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# CONSTITUTION OF THE ASSOCIATION OF PSYCHOLOGISTS OF NOVA SCOTIA

*Revised to incorporate Amendments, June 2025. See Appendix A.*

*\*Please note that due to Amendments requiring deletions, numbering of some sections may have changed.*

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## ***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.

*AMENDMENT #7 (May, 2004): Article III, section 1.*

*AMENDMENT #8 (May, 2005): Article III, section 1.*

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 were members in good standing as of November 5, 1983.

*AMENDMENT #14 (June 2023): Article III, Section 2.*

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.

*AMENDMENT #8 (May, 2005): Article III, section 3.*

4. Student members

- a) shall be persons who are enrolled 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.

- b) shall be entitled to membership and voting privileges on standing and ad hoc committees
- c) may not vote at general meetings;
- d) who are undergraduates may not hold the office of Student Representative on the Executive Committee.

*AMENDMENT #3 (May, 1991): Article III, section 3\*.*

*AMENDMENT #7 (May, 2004): Article III, section 3\*.*

*AMENDMENT #9 (May, 2009): Article III, section 4.*

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

*AMENDMENT #7 (May, 2004): Article III, section 4\*.*

*AMENDMENT #8 (May, 2005): Article III, section 5.*

6. A candidate shall be approved as a Member, Retired/Inactive Member or Student Member 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.

*AMENDMENT #7 (May, 2004): Article III, section 5\*.*

*AMENDMENT #8 (May, 2005): Article III, section 6.*

*AMENDMENT #12 (June, 2020): Article III, section 6.*

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).

Student Members shall be entitled:

- d) membership and voting privileges on standing and ad hoc committees. However, a Student Member may not vote at general meetings.

*AMENDMENT #4 (May, 1992): Article III, section 6\*, sub-section b and c.*

*AMENDMENT #7 (May, 2004): Article III, section 6\*, sub-section d.*

*AMENDMENT #8 (May, 2005): Article III, section 7.*

8. Members Retired/Inactive Members or Student Members in Absentia: A Member or Student Member who lives outside of 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, 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.

*AMENDMENT #7 (May, 2004): Article III, section 8.*

*AMENDMENT #8 (May, 2005): Article III, section 9\*.*

9. 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 September 1st of each year.

*AMENDMENT # 2 (May 1990): Article III, section 9.*  
*AMENDMENT #7 (May, 2004): Article III, section 9.*  
*AMENDMENT #8 (May, 2005): Article III, section 10\*.*

10. Student Members and Retired/Inactive Members shall be entitled to a reduction of membership fees; their fees shall be determined in accordance with Article III(9).

*AMENDMENT #7 (May, 2004): Article III, section 10.*  
*AMENDMENT #8 (May, 2005): Article III, section 11\*.*

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

*AMENDMENT #7 (May, 2004): Article III, section 11.*  
*AMENDMENT #8 (May, 2005): Article III, section 12\*.*

12. A Member, Retired/Inactive 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.

*AMENDMENT #7 (May, 2004): Article III, section 12.*  
*AMENDMENT #8 (May, 2005): Article III, section 13\*.*

13. Termination of membership privileges.

- a) The Executive Committee may terminate the membership or privileges of any Member, Retired/Inactive Member 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 Executive Committee 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 Executive Committee not later than one year after the termination of the membership.
- e) Notice of appeal must be given to the Executive Committee at least thirty days before the general meeting, and the Executive Director 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.

*AMENDMENT #7 (May, 2004): Article III, section 13.*  
*AMENDMENT #8 (May, 2005): Article III, section 14\*.*

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

*AMENDMENT #7 (May, 2004): Article III, section 14.*  
*AMENDMENT #8 (May, 2005): Article III, section 15\*.*

15. 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 #7 (May, 2004): Article III, section 15.  
AMENDMENT #8 (May, 2005): Article III, section 16\*.*

16. 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.

17. At the discretion of the Executive Committee, approved awards may be granted to individual APNS members with waiver of annual fees.

