

# Generic Rules for Colleges

Post 2020 AGM



## GENERIC RULES FOR COLLEGES

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**GENERIC RULES FOR COLLEGES  
OF  
THE AUSTRALIAN PSYCHOLOGICAL SOCIETY LIMITED**

ABN 23 000 543 788

**1. PRELIMINARY**

1.1 These Generic Rules are subject to the Constitution of The Australian Psychological Society Limited (the "Society").

1.2 Unless the context otherwise indicates or requires:

- (a) all words and terms contained in these Generic Rules and defined in the Constitution will have the same meaning as in the Constitution; and
- (b) these Generic Rules are interpreted in accordance with the interpretation provisions contained in the Constitution.

1.3 Throughout these Generic Rules, unless the context otherwise indicates or requires, the following words will have the following meanings:

"**Accredited**" means accredited by APAC according to the Standards for Accreditation of Australian Psychology Programs published by APAC from time to time;

"**APAC**" means the Australian Psychology Accreditation Council Limited (ACN 117 279 857), which develops the standards for and implements the process of accreditation of Australian psychology programs;

"**Approved Supervisor**" means a registered psychologist holding the grade of Fellow of the relevant College of at least two years standing, or who has been eligible to hold the grade of Fellow of the relevant College for a minimum of at least two years, and who meets any additional requirements for an Approved Supervisor as stipulated in the APS Standing Orders;

"**AGM**" means the annual general meeting of the College or Section as may be applicable;

"**Board**" means the Board of Directors of the Society, as constituted from time to time;

"**Casual Vacancy**" means a vacancy arising (for any reason) in a Committee position at any time during an incumbent's term of office;

"**Chair**" means the chair of the National Committee or Section Committee or any other College committee referred to in these Rules as applicable;

"**College**" means a Constituent Unit established pursuant to Rules 3, 4 and 5, and concerned with a particular area of the practice of psychology;

"**College Approved**" means approved by the Society according to the APS Postgraduate Course Approval Guidelines;

"**College Chairs' Forum**" means the group convened by the Board comprising the Chairs of the National Committees or their nominees;

"**Committee Members**" means those members appointed to positions on a College committee;

- “Continuing Professional Development (CPD)”** means the continuing professional development requirements and cycles as set out in the Society’s Standing Orders;
- "Editor"** means the editor of a College's publications appointed by the National Committee;
- "Examination"** means an assessment of theoretical knowledge and professional practice skills by a combination of written papers and oral examination, and such other review of practice competencies as the National Committee deems appropriate;
- "Generic Rules"** means these Generic Rules for Colleges made in accordance with the Constitution and as amended from time to time;
- “Member Groups Committee Manual”** means the manual of the Society setting out procedures for Branches, Colleges and Interest Groups;
- "National Committee"** means the national committee of a College constituted in accordance with Rules 14 and 15;
- "National Office"** means the registered office of the Society or such other office of which the Society may notify a College from time to time;
- "Office Bearer"** means an Office Bearer of a College as identified in accordance with Rule 14 and elected in accordance with Rule 15;
- “PDAC”** means the Society’s Program Development and Approval Committee or such other committee as is appointed by the Board to perform course approval assessments from time to time;
- "Secretary"** means the secretary of the National Committee or a Section Committee as applicable;
- "Section"** means a section of a College constituted in accordance with Rule 13 and 16;
- “Section Committee”** means the committee of a section of a College constituted in accordance with Rule 16;
- "Section Representative"** means the representative of a Section of the College appointed in accordance with Rules 14 and 16;
- “Standing Orders”** means the Standing Orders of the Board of Directors for the conduct of the business of the Society as may be amended from time to time;
- “Supervised Practice”** is a period of psychological practice in the specific area of the College after completion of APAC-accredited postgraduate study in the College-specific area. The requirements for Supervised Practice are as stipulated in the APS Standing Orders.
- "Treasurer"** means the treasurer of the National Committee or a Section Committee as applicable;
- “Written Notice”** means written notification of committee meetings through post, email or text message.

- 1.4 Alterations and additions to these Generic Rules may only be made by the Society in general meeting.
- 1.5 A copy of the Generic Rules for Colleges will be available through the Society's website at all times.

## **2. ROLE**

- 2.1 A College is concerned with a specific area of practice in psychology.

## **3. PURPOSE AND OBJECTS**

- 3.1 As a Constituent Unit of the Society, a College's primary purpose must always be to act in the best interests of the Society, including being integral to the pursuit of the Society's mission and objectives.
- 3.2 A College has four (4) further objectives:
  - (a) to implement the strategic plan of the Society as it applies to a College;
  - (b) to encourage and support the education and continuing professional development of psychologists with expertise in a College's area of psychological practice across their career lifespan;
  - (c) to promote the expertise of College members and of the College-specific area of psychological practice;
  - (d) to promote and support practice standards and quality assurance in the College-specific field.
- 3.3 The name, aims and purposes of a College, and the qualifications for membership of it, may be modified or repealed by the Society in general meeting.

