aim

This policy paper aims to describe and detail the mission, vision and values of the Federation; what the Federation believes in and what it stands by. This policy will also include the roles and responsibilities one has within the Federation, while also outlining what being part of EFPSA entails. The paper will summarise what it means to be an Observer Organisation, a Member Organisation, as well as the work of the Member Representatives, who are part of the EFPSA Working Community and form the legislative body of the Federation. This policy will continue to describe membership fees, the timeframe of payment and penalties incurred due to late payment.

Keeping in mind the mission, vision and values, as well as other policies that EFPSA may adopt, through its membership, an organisation should always represent the same principles as the Federation. This policy paper will also be making reference to the Membership Pack which is created for Member Organisations and can be requested from the Member Representatives Officer (mrofficer@efpsa.org).

EFPSA Membership

EFPSA does not have individual membership. Members can be National, Local or Regional psychology student associations (or Student/Youth Committees linked to Professional Psychology Associations) of countries/regions that are Member States of the Council of Europe. Membership status can only be held by one National/Regional Organisation per country or up to two Local Organisations.

How to become a Member?

Organisations from all countries/regions recognised by the Council of Europe can become members of EFPSA. [Here](#) is the list of the member and observer states of the Council of Europe. Organisations from countries/regions that are not recognised by the Council of Europe can be taken into consideration as Regional Members if approved by the General Assembly.



The application for membership involves two stages: an application to first-stage membership, which leads to joining the Federation as an Observer Organisation with limited rights; and an application to 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. More information about the application procedure can be found under Article 8 of the EFPSA Statutes. Furthermore, the Members Office should support the candidate organisation in this process and ensure supporting documents are collected and delivered to the Secretary General by the stated deadlines. Provided all aspects of eligibility are in good order, the Board of Management shall prepare the application in a manner suitable for the General Assembly to vote on approval of the membership application. Applications for first-stage membership to the Federation must 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. There are two steps involved in application to second-stage membership:

1. 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. 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.
2. 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.

For further information and support contact our Member & Observer Coordinator at mocoordinator@efpsa.org or Member Representatives Officer on mrofficer@efpsa.org.

The Member Representatives

After the EFPSA Statutes came in effect in March 2010, EFPSA distinguishes between National, Local and Regional Representatives; which together form the Member Representatives Team. Member Representatives are the individuals elected or chosen by their Member Organisation to constitute the communication channel between EFPSA and their Member Organisation. Member Representatives have two core functions: a) represent EFPSA in their Member Organisation by promoting and informing them about EFPSA's Events, Services and activities and b) represent their Member Organisation in EFPSA by taking part in the decision-making processes of the Federation, by voting on proposals put forward by the Board of Management and the Executive Board of EFPSA at General Assemblies and e-votings.

The Member Representative role is very crucial as Member Representatives are the link between the Member/Observer Organisation, the students, and the Federation. Member Representatives have the duty to keep psychology students in their country/region informed about the opportunities which they may benefit from, as well as the activities and Events they can attend. Member Representatives are also the basis of the Federation as they form the General Assembly – the legislative body of EFPSA. During the annual EFPSA Congress and the annual Joint Executive Board and Member Representative Meeting, Member Representatives vote on proposals brought forward by the Board of Management and Executive Board; these include, but are not limited to: the introduction of new Events, updates to EFPSA's policies or the formation of a Task Force. They also approve the nominated Executive Board and elect the Board of Management.



Member Representatives are asked to sign a Code of Conduct in the beginning of the mandate. The code of conduct is a document officially introduced into the Federation's working practices in 2016. The document outlines the conduct expected of members affiliated with EFPSA. The Code of Conduct states that

- All work completed throughout the mandate is for the Federation, and not for own personal gain.
- At the end of the mandate, all work done throughout the mandate will be provided to the Coordinator and/or BM Responsible, so all work can be provided to the team at the beginning of their next mandate.
- All work completed during mandate will be done in an ethical manner at all times.
- There will be no use of any personal or private information that an individual is exposed to during unless there is written consent from a BM Responsible.
- One should act according to the role description and the mission, vision and values of EFPSA through all aspects of work.
- A member automatically gives permission to appear in photos or videos taken by the EFPSA photographer that can be used for official EFPSA promotional materials.

Actions breaching this Code of Conduct or any violations of EFPSA's principles and may subject individuals and any underlying concerns to investigation by the Ethics Committee.

In the [Members page](#) you can find information on each of our Member Representatives and the psychology association that they represent for the mandate.

What does being an EFPSA Member mean?

As stated in Article 7 in the Statutes of EFPSA, Member Organisations have both rights and duties that they are asked to adhere to. Every Member Organisation has right to vote during General Assemblies and e-votings, exerted by the National/Regional/Local Representative delegated by their respective organisation. It is the duty of each Member Organisation to delegate a Member Representative to represent them during the General Assembly. The Member Representative is required to be a psychology student at the time of the appointment and a



member of the respective Member Organisation. Usually, Member Representatives constitute part of the Board of their Member Organisation. If the organisation fails to delegate a Member Representative for two consecutive General Assemblies of the annual Congress the Board of Management has the right to put forward a proposal for dismissal of that Member Organisation. Additionally, should the Member Organisation fail to pay the membership fee for two consecutive years, the Federation also has the right to put forward a proposal of dismissal of the Member Organisation. Each psychology student coming from a psychology organisation that is a member in EFPSA is allowed to apply for positions in the EFPSA Executive Board or Board of Management.