*AMENDMENT #12 (June, 2020): Article III, section 17.*

#### ***Article IV – Officers***

1. The Executive Committee of the Association shall consist of a President, an Immediate Past President, a President-Elect, three Members-at-Large, Executive Secretary, Executive Treasurer, a Student Representative, and such other Officers as the Executive Committee from time to time may determine. The Executive Director will normally attend all Executive Committee meetings in an ex-officio, non-voting capacity.

*AMENDMENT #7 (May, 2004): Article IV, section 1.  
AMENDMENT #11 (May, 2019): Article IV, section 1.  
AMENDMENT #15 (May 2025): Article IV, section 1.*

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 either just completed their term as President-Elect or who has continued for an extended term. The President shall hold office for a term of one year, with the option to extend to a second consecutive year, by a majority vote of the Executive Committee. Any extension to the term of the President shall be determined prior to the approval of the dates for calling and closing nominations. The President-Elect shall become President at the close of the Annual General Meeting of the Association at the completion of the term of the current President. In the event that the President shall not serve out their full term for any reason, the President-Elect shall succeed to the Presidency for the unexpired remainder and continue through their own Presidential term. If there is no President-Elect in place at that time, the Executive Committee shall appoint an eligible member from within the Executive Committee to serve as Acting President until a by-election is held to fulfill the position of President and/or President-Elect.

*AMENDMENT #15 (May 2025): Article IV, section 2.*

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. If the President term is extended to a second consecutive year, the President-Elect will remain in office for another consecutive year. In the event that the President-Elect shall not be able to serve out their term, a

by-election shall take place for a replacement who shall succeed to the Presidency at the following Annual General Meeting.

*AMENDMENT #15 (May 2025): Article IV, section 3*

4. The Immediate Past President shall be that Member of the Association who has just completed their term as President. Such person will continue to be an officer until a new Past President arises or a term of up to two (2) years is concluded, whichever is earlier.

*AMENDMENT #15 (May 2025): Article IV, section 4*

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.

*AMENDMENT #6: (May, 2003): Article IV, section 5.*

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

7. The 3 Member-at-Large positions shall be held by members, shall be elected to office, and shall hold office for a term of two years, or until a successor is appointed.

*AMENDMENT #12 (June, 2020): Article IV, section 7.*

8. One Member-at-Large shall be designated as a Member-at-Large Human Resources Director.

*AMENDMENT #11 (May, 2019): Article 14, section 8.*

9. Student Representatives shall hold the office of Student Representative, for a term of two years or until a successor is appointed. Two students may share the office of student representative but only one Student Representative may vote at each Executive Committee meeting.

*AMENDMENT #4 (May, 1992): Article IV, section 7.*

*AMENDMENT #7 (May, 2004): Article IV, section 7.*

*AMENDMENT #9 (May, 2009): Article III, section 7.*

10. 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 Committee shall appoint a replacement to serve until the next election.

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

12. 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.

13. 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.

14. The Executive Secretary shall act as Secretary at every meeting of the Association and of the Executive Committee. The Executive Secretary shall prepare the minutes of all meetings, and shall carry out such other duties as the Executive Committee sees fit.

15. The Executive Treasurer shall oversee the finances of the Association, shall plan the annual budget, and provide financial reports to the Executive Committee and shall present and distribute, at the Annual General Meeting, a financial statement for the fiscal year ending the 31st day of March of each year.

*AMENDMENT #6: (May, 2003): Article IV, section 13.*

16. The Member-at-Large Human Resources Director shall oversee matters of human resource management, both volunteer and staff. The Human Resource Director shall work with the Treasurer and the Executive Director to oversee budget allocation relating to human resources.

*AMENDMENT #11: (May 2019): Article IV, section 16.*

17. 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.

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

#### ***Article V – Committees***

*AMENDMENT #5 (May, 1992) – Article 5, section 1a and 1b deleted.*

1. The Executive Committee may appoint standing or other committees as it deems desirable.
2. 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.

*AMENDMENT #6: (May, 2003): Article VI, section 1.*

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 arrange that every Member and Student Member receives a notice of every general meeting not less than 14 days before the date of the meeting.

*AMENDMENT #7 (May, 2004): Article V section 4.  
AMENDMENT #12 (June, 2020): Article VI. section 4.*

5. A quorum at any meeting of the Association shall consist of at least 15 voting members.

*AMENDMENT #6: (May, 2003): Article VI, section 5.  
AMENDMENT #12 (June, 2020): Article VI. section 5.*

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 five 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.