## **4. PROCEDURES FOR FORMATION**

- 4.1 A proposal to establish a College, containing such information and details as are necessary to demonstrate the manner in which the criteria in Rule 5 will be met, will be presented to the Chief Executive Officer who will consult with the College Chairs' Forum. If the proposal is supported by the College Chairs' Forum, it will be forwarded to the Board. If the proposal is not supported, the proposer may appeal to the Board.
- 4.2 The Board will consider the proposal in accordance with the criteria in Rule 5 and, if the Board is in favour of such proposal, will forward the proposal to the next annual general meeting of the Society for consideration and approval.
- 4.3 Following the establishment of a College, the Chief Executive Officer or nominee will arrange for the election of Office Bearers for the College. Once all Office Bearers have been elected, the College will be formally established as a College and will be recognised as such by the Society.

## **5. CRITERIA FOR FORMATION**

- 5.1 The Board may recommend the formation of a College to an annual general meeting when, in the opinion of the Board, the following conditions have been met:
  - (a) **Area**
    - (i) The proposed College is based on a recognised area of professional practice in psychology as defined by the existence of

a body of research literature and journals, one or more named Accredited programs, identification as an area in International Psychology Societies, and a body of professional skills.

- (ii) The area of professional psychology of the College does not substantially overlap areas covered by one (1) or more existing Colleges.
- (iii) The College-specific area of professional practice must be sufficiently developed as a professional practice area to warrant recognition by the Society.

(b) **Name**

The name of a proposed College will read as follows: "The APS College of <INSERT COLLEGE-SPECIFIC AREA OF PRACTICE> P(p)sychologists".

(c) **Members**

The proposal is accompanied by the signatures of not less than twenty (20) Elected Members holding the membership grades of Honorary Fellow or Fellow or Member (or any of them) who would qualify for the grade of Fellow, Academic Member or Practice Member of the proposed College in accordance with Rule 7, subject to approval by the Board.

**6. MEMBERSHIP OF A COLLEGE**

6.1 The grades of membership of a College consist of:

- (a) Fellow;
- (b) Academic Member;
- (c) Practice Member;
- (d) Associate Member;
- (e) Associate Academic Member;
- (f) Affiliate;
- (g) International Affiliate;
- (h) Student Subscriber; and
- (i) Professional Subscriber.

6.2 Only those persons holding the grade of Fellow, Academic Member or Practice Member of a College are eligible to stand for election as Office Bearers of the National Committee or of a State Section. Those persons holding the grade of Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member are eligible to vote in the election of Office Bearers of the National Committee or of a State Section. The National Chair of a College must be a Fellow of the College.

## **7. CRITERIA FOR GRADES OF MEMBERSHIP OF A COLLEGE**

### **7.1 Fellow**

Persons holding the grade of Member of a College will automatically hold the grade of Fellow of a College as at 7 October 2017.

To qualify for election to the grade of Fellow of a College, a person must hold the grade of membership of Honorary Fellow, Fellow or Member of the Society and have completed:

- (a) an Accredited and College Approved Doctorate program in psychology in the College-specific area of practice followed by a minimum one (1) year full-time equivalent Supervised Practice; or
- (b) an Accredited and College Approved Masters program in psychology in the College-specific area of practice followed by a minimum of two (2) years full-time equivalent Supervised Practice; or
- (c) a PhD with Accredited and College Approved Masters coursework and practicum (combined PhD/Masters) program in psychology in the College-specific area of practice followed by a minimum of eighteen (18) months full-time equivalent Supervised Practice; or
- (d) an Accredited and College Approved dual doctorate program in psychology in two College-specific areas of practice and a minimum of nine (9) months full-time equivalent Supervised Practice for each College-specific area of practice (i.e. a total of eighteen (18) months full-time equivalent Supervised Practice); or
- (e) any other postgraduate qualifications and experience accepted by the College, provided that those qualifications and experience are at least equivalent to Rule 7.1 (a), (b), (c) or (d).
- (f) In addition to the completion of appropriate qualifications, the College may require the passing of an examination prior to electing an applicant to the grade of Member of a College.

### **7.2 Academic Member**

To qualify for election to the grade of Academic Member of a College, a person must not be eligible for election to the grade of Fellow of a College, must hold the grade of membership of Honorary Fellow, Fellow or Member of the Society, and must have:

- (a) completed a research PhD program in psychology; and
- (b) postgraduate experience of at least two (2) years as a researcher or an educator in psychology in the College-specific area of practice, following successful completion of their research PhD; and

- (c) have published a notable body of relevant research in the College-specific area of practice as follows:
- (i) at least three (3) articles as a first author in a peer-reviewed journal; or
  - (ii) at least three (3) chapters as a first author in an academic book published as a first author with an independent publisher; or
  - (iii) at least three (3) refereed first author conference proceedings publications; or
  - (iv) an academic book published as a first author with an independent publisher; or
  - (v) equivalent published relevant research as set out in any of (i), (ii), (iii) or (iv) or in any combination thereof.
- All publications must be acceptable within the Excellence in Research Australia initiative or equivalent.
- (d) In addition to the completion of appropriate qualifications, the College may require the passing of an examination prior to electing an applicant to the grade of Academic Member of a College.