Mission, Vision and Values

Mission

Our mission is to bring psychology students together on a European level to enrich their concept and application of psychology and encourage skill development in order to contribute to the improvement of the field; have a positive impact on society and its perception of psychology; support scientific and social interaction and cultural exchange between psychology students, academics and professionals. This is done by consistently developing our Services, Events and the quality of interaction between European psychology students and their national, regional and local associations, we create an encouraging environment for psychology as a professional and scientific field in Europe.

Vision

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

Values

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

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

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

Fortitude: To have courage in adversity and unforeseen circumstances.

Goals of the Federation

- ❖ Serving psychology students
- ❖ Linking professionals, academics & students
- ❖ Improving psychology
- ❖ Contributing to society

Status of Membership

National Member Organisations

An organisation that wants to be recognised as a “National Organisation” has to prove through its Statutes that it aims to represent directly (individual membership) or indirectly (local organisations as members) all psychology students of its country. Furthermore, evidence is needed to support the fact that it wants to reach students with its activities and is open to psychology students from all universities within the country. Every National Member Organisation has right to vote at the EFPSA General Assemblies and e-votings, exerted by the National/Regional/Local Representative delegated by their Organisation

Regional Member Organisations

An organisation that wishes to be recognised as a “Regional Organisation” member, has to prove through its Statutes that it aims to represent directly (individual membership) or indirectly (local organisations as members) all psychology students of its region. Furthermore, evidence is needed to support the fact that it wants to reach students with its activities and is open to psychology students from all universities within the region. To become a Regional Member, the region has to fall within the boundaries of the member states of the Council of Europe. The region also has to be recognised as a country by at least 50% of the governments of countries where EFPSA has members. Regional Membership is a temporary status; change of the status can result from the Region losing support from more than half of the countries who have

members in EFPSA. The Council of Europe may also accept the region as a country, thus resulting in a change in status. Every Regional Member Organisation has right to vote during EFPSA General Assemblies and e-votings, exerted by the National/Regional/Local Representative delegated by their Organisation.

Local Member Organisations

An organisation that wishes to become a member organisation as a “Local Organisation” has to represent psychology students on a local level. Every Local Member Organisation has right to vote at the EFPSA General Assemblies and e-votings, exerted by the National/Regional/Local Representative delegated by their Organisation.

Exemptions

For each country no more than one National Organisation or two Local Organisations can be a member of EFPSA. In cases when another organisation from the same country, which already has two local or one national/regional organisation as an EFPSA Member Organisation and is applying for membership, the General Assembly must decide which of these organisations is going to become the Member Organisation.

Observer Organisations

National/Regional or Local psychology student organisations can become EFPSA Observer Organisations. The organisation has a one-time opportunity to send up to two members to attend the annual EFPSA Congress. The application must be submitted to the Secretary General in written form at latest 45 days before the General Assembly. The application needs at least two thirds ($2/3$) votes for approval.

Each European country that is not represented in EFPSA can have two Observer Organisations. If a country has a representation in EFPSA, an organisation can still apply to become an Observer Organisation, if its aim is to represent their country as a National Organisation. If more than one Observer Organisation will apply for membership, then the General Assembly

will vote upon which to accept as a member. However, it is possible there can be two local Observer Organisations. Observer Organisations may apply to become Members Organisations of EFPSA after at least one mandate of being an Observer Organisation. Exceptions to these rules can be made with a vote of two thirds (2/3) at the General Assembly.

Observer Organisations do not share the same benefits as Member Organisations; while Observer Organisations' Members can participate in EFPSA Events, make use of EFPSA's Services and form part of Task Forces, but they cannot apply to positions within the EFPSA Working Community.

Membership Fees

Every Member Organisation is required to pay a membership fee. There are three categories of membership fees which are based on the country gross domestic product (GDP) at the purchasing power parity (PPP) per capita according to the International Monetary Fund. The countries are divided into 3 categories. The price and the system have been approved by the General Assembly. The membership fee for an upcoming mandate must be paid before or at the annual Congress. Changes to the membership fees are made by the Finance Officer and are approved by the Board of Management and General Assembly. 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.

Category 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, The Netherlands, Norway, Sweden, Switzerland, United Kingdom, Italy

Category 2: Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Lithuania, Malta, Poland, Portugal, Russia, Slovakia, Slovenia, Spain, Kazakhstan, Latvia

Category 3: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Georgia, Kosovo, Macedonia, Moldova, Montenegro, Romania, Serbia, Turkey, Ukraine

If the first deadline is missed, there will be an increase of 20% to pay. If the second deadline is missed, there will be another increase of 20%. At the third deadline, the MR has to meet with

the Finance Officer to find a way to resolve the issue. If no solution is found before the next Congress, exclusion of the organisation may be voted upon. The first deadline is seven days after the end of the Congress, the second deadline is seven days after the end of the Joint Executive Board & Member Representatives Meeting; and the third deadline is seven days after the end of the following Congress.