#### 8. In Camera Minutes

When the APNS Executive Committee meets in-camera, minutes are not required. If minutes are taken, these minutes won't be publicly accessible. Any motions (and their result) will be represented in the formal minutes from that meeting. Motions can only be made in camera when they only affect those who are privy to that discussion.

#### 9. Conflict of Interest

At the start of each APNS Executive meeting, following approval of the agenda, the President shall ask for declaration of any conflict of interest relating to any of the agenda items. If an Executive member declares a real, potential or perceived conflict of interest, the declaration shall be recorded in the minutes. Any Executive member with a conflict of interest shall recuse themselves from the room for discussion of the agenda item and shall not vote on the agenda item.

### ***Article VII – Elections***

1. Two or more Electoral Officers shall be appointed by the Membership at each Annual General Meeting of the Association. The Electoral Officers when appointed shall hold office until the next Annual General Meeting.

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

*AMENDMENT #12 (June, 2020): Article VII. section 2.*

3. Nominations may be by mail or electronic means. Elections shall be by mail ballot or electronic means.

*AMENDMENT #12 (June, 2020): Article VII. section 3.*

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 approve each year the dates for calling and closing nominations, sending ballots, and closing the vote.

*AMENDMENT #12 (June, 2020): Article VII. section 5.*

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 by e-mail.

*AMENDMENT #7 (May, 2004): Article VII section 8 deleted.*

*AMENDMENT #12 (June, 2020): Article VII. section 7.*

### ***Article VIII – Auditors***

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

2. The auditors shall provide an annual report to be presented to the Members 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.

*AMENDMENT #12 (June, 2020): Article VIII. section 2.*

### ***Article IX - Inspection of Records***

1. The books of account and the minutes of general meetings may be inspected by any Member at a time during each Annual General 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 by sending a copy of such motion to the APNS office e-mail not later than 60 days before the date of the meeting at which the motion is to be introduced. The Executive Director shall send notice of motion to amend the by-laws to every Member not later than 30 days before the meeting.

*AMENDMENT #12 (June, 2020): Article XI. section 1.*

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

## APPENDIX A: 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 General Meeting, a financial statement for the fiscal year ending the 31<sup>st</sup> 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 IV (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 1<sup>st</sup> 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, Executive Secretary and a Student Member.

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 Nominations and election of the Student Member shall be carried out in the same manner among the Student Members.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 and Retired/Inactive 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, or Retired/Inactive Members 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.**

At the May 27, 2016 Annual General Meeting, the following Amendment will be presented. Several of these changes have been made to update the Constitution in line with current practices.

### ***Amendment X (May 27, 2016) [description of the changes are in italics; changes are in bold]***

#### ***Article III - Membership***

**Section 4.** *Section expanded and revised to clarify difference between student members and student representatives on the Executive Committee. See also Article IV, Section 8, Officers: Student Representatives.*

Student members

- a) shall be persons who are enrolled in a ~~full-time~~ *[deleted]* 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.
- b) **shall be entitled to membership and voting privileges on standing and ad hoc committees;**
- c) **may not vote at general meetings;**
- d) **who are undergraduates may not hold the office of Student Representative on the Executive Committee. *[b, c, and d moved from Article IV, Section 8]***

**Section 5.** *Revised to be in line with current practice.*

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

**Section 7.** *Reference to now-deleted Article V(1)*

Members and Retired/Inactive Members are entitled to:

- c) hold any office in the Association, except as limited in Article IV(2) ~~and in Article V(1).~~ *[deleted]*
- Student Members shall be entitled to:
- d) membership and voting privileges on standing and ad hoc committees ~~except as limited in Article V(1).~~ *[deleted]* However, a Student Member may not vote at general meetings.

**Section 11.** *Revised to be in line with current practice.*

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

**Section 13.** *Revised to be in line with current practice.*

- 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 Executive ~~Secretary~~ **Committee** 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.
- d) Notice of appeal must be given to the Executive ~~Secretary~~ **Committee** not later than one year after the termination of the membership.
- e) Notice of appeal must be given to the Executive ~~Secretary~~ **Committee** at least thirty days before the general meeting, and the Executive ~~Secretary~~ **Director** must send notice of the appeal to every Member not later than fifteen days before the meeting.