### 7.3 Practice Member

- (a) It is optional for a College to adopt the grade of Practice Member and if it elects not to do so, the provisions in these Rules relating to Practice Member will not apply to that College.
- (b) To qualify for election to the grade of Practice Member of a College, a person must not be eligible for election to the grade of Fellow of a College, must hold the grade of membership of Honorary Fellow, Fellow or Member of the Society, must have held general registration as a psychologist for a minimum of five (5) years and demonstrate the following post-registration requirements as may be further specified in the Standing Orders:
- i. engaged in paid or un-paid work in the College-specific area of practice; and
  - ii. College-specific knowledge; and
  - iii. College-specific assessment, reporting and intervention skills; and
  - iv. undertaken CPD activities specific to the College area of practice; and
  - v. undertaken peer consultation, presentations, supervision, and/or peer reviews of work specific to the College areas of practice.
- (c) In addition to the completion of the appropriate post-registration requirements, the College may require the passing of an Examination prior to electing an applicant to the grade of Practice Member of a College.



#### 7.4 **Associate Member**

To qualify for election to the grade of Associate Member of a College, a person must hold the grade of membership of Honorary Fellow, Fellow, Member or Associate Member of the Society and have completed:

- (a) All coursework and practicum placements of an Accredited and College Approved Doctorate program in psychology in the College-specific area of practice at the level of the Masters program and that the Doctoral thesis has progressed sufficiently as to be equivalent to a Masters thesis; or
- (b) an Accredited and College Approved Masters program in psychology in the College-specific area of practice; or
- (c) all coursework and practicum placements of a PhD with Accredited and College Approved Masters coursework and practicum (combined PhD/Masters) program in psychology in the College-specific area of practice and that the PhD thesis has progressed sufficiently as to be equivalent to a Masters thesis; or
- (d) any other postgraduate qualifications and experience accepted by the College, provided that those qualifications and experience are at least equivalent to Rule 7.3(a), (b) or (c).

#### 7.5 **Associate Academic Member**

To qualify for election to the grade of Associate Academic Member of a College, a person must:

- (a) hold the grade of membership of Honorary Fellow, Fellow or Member of the Society; and have completed either
- (b) a research PhD in psychology on a thesis topic relevant to the College-specific area of practice; or
- (c) a research PhD in psychology and published a body of relevant research in the College-specific area of practice as follows:
  - (i) at least two (2) peer reviewed articles; or
  - (ii) at least two (2) chapters in an academic book published with an independent publisher; or
  - (iii) at least two (2) refereed conference proceedings publications; or
  - (iv) an academic book published with an independent publisher; or
  - (v) equivalent published relevant research as set out in any of (i), (ii), (iii) or (iv) or in any combination thereof.

#### 7.6 **Affiliate**

To qualify for admission to the grade of Affiliate of a College, a person must hold any grade of membership of the Society other than Student Subscriber or Professional Subscriber and not be eligible to hold the grade of Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member of the College.

**7.7 International Affiliate**

To qualify for admission to the grade of International Affiliate of a College, a person must hold the membership grade of International Affiliate of the Society.

**7.8 Student Subscriber**

To qualify for admission to the grade of Student Subscriber of a College, a person must hold a grade of membership of the Society and be able to demonstrate their current enrolment in an Accredited program in psychology.

**7.9 Professional Subscriber**

To qualify for admission to the grade of Professional Subscriber of a College a person must hold professional qualifications and be a member of a relevant professional association, although the applicant need not hold any grade of membership of the Society.

**8. APPLICATIONS FOR MEMBERSHIP**

8.1 Applications for membership of a College must be submitted in the approved form with all supporting documents to the National Office of the Society.

8.2 Applications will be assessed against the criteria for grades of membership of a College and successful applicants will be elected or admitted to membership of a College in accordance with the provisions of these Generic Rules and with any other written requirements as may be additionally provided in the Standing Orders.

8.3 An applicant who is not satisfied with the result of his or her application for membership of a College may appeal the decision in accordance with the process set out in the Standing Orders.

**9. USE OF TITLES AND POST-NOMINALS**

9.1 Titles associated with endorsed areas of psychological practice may only be used in compliance with relevant national registration legislation.

9.2 Members of the Society holding the grade of Fellow of a College may identify their membership of that College in the following manner:

*Fellow, APS College of XYZ Psychologists;*

*APS College of XYZ Psychologists Fellow; or*

using one or more (if a Fellow of more than one College) of the following post-nominal abbreviations relevant to that College (or those Colleges) which must be preceded by the post-nominal abbreviation of Hon FAPS, FAPS or MAPS as applicable:

Post-nominal abbreviation	College
FCCN	Fellow of the APS College of Clinical Neuropsychologists
FCCLP	Fellow of the APS College of Clinical Psychologists
FCCOMP	Fellow of the APS College of Community Psychologists
FCCOUNP	Fellow of the APS College of Counselling Psychologists
FCEDP	Fellow of the APS College of Educational and Developmental Psychologists
FCFP	Fellow of the APS College of Forensic Psychologists
FCHP	Fellow of the APS College of Health Psychologists
FCOP	Fellow of the APS College of Organisational Psychologists
FCSEP	Fellow of the APS College of Sport and Exercise Psychologists

9.3 Members of the Society holding the grade of Academic Member of a College may identify their membership of that College in the following manner:

*Academic Member, APS College of XYZ Psychologists; or  
 APS College of XYZ Psychologists Academic Member*

9.4 Members of the Society holding the grade of Practice Member of a College may identify their membership of that College in the following manner:

*Practice Member, APS College of XYZ Psychologists; or  
 APS College of XYZ Psychologists Practice Member*

9.5 Members of the Society holding any other grade of membership of a College (Associate Member, Associate Academic Member, Affiliate, International Affiliate, Student Subscriber and Professional Subscriber) must not represent or hold themselves out to be a Fellow, Academic Member or Practice Member of the College.