Criteria

Complete required forms

For a Member Organisation to apply for a membership there needs to be presentation and submission of a financial report, application form for membership, statutes and Legal Registration of the organisation (if applicable).

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.

Be active

For an organisation to be eligible for membership, it has to be actively creating events, activities and opportunities for the National/Local/Regional psychology students they are representing; aiming to develop psychology, assisting students and be an active agent in society.

Transparency

A Member Organisation is asked to be transparent with the Federation to facilitate openness, communication, and accountability. Operating in this manner will ensure liability for measures and proceedings carried out. EFPSA values transparency and clarity as these lead to the conclusions and policies being put forward by the Federation.

Similar mission, vision and values

For an organisation to be eligible, its aim, vision and values must be in line with that of the Federation. Since EFPSA's Mission is to constantly develop its Services, Events and the quality of communication between European psychology students and their National and Local Organisations, to improve and cultivate the science of psychology in Europe and subsequently around the globe; its Member Organisations should aim to represent the needs and interests of the psychology students of Europe, improve psychology, develop ways and habits to contribute to society, and support scientific, social and cultural cooperation between students, academics and professionals.

EFPSA believes in a multicultural Europe without borders and strives to spread activities within and around Europe. With spirited leadership, cooperation and teamwork, the Federation aims to provide psychology students of Europe with unique personal experiences, giving them extraordinary possibilities to grow both as human beings and as professionals; by learning from and sharing with one another in an international environment. Therefore, a Member Organisation should create services and events that give the students possibilities to grow both as professionals and as human beings, by learning from and sharing with one another and cooperating with academics and professionals in a multicultural environment. EFPSA endeavours to raise awareness of principles in psychology, lessen misconceptions of it, and integrate psychological concepts into society. Member Organisations should make every effort to create a strong network between the psychology students they represent and other psychology students from all around Europe.

A Member Organisation should respect, celebrate and welcome differences as a valuable asset. At the same time, cherish cross-cultural learning, tolerance and unity. Therefore EFPSA encourages exchange on a scientific, cultural and personal level.

EFPSA is committed to principles of truth, honesty, responsibility, cooperation, reliability, and professionalism and therefore would like to see these values transmitted in its Member Organisations; embracing open communication, exchange of ideas, freedom of expression, and friendship; and commitment to initiative and proactive thinking. EFPSA believes that with enthusiasm and positivity we will make a difference.

Behaviour

Respect towards the Federation

The Federation asks its Member Organisations to keep in mind the membership they have whenever taking certain actions and to act in the best interests of the Federation and of psychology students in general.

Cooperation

There should be cooperation between Member Organisations and the Federation as well as cooperation amongst the Member Organisations themselves. EFPSA believes in the process of working or acting together for a common goal, as opposed to working in competition for one's own benefit.

Contribution

Member Organisations are to contribute towards the promotion of EFPSA Events, Services, activities and opportunities and of the Federation overall. Member Organisations are to promote the Federation on a Local/Regional/National level through various mediums including social media, promotional videos, emails and Events (eg. EFPSA Day).

Retirement and Exclusion

As outlined in Article 11 of the Statutes, the retirement of a Member Organisation is only possible at the end of a mandate. It must be announced in written form and addressed to the Secretary General of EFPSA at least 45 days before the beginning of the annual Congress. If this deadline is missed the membership with all its rights and duties will automatically be prolonged for another mandate, if not decided otherwise at the next General Assembly. A Member Organisation can be dismissed when it has acted or is acting in defiance of the Belgian law, Statutes & Domestic Regulations, general aims, or purposes and decisions of EFPSA.

Failure to pay the membership fee and failure to appoint a Member Representative for two Congress General Assemblies can result in dismissal. The President announces the Call for the

General Assembly which will decide on expelling the Member Organisation with the decision process consisting of Member Representatives voting. The National/Regional/Local Organisation has to be informed about the possible dismissal, at least 45 days before the General Assembly, and be informed about the result up to 45 days after the voting. The exclusion of a Member Organisation takes effect immediately.

Benefits of the Membership in EFPSA

- ❖ Attending EFPSA Events
- ❖ Organising EFPSA Events
- ❖ Volunteering in EFPSA (Member Representative, Executive Board, Task Force)
- ❖ Making use of EFPSA Services
- ❖ Contributing to the development of the Federation by taking part in decision making processes

Glossary

EFPSA – European Federation of Psychology Students' Associations

BM - Board of Management

EB – Executive Board

MO – Member Organisation

MR – Member Representative

TF – Task Force

EFPSA Working Community – Individuals who have a role in the Federation are collectively referred to as the EFPSA Working Community