## **Article IV – Officers**

**Section 1.** *Defining Treasurer specifically and adding role of Executive Director.*

The Executive Committee of the Association shall consist of a President, an Immediate Past President, a President-Elect, ~~two one~~ Members-at-Large, Executive Secretary, **Executive Treasurer *[inserted]*** and a Student ~~Member~~ **Representative**. **The Executive Director will normally attend all Executive Committee meetings in an ex-officio, non-voting capacity. *[inserted]***

**Section 2.** *Specify Annual General Meeting*

... The President-Elect shall become President at the close of the Annual **General *[inserted]*** Meeting of the Association one year after announcement of his or her election as President-Elect. ...

**Section 3.** *Specify Annual General Meeting*

... In the event that the President-Elect shall not be able to serve out his or her term, a **by-election *[grammatical]*** shall take place for a replacement who shall succeed to the Presidency at the following Annual **General *[inserted]*** Meeting.

**Section 6.** *Section to specifically define Treasurer's role as per Article IV, Section 1; following sections are re-numbered*

The Executive Treasurer shall be a member, shall be elected to office, and shall hold office for a term of two years or until a successor is appointed. *[inserted]*

*Section 7. Revision regarding Member-at-Large as per Article IV, Section 1.*

~~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. *[replaced with]*~~ The Member-at-Large shall be a member, shall be elected to office, and shall hold office for a term of two years, or until a successor is appointed.

*Section 8. Student Representatives. Section revised as per Article III, Section 4, Student Members. Also an addition to allow for sharing the Student Representative position.*

Student ~~Members~~ Representatives shall hold the office of Student Representative, for a term of two years or until a successor is appointed. **Two students may share the office of Student Representative but only one Student Representative may vote at each Executive Committee meeting. *[inserted]***

*Section 13. Revision to be in line with current practice.*

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 *[deleted]*~~ 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. *[deleted]*~~

*Section 14. Revisions to specifically define Treasurer's role*

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, *[deleted and replaced with the following]*~~ oversee the finances of the Association, shall plan the annual budget, and provide financial reports to 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.

## *Article V – Committees*

*Section 1. Revision to be in line with current practice; following sections are re-numbered.*

~~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. *[deleted]*~~

## *Article VI – Meetings*

*Section 7. Grammatical revision.*

The Executive Committee shall meet at the call of the President. A quorum of the Executive Committee shall consist of ~~4~~ **four** 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*

*Section 1. Insertion to specify appointment by membership and at Annual General Meeting*

Two or more Electoral Officers shall be appointed by **the membership *[inserted]*** each Annual **General *[inserted]*** Meeting of the Association. The Electoral Officers when appointed shall hold office until the next Annual **General *[inserted]*** Meeting.

*Section 3. Revision to allow for electronic nominations*

Nomination may be by mail ballot **or electronic means. *[inserted]*** Elections shall be by mail ballot.

*Section 7. Revision to allow for electronic communication.*

The results of the elections shall be announced at the next general meeting or by ~~mail~~ **e-mail**.

## *Article VIII – Auditors*

*Section 1. Specify Annual General Meeting*

One or more auditors shall be appointed by each Annual **General [inserted]** Meeting of the Association. The auditors of the Association when appointed shall hold office until the next Annual **General [inserted]** Meeting or until their successors are appointed.

**Section 2.** *Revision to remove no longer used category*

The auditors shall make an annual report to the Members-~~and Affiliates [deleted]~~ 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**

**Section 1.** *Specify Annual General Meeting*

The books of account and the minutes of general meetings may be inspected by any Member at a time during each Annual **General [inserted]** Meeting designated by the Executive Committee.

**Article XI – Amendments**

**Section 1.** *Revision to provide more time to process requested amendments*

Any Member of the Association may introduce a motion to adopt new by-laws or amendments to this Constitution by sending a copy of such motion to the Executive Secretary not later than ~~30~~ **60** 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 not later than ~~14~~**30** days before the meeting.