**10. CONTINUING PROFESSIONAL DEVELOPMENT**

- 10.1 Continuation as a Fellow, Academic Member or Practice Member of a College is contingent on the completion of suitable Continuing Professional Development activities and programs as detailed in the Standing Orders. Non-compliance with this requirement may result in a change of status from Fellow, Academic Member or Practice Member to Affiliate membership of the College.
- 10.2 In the event that a Fellow, Academic Member or Practice Member of a College retires (where retires for the purposes of this Rule 10.2 means no longer holding registration as a psychologist and not engaging in psychological work or practice) he or she will not be required to meet applicable Continuing Professional Development requirements to maintain his or her membership grade. However, if a Fellow's, Academic Member's or Practice Member's retirement status changes whereby he or she re-registers as a psychologist and recommences psychological work or practice, Rule 10.1 applies.

**11. COURSE APPROVALS**

- 11.1 The College will appoint a Course Approval Committee, with a Chair and up to three (3) committee members as may be required by PDAC.
- 11.2 The Course Approval Committee will liaise with PDAC on the development of post-graduate training programs in the specific area of practice represented by the College.
- 11.3 In consultation with the Chief Executive Officer or such other delegate appointed by the Board, the Course Approval Committee will develop and maintain guidelines on course content and practical training for College-specific areas of post graduate tertiary sequences of study which will serve as minimum practice standards in the specific area of practice of the College.
- (a) Course approval guidelines will be approved by the Board and form part of the Standing Orders.
  - (b) The Course Approval Committee will nominate members of the Committee to work with PDAC to review courses.
  - (c) The Course Approval Committee will maintain a register of post graduate programs which are approved as meeting the relevant requirements for qualification for different grades of membership of the College.

**12. SUSPENSION, EXPULSION AND RESIGNATION**

- 12.1 Any person holding a grade of membership of a College who is suspended or expelled from membership of the Society will be automatically suspended or expelled from the membership of a College, as from the date of suspension or expulsion from the Society.
- 12.2 Any person holding a grade of membership of a College who is suspended from College membership will have their membership grade reinstated at the end of the term of his or her suspension, provided that the appropriate subscription fee is paid within a timely manner.
- 12.3 Any person expelled from a College who wishes to rejoin the College will need to apply for membership in accordance with Rule 8 and meet the criteria specified in Rule 7.

- 12.4 Any person holding a grade of membership of a College may resign from a College by lodging at the National Office a signed statement to that effect. The resignation will be recorded and the College will be notified within three (3) working days of receipt at the National Office.
- 12.5 Any person holding a grade of membership of a College whose subscription remains unpaid for a period of two (2) months after the beginning of the Society's financial year may be removed from membership of the College.
- 12.6 Any person who previously had been elected to a grade of membership of a College who wishes to rejoin the College:
- (a) may be eligible for reinstatement to membership of the College, at the member grade they previously held, on making application for reinstatement including paying the current College subscription fee and any applicable processing fee if:
    - (i) the application is received by the Society within three (3) months of the date of resignation (Rule 12.4) or removal from membership (Rule 12.5); or
    - (ii) he or she provides written evidence of extenuating circumstances including but not limited to parental leave, illness or other reason for lapse of membership in the intervening period and also provides written evidence of having completed such Continuing Professional Development as may be required; or
    - (iii) he or she previously held the grade of Fellow of the College and currently holds Area of Practice Endorsement with the Psychology Board of Australia in the same discipline as the College.
  - (b) must, subject to paragraph (a) of this Rule 12.6, apply for reinstatement in accordance with Rule 8 and meet the criteria specified in Rule 7, pay the current College subscription fee and any application processing fee and also provide written evidence of having completed such Continuing Professional Development as may be required.

### **13. COLLEGE ORGANISATION**

- 13.1 A College will establish:
- (a) a National Committee which will conduct the business of a College;
  - (b) State Sections pursuant to Rule 16, where there are five (5) or more persons holding a grade of Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member of a College within one (1) State; and
  - (c) subcommittees and working parties, which will conduct and organise such activities as are considered necessary or desirable for fulfilling the purposes of a College.

**14. NATIONAL COMMITTEES AND SECTION COLLEGE COMMITTEES**

14.1 National Committees comprise Office Bearers and Committee Members. Office Bearers including the Chair-Elect are elected in accordance with the procedures set out in Rule 15. Subject to Rules 15.7(b), 15.8(a) and 15.9, the position of Chair-Elect is the only specific office for which nominees may nominate when it is required to be filled. The National Chair and Chair-Elect of a College must be a Fellow of the College.

(a) Office Bearer positions are as follows:

- (i) Chair;
- (ii) Chair-Elect (in those years when a Chair-Elect has been elected who will then also be Deputy Chair);

and up to six (6) elected other Office Bearers who shall be assigned to the following specific positions by the National Committee:

- (iii) Secretary;
- (iv) Treasurer;
- (v) Chair of the Course Approvals Committee if required;
- (vi) Chair of the Continuing Professional Development Committee; and
- (vii) up to two (2) Office Bearer titles named by the National Committee.

(b) Committee Member positions are as follows:

- (i) Section Representatives from each State with an active Section (who will normally be the Chairs of the Sections); and

up to six (6) appointed Committee Members who shall be assigned to the following specific positions by the National Committee:

- (ii) the Editor (if any) of a College's periodical(s);
- (iii) a student representative;
- (iv) early career representative; and
- (v) up to three (3) additional Committee Member titles named by the National Committee.

(c) In the years in which a person is elected to the position of Chair-Elect, the Chair-Elect will also act as Deputy Chair of the National Committee. In the years in which there is no Chair-Elect, the Office Bearers of the National Committee will elect from amongst their number a Deputy Chair. The Deputy Chair will act in the place of the Chair when the Chair is unable to act.

14.2 The roles and responsibilities of Office Bearers and Committee Members are as defined in the Member Groups Committee Manual.

14.3 An executive committee of not less than three (3) and not more than five (5) College National Committee members may meet between meetings of the National Committee to transact business subject to later confirmation by the National Committee.

- 14.4 The quorum for the transaction of business at a meeting of the National Committee will be five (5), at least two (2) of whom must be an Office Bearer.
- 14.5 Meetings of the National Committee of a College will be called by the Chair or, in the absence of the Chair, by the Chair-Elect or Deputy Chair, as and when necessary, but not less than five (5) times in every financial year of the Society. The meetings of the National Committee of the College may be held face-to-face or by teleconference or other electronic means based on individual College needs, but will include a minimum of one (1) face-to-face meeting per financial year.
- 14.6 The National Committee Chair is expected to attend all of the face-to-face College Chairs' Forums throughout a calendar year chaired by the Chief Executive Officer and President.
- 14.7 All members of the National Committee and Section Committees must adhere to the Member Group Committee Code of Conduct as set out in the Standing Orders.

**Term of office on a National or State Section College Committee**

- 14.8 The Office Bearer position of Chair will be for a single term of two (2) years unless otherwise stated in Rule 14.15 and Rule 15.
- 14.9 The Office Bearer position of Chair-Elect will be for a term of one (1) year before assuming the position of Chair for a single term of two (2) years as referred to in Rule 14.8 above.
- 14.10 Office Bearers other than Chair-Elect are elected to a committee for terms of two (2) years and may serve a maximum of four (4) sequential years as Office Bearers (unless otherwise stated in Rule 14.15 and Rule 15 for National Committees only).
- 14.11 Committee Members are appointed by a committee for a term of two (2) years and may serve a maximum of four (4) sequential years as a member of the committee.
- 14.12 Sequential service as either Office Bearer or Committee Member, or a combination of both, on the same committee contributes towards the maximum of four (4) sequential years as a member of the committee.
- 14.13 Subject to Rule 15.5 a member who has served four (4) sequential years as either an Office Bearer or a Committee Member, or a combination of both, may not nominate at the next election.
- 14.14 Limitations of membership duration as an elected and/or appointed member on a National Committee and on a State committee are independently applied.
- 14.15 The office or position held by a member of a College committee will become vacant if such a member of the College committee:
  - (a) resigns his or her position or office by notice in writing to the Secretary;
  - (b) is absent for more than six (6) months from meetings of the College committee held during that period without permission of the College committee;
  - (c) ceases to be a Member of the Society; or
  - (d) ceases to be a Member of the College.

14.16 Notwithstanding Rule 14.13 above, if the Section Representative is absent for more than two (2) National Committee meetings, the National Committee will declare the position of Section Representative for the Section in question on the National Committee to be vacant.

**First AGM for the position of Chair-Elect**

14.17 Notwithstanding anything to the contrary elsewhere in these Rules, including Rule 14.8, if at the first AGM at which the position of Chair-Elect becomes an Office Bearer position on a College committee:

- (a) the person who took office as Chair at the AGM in the immediately preceding year has then served one (1) year of their term of office, they will continue in the position of Chair until the end of the next AGM, at which time their term of two (2) years as Chair will end and the Chair-Elect will take office as Chair; or
- (b) the Chair has completed the second year of their term at the end of the AGM (the outgoing Chair), then the College committee in its discretion, may permit the outgoing chair to serve one (1) further year (unless they are unable or unwilling to continue), or shall co-opt a College member holding the grade of Fellow as Chair until the end of the next AGM at which time the Chair-Elect will then take office as Chair.

**College Committee eligibility**

14.18 Save for the position of Chair and Chair-Elect which must be held by a Fellow, to be eligible for election to an Office Bearer position on a College committee, a nominee must hold the grade of Fellow, Academic Member or Practice Member of the College.

**Voting Rights**

14.19 Subject to Rules 14.19 and 14.20, a member of a College who has been co-opted to fill a casual vacancy on a committee will have the same rights and responsibilities as Office Bearers and appointed Committee Members.

14.20 A member of a College committee will have voting rights on the College committee if they hold an elected membership grade of the College, namely those holding the grade of Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member.

14.21 A paid employee of the Society, whilst eligible to be appointed or co-opted to a College committee, is not eligible to be elected, appointed or co-opted as an Office Bearer and is not entitled to exercise voting rights notwithstanding that he or she may hold an elected membership grade of the College.

**15. NOMINATION AND ELECTION PROCEDURES FOR NATIONAL COMMITTEES**

15.1 National Committee elections, except when no Chair-Elect is to be elected and no other Office Bearer positions become vacant, are held annually and Office Bearers are elected as indicated in Rules 14 and 15.



- 15.2 Subject to Rule 15.6 to 15.9 which specifically provide for when a vacancy occurs in the office of Chair and Chair-Elect, in the event that a casual vacancy arises in any other Office Bearer position, the National Committee may co-opt a person to fill that casual vacancy until the next AGM
- 15.3 Notwithstanding Rule 14.10 a person co-opted to fill a casual vacancy and who serves one (1) year or less in that position, may disregard that period of service for the purpose of calculating their maximum sequential years of service on a National Committee. For the avoidance of doubt, the period served as a co-opted Committee Member will re-set the commencement of sequential years of service to zero on the Committee.
- 15.4 Notwithstanding Rule 14.10, and subject to Rule 15.6 to 15.9 which specifically provide for when a vacancy occurs in the office of Chair and Chair-Elect, in exceptional circumstances, a National Committee may co-opt an outgoing Office Bearer (other than Chair or Chair-Elect) to fill any casual vacancy arising for one (1) additional year to enable the recruitment of new Office Bearers. Recruitment activities should have commenced at least six (6) months prior to the end of the outgoing Office Bearer's second term and continued unsuccessfully for exceptional circumstances to exist.
- 15.5 Notwithstanding Rule 14.10 a person who has been an Office Bearer or a Committee Member, or a combination of both, on a National Committee for the maximum of four (4) sequential years may still be nominated for the position of Chair-Elect for one (1) term of one (1) year and serve as Chair of the National Committee for one (1) term of two (2) years (making their term of office a maximum of seven (7) sequential years) provided that:
- (a) they have not held the position of Chair or Chair-Elect of the National Committee in the preceding four (4) years; and
  - (b) they cease to remain an Office Bearer of the National Committee at the end of their term as Chair.

**Succession when there is a vacancy in the position of Chair or Chair-Elect**

- 15.6 If the office of Chair becomes vacant for any reason before the AGM in any year when there is a Chair-Elect, then the Chair-Elect shall assume the office of Chair and shall hold that office to the end of the term that they would have served as Chair had the Chair's office not become vacant and the Chair-Elect had assumed the office of Chair in accordance with Rule 14.7.
- 15.7 If the office of Chair becomes vacant for any reason before the AGM in any year when there is no Chair-Elect then:
- (a) the Deputy Chair or, if the Deputy Chair is absent, unable or unwilling to act, a College member holding the grade of Fellow or Academic Member co-opted by the College committee (including from amongst its number), will act as Chair until the end of the next AGM.
  - (b) a Chair shall be elected to take office at the next AGM occurring after that vacancy in accordance with Rules 15.12 to 15.21, (however replacing the word 'Chair-Elect' with 'Chair'), who shall hold office for a term of two (2) years until the end of the second AGM after they took office as Chair; and

- (c) a Chair-Elect shall be elected to take office at the AGM occurring after the AGM at which the Chair took office, pursuant to Rule 14.7 and in accordance with Rules 15.12 to 15.21, who will assume the position of Chair at the AGM following their taking office as Chair-Elect.

15.8 If the office of Chair-Elect becomes vacant, then:

- (a) a Chair shall be elected to take office at the next AGM occurring after that vacancy in accordance with Rules 15.12 to 15.21, (however replacing the word 'Chair-Elect' with 'Chair'), who shall hold office for a term of two (2) years until the end of the second AGM occurring after they took office; and
- (b) a Chair-Elect shall be elected to take office at the AGM occurring after the AGM at which the Chair took office in accordance with Rule 15.12 to 15.21, who will assume the position of Chair at the AGM occurring after they took office as Chair-Elect.

15.9 If there is a vacancy in the office of Chair-Elect in the period from the date when nominations open to the date of the AGM at which time the Chair-Elect would have taken office as Chair (thereby leaving insufficient time for a Chair to be elected in accordance with Rule 15.8(a) above), the College committee shall co-opt a College member holding the grade of Fellow or Academic Member (who may be amongst its number) as Chair. In these circumstances, the (co-opted) Chair will hold office until the end of the AGM occurring after the AGM at which the Chair-Elect would have taken office as Chair. At this time, a Chair shall be elected in accordance with Rules 15.12 to 15.21 and then a Chair-Elect shall be elected in accordance with Rule 15.8(b) above.

### **Office Bearer Positions**

15.10 Elected Office Bearers will be assigned to specific Office Bearer positions (other than the Chair or Chair-Elect) from amongst their number at the first committee meeting after the election. All Office Bearer positions (other than the Chair or Chair-Elect) shall be available for re-assignment each year.

15.11 Section Representatives are eligible to nominate for election as Office Bearers.

### **Call for Nominations**

15.12 The call for nominations to Officer Bearer positions on a National Committee will:

- (a) be conducted electronically with the assistance of the National Office, at the request of the Chair or the Secretary;
- (b) be made in a form approved by the Board;
- (c) open no later than 28 days prior to the date of the AGM; and
- (d) close 15 days prior to the date of the AGM.

15.13 Nominations must:

- (a) be made in writing;
- (b) be signed by a proposer and seconder of each nominee, with each of the proposer and seconder being a Fellow, Academic Member or Practice Member of the College to which the nominee seeks to be elected;
- (c) include the written consent of the nominee;

- (d) indicate whether the nominee is seeking election to the position of Chair-Elect or Office Bearer or both, as appropriate; and
  - (e) be returned to the National Office, on behalf of the College, in the manner described in the call for nominations.
- 15.14 If more nominations than positions available are received, an electronic vote will be conducted in accordance with Rules 15.17-15.21.
- 15.15 If only one (1) nomination is received to fill the position of Chair-Elect, or in the case of the other Office Bearer positions, the number of nominations received is equal to the number of positions for election, the College will notify each person holding a grade of membership of the College of that situation at the same time as the ballot would otherwise have opened and the Chair will declare, at the AGM, the nominees duly elected to those positions.
- 15.16 No Fellow, Academic Member or Practice Member of a College may be elected to more than one (1) position on the National Committee. Election results shall be declared in the following order: Chair-Elect, then other Office Bearers. Once the result has been declared for the Chair-Elect, the successful candidate shall be taken to have:
- (a) withdrawn his or her nomination for any other position; and
  - (b) resigned his or her then former Office Bearer position, if any.

### **Electronic Voting**

- 15.17 The election for Chair-Elect and Office Bearers of a National Committee will be conducted via a secure electronic format only. The National Office will work closely with each College to set up the electronic voting system and be responsible for managing the electronic voting system. All persons holding the grades of Fellow, Academic Member or Practice Member, Associate Member or Associate Academic Member of a College are eligible to vote and will be notified electronically as soon as the ballot is opened.
- 15.18 Notification of the opening of the ballot will be sent to the last known email address listed in the Register of Members. The omission to give notice of the opening of the ballot, or the non-receipt of such a notice by any Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member eligible to vote will not invalidate the election.
- 15.19 Voting will open no later than 10 days prior to the AGM and close at 10.00am Melbourne time on the last business day before the relevant AGM.
- 15.20 The method of counting votes will be in accordance with the optional preferential voting method whereby candidates are elected in a progressive count based upon first preferences, followed by the allocation of later preferences until such time as all vacancies are filled.
- (a) Fellows, Academic Members, Practice Members, Associate Member or Associate Academic Members of a College will be able to record their vote by placing the number "1" in the square opposite the name of the candidate for whom he or she wishes to vote as first preference; and
  - (b) may, by placing the numbers "2", "3", "4" (and so on, as the case may require) in the squares opposite the remaining candidates, indicate the order of his or her preference for the remaining candidates.

- (c) Fellows, Academic Members, Practice Members, Associate Members or Associate Academic Members of a College are not required to indicate their preference for each and every candidate listed on a ballot paper; thus a ballot paper will still be valid if a number has not been placed in every square.

15.21 If the count for an available position results in two (2) or more candidates having an equal number of votes, the Chair of the AGM must exercise a casting vote in addition to his or her deliberative vote.

15.22 All National Committee members will continue in office until immediately after the declaration of the ballot, which shall occur at the end of the AGM.

## **16. FORMING STATE SECTIONS**

16.1 A Section may be formed with the support of five (5) or more persons holding a grade of Fellow, Academic Member, Practice Member, Associate Member or Associate Academic Member of a College from one (1) State who apply to the National Committee in writing for approval to form the Section.

16.2 If approved by the National Committee, notice of the proposal to form a Section will be given to each person holding a grade of membership of the College who also resides or practices in that particular State and such persons will be invited by the National Committee to join the Section.

16.3 After approval for the formation of a Section has been given by the National Committee, the first meeting of that Section will be convened by the Chair of the National Committee. The first meeting of a Section will nominate, elect and appoint a Section Committee including a representative to the National Committee.

16.4 A State Section is a sub-committee of the College National Committee and each Section and Section Committee will be subject to any and all directions given by the National Committee from time to time.

16.5 To ensure participation by all States, and subject to approval by the College National Committee, nothing in this Rule 16 shall restrict the less formal operation of smaller state Sections, which are entitled to appoint a State Section representative on the College National Committee.

### **Section Committees and Officers**

16.6 The following Rules shall apply to Section Committees:

- (a) Section Committees are comprised of four (4) Office Bearer positions namely:
  - (i) Chair (Section Representative);
  - (ii) Chair-Elect (in those years when a Chair-Elect has been elected who will then also be Deputy Chair); and

two (2) other elected Office Bearer positions who shall be assigned to the following specific positions by the Section Committee:

  - (iii) Secretary; and
  - (iv) Treasurer.
- (b) A Section Committee may appoint up to three (3) additional Section Committee members from the members of the Section.

- (c) Office Bearers must hold the grade of Fellow, Academic Member or Practice Member of the College.
- (d) The position of Chair-Elect is the only specific office for which nominees may nominate when it is required to be filled.
- (e) A call for Section Committee nominations shall be made not less than twenty-eight (28) days prior to the date of the AGM.
- (f) Section Committee nominations shall close seven (7) days prior to the date of the AGM.
- (g) Elections will be held by secret ballot conducted at the AGM. The method of counting votes will be the optional preferential voting method.
- (h) In the event of a casual vacancy occurring between AGMs, the Section Committee may co-opt a replacement for the vacating member until the next AGM.

### **Meetings of State Sections**

- 16.7 Meetings of a Section will be called by the Section Chair at least once every six (6) months. One (1) of those meetings will be the AGM.
- 16.8 Section members will be given a minimum of twenty-eight (28) days notice of a Section AGM. Notice may be given via email, *InPsych* or State Newsletter.
- 16.9 The quorum for a meeting of a Section will be four (4) members including at least two (2) Office Bearers of that Section, personally present and entitled to vote at the meeting.

### **Disbanding a State Section**

- 16.10 If at any time it is decided to disband a Section, a meeting of members of the Section will be called for the purpose of considering a resolution to that effect. Resolutions passed at any such meeting will be reported by the Section Representative concerned to the next meeting of the National Committee and, if approved by the National Committee, such resolutions will take effect immediately.
- 16.11 If the National Committee does not approve a Section resolution to disband a State Section, then such a resolution will be considered by a general meeting of the College, and the decision of such general meeting will be final.
- 16.12 If membership of a Section falls below ten (10) members, a meeting of the National Committee will consider whether the Section should be disbanded.

## **17. COLLEGE MEETINGS**

- 17.1 The Annual Report of the College and the financial report of the College will be presented at the AGM and the election of Office Bearers to the National Committee will be declared. The AGM should be held approximately twelve (12) months, but not more than eighteen (18) months, following the previous AGM and will whenever possible be held during the period between October and December each calendar year.

- 17.2 All College members will be entitled to receive notice of, and to attend, the general meetings of a College, but only persons holding the grades of Fellow, Academic Member or Practice Member of a College will be entitled to vote. Each member of a College who is entitled to vote is entitled to appoint a proxy representative at any meeting of a College. Provisions in the Constitution of the Society dealing with proxy representatives at meetings of the Society will, with due alteration of details, apply to meetings of the College.
- 17.3 Voting on business of the College will, with due alteration of details, be as provided for in the Constitution of the Society.
- 17.4 The quorum for a general meeting of a College will be ten (10) persons holding the grades of Fellow, Academic Member or Practice Member of a College who are personally present and entitled to vote. No business will be transacted at any such meeting unless a quorum is present at the commencement of business.

## **18. COLLEGE PUBLICATIONS**

- 18.1 A College may publish journals, periodicals, bulletins or newsletters after approval by the Board of the initial publication of such journal, periodical, bulletin or newsletter.
- 18.2 A College's publications will be overseen by the Editor in consultation with Office Bearers.
- 18.3 If the publication of a College is in the form of a bulletin, it will be produced regularly and, in any event, not less than twice in a calendar year.
- 18.4 The National Committee will manage the College's website, bulk email and social media channels as outlined in the Member Groups Committee Manual.

## **19. ACTIVITIES**

- 19.1 Each College should acknowledge its status as a unit of the Society in all materials, with inclusion of the Society's logo, name and ABN number.
- 19.2 All media releases made by Colleges must be ratified by the Chief Executive Officer and such other person appointed by the Board.
- 19.3 All submissions made by a College must be ratified by the Board or, if time does not allow, by the Chief Executive Officer and a Director or such other person appointed by the Board.
- 19.4 A College may run meetings, courses, seminars, presentations, workshops, peer consultation networks, conferences and other events.
- 19.5 The admission of non-members of the College to meetings, courses, seminars, presentations, workshops, peer consultation networks and conferences will be at the discretion of the National Committee or at the discretion of Section Representatives. In principle, the practice of admitting non-members to presentations, peer consultation networks, workshops and conferences of a College, and of Sections, is to be encouraged as a means of attracting membership to a College and of promoting the activities and contributions of the College to the community.

## **20. POWERS, DUTIES AND PROCEEDINGS OF THE COLLEGE COMMITTEE**

- 20.1 The College will be subject to any directions from the Board. The property and affairs of the College will be managed by the National Committee and such

Committee will manage the affairs of the College, in so far as is practicable, in the same manner as the Board is required to do in relation to the Society as a whole.

- 20.2 No College or member of a College is permitted to enter into any contract on behalf of the Society which purports to legally bind the Society and all contracts must be forwarded to the National Office for consideration and review.
- 20.3 The College Secretary at the request of the Chair or any three (3) members of the National Committee will at any time convene a meeting of the National Committee by giving at least seven (7) days written notice to all members of the Committee.
- 20.4 An extraordinary or emergency meeting of the Committee may be convened on less than seven (7) days written notice with the approval of the College Chair providing that all reasonable efforts have been made to so notify all members of the Committee of the meeting, including the nature of the business to be discussed, and at least two-thirds (2/3) of the Committee members have acknowledged receipt of the notice to the Secretary.

## **21. FINANCE**

- 21.1 A College may receive an annual Allocation of funds which will reflect the number of members within the College as well as the expected functions for the College.
- 21.2 Allocation 'rules' are as set out in the Standing Orders of the Board of Directors.
- 21.3 The administration of College finances will be conducted through the National Office.
- 21.4 A College committee will ensure that funds are used for activities that benefit College members and income and expenditure are such that the College maintains a viable operational level of funds.
- 21