**Amendment XI:** (May 2019). *Changes are in bold.*

**Article IV - Officers**

**Section 1.** *Revision to increase the number of Directors on the Executive Committee due to increased work*

The Executive Committee of the Association shall consist of a President, an Immediate Past President, a President-Elect, **three** Members-at-Large, Executive Secretary, Executive Treasurer and a Student Representative.

**Insert Section 8.** *Revision to better define role of one Member-at-Large to deal with human Resource matters.*

**One Member-at-Large shall be designated as a Member-at-Large Human Resource Director.**

*Following numbering will be adjusted accordingly.*

**Insert Section 16.** *Revision to describe duties of new Direction position.*

**The Member-at-Large Human Resources Director shall oversee matters of human resource management, both volunteer and staff. The Human Resource Director shall work with the Treasurer and the Executive Director to oversee budget allocation relating to human resources.**

*Following numbering shall be adjusted accordingly.*

**Amendment XII:** (June 26, 2020) *Description of changes are in italics. Changes are in bold.*

**Article III - Membership**

**Section 6.** *Revised to be in line with current practice.*

A candidate shall be **approved as a** [to replace elected to] Member, Retired/Inactive Member, or Student Member by a majority vote of the Executive Committee.

**Section 17.** *Addition.*

At the discretion of the Executive Committee, approved awards may be granted to individual APNS members with waiver of annual fees.

**Article IV – Officers**

**Section 7.** *Revised to be in line with change made last year.*

The **3** [*to replace 2*] Member-at-Large **positions** shall be **held by** members, shall be elected to office, and shall hold office for a term of two years, or until a successor is appointed.

## **Article VI – Meetings**

**Section 4.** *Revised to be in line with current practice.*

The Executive Secretary shall **arrange that** [*to replace mail to*] every Member and Student Member **receives** a notice of every general meeting not less than 14 days before the date of the meeting.

**Section 5.** *Revised to provide an achievable number based on current attendance.*

A quorum at any meeting of the Association shall consist of **at least** [*to replace the fewer of*] 15 voting members [*delete or 25 percent of the voting members*].

**Section 7.** *Revised to be in line with additions made last year.*

A quorum of the Executive Committee shall consist of **five** [*to replace four*] members.

## **Article VII – Elections**

**Section 2.** *Clarification.*

The Electoral Officers shall conduct the [*addition*] **Executive** nomination and election procedure in accordance with the Constitution.

**Section 3.** *Revised to be in line with current practice.*

Nominations may be by mail or electronic means. Elections shall be by mail ballot [*add*] **or electronic means**.

**Section 5.** *Revised to be in line with current practice.*

The Executive Committee shall **approve** [*to replace determine*] each year the dates for calling and closing nominations, **sending** [*to replace mailing*] ballots, and closing the vote.

**Section 7.** *Revised to be in line with current practice.*

The results of the elections shall be announced [*delete at the next general meeting or*] by e-mail.

## **Article VIII – Auditors**

**Section 2.** *Revised to be in line with current practice.*

The auditors shall **provide** [*to replace make*] an annual report [*addition*] **to be presented** to the Members 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 XI – Amendments**

**Section 1.** *Revised to be in line with current practice.*

Any Member of the Association may introduce a motion to adopt new by-laws or amendments to this Constitution by sending a copy of such motion to the **APNS office email** [*to replace Executive Secretary*] not later than 60 days before the date of the meeting at which the motion is to be introduced. The Executive **Director** [*to replace Secretary*] shall send notice of motion to amend the by-laws to every Member not later than 30 days before the meeting.

**Amendment XIII:** (May 28, 2021) *Description of changes are in italics. Changes are in bold.*

## **Article VI – Meetings**

**Section 8.** *New section.*

### **In Camera Minutes**

**When the APNS Executive Committee meets in-camera, minutes are not required. If minutes are taken, these minutes will not be publicly accessible. Any motions (and their result) will be represented in the formal minutes from that meeting. Motions can only be made in camera when they only affect those who are privy to that discussion.**

**Section 9.** *New section.*

### **Conflict of Interest**

At the start of each APNS Executive meeting, following approval of the agenda, the President shall ask for declaration of any conflict of interest relating to any of the agenda items. Executive members must declare to the best of their knowledge at that time or when it becomes evident, any real, potential or perceived conflict of interest. That declaration shall be recorded in the minutes. Any Executive member with a conflict of interest shall recuse themselves from the room for discussion of the agenda item and shall not vote on the agenda item.

***Amendment XIV: (June 9, 2023) Description of changes are in italics. Changes are in bold.***

***Article III – Membership***

***Section 2. Deletion of Item 2 section c.***

*APNS has recently reviewed and updated its membership categories in light of the increased use of telepsychology\*, and to clarify the definitions of APNS membership. The decision to remove the option allowing the Executive to accept applicants who are not registered with NSBEP is related to the change to no longer allow not-resident psychologists to be APNS members. Psychologists who wished to be an APNS member, but were not registered in Nova Scotia, would fit in another category of membership, i.e., Student, Retired/Inactive or In Absentia. Academics/professors would be allowed under the Psychologists Act (2018), under Prohibitions, section 22, subsections 1 and 2, p. 1. (\*Revised NSBEP guidelines: <https://www.nsbep.org/information-for-registrants/telepsychology/>)*

2. At the discretion of the Executive Committee, Members shall be:
  - b) persons who are on the Register of Psychologists or the Register of Candidates of the Nova Scotia Board of Examiners in Psychology; or
  - ~~e) 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~~
  - d) persons who were members in good standing as of November 5, 1983.

***Amendment XV: (May 30, 2025)***

*Description of changes are in italics. Deletions in the amended bylaws are indicated using ~~strikethrough~~ font. Changes are in bold.*

***Article IV – Officers***

*Instances of the phrase “his or her” in the sections being amended at this time were replaced with the gender-neutral pronoun “their” to promote inclusivity and reflect current usage.*

***Section 1. Addition of “and such other Officers as the Executive Committee from time to time may determine.”***

*This allows the Executive Committee to have officers as part of the Executive as needed. For example, there may be a need for an officer position that will only need to be in place for a specified period of time.*

The Executive Committee of the Association shall consist of a President, an Immediate Past President, a President-Elect, three Members-at-Large, Executive Secretary, Executive Treasurer, a Student Representative, **and such other Officers as the Executive Committee from time to time may determine.** The Executive Director will normally attend all Executive Committee meetings in an ex-officio, non-voting capacity.

*Section 2. Updated this section to allow the term of the current President to be extended for a second consecutive year to provide ongoing continuity in the role if deemed appropriate. This was done as an optional extension to allow flexibility in the term depending on the needs of the Association.*

~~The President shall be that Member of the Association who has just completed his or her term as President-Elect.~~ **The President shall be that Member of the Association who has either just completed their term as President-Elect or who has continued for an extended term.** ~~The President shall hold office for one year.~~ **The President shall hold office for a term of one year, with the option to extend to a second consecutive year, by a majority vote of the Executive Committee.**

**-Any extension to the term of the President shall be determined prior to the approval of the dates for calling and closing nominations. The President-Elect shall become President at the close of the Annual General Meeting of the Association one year after announcement of his or her election as President-Elect. The President-Elect shall become President at the close of the Annual General Meeting of the Association at the completion of the term of the current President.** In the event that the President shall not serve out ~~his or her~~ **their** full term for any reason, the President-Elect shall succeed to the Presidency for the unexpired remainder and continue through ~~his or her~~ **their** own Presidential term. ~~If there is no President-Elect in place at that time, the Executive Committee shall appoint a replacement.~~ **If there is no President-Elect in place at that time, the Executive Committee shall appoint an eligible member from within the Executive Committee to serve as Acting President until a by-election is held to fulfill the position of President and/or President-Elect.**

*Section 3. Updated to reflect changes to the position if the President term is extended to two years.*

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. **If the President term is extended to a second consecutive year, the President-Elect will remain in office for another consecutive year.** In the event that the President-Elect shall not be able to serve out ~~his or her~~ **their** term, a by-election shall take place for a replacement who shall succeed to the Presidency at the following Annual General Meeting.

*Section 4. Updated to reflect changes to the position if the President term is extended to two years.*

The Immediate Past President shall be that Member of the Association who has just completed ~~his or her~~ **their** term as President. **Such person will continue to be an officer until a new Past President arises or a term of up to two (2) years is concluded, whichever is earlier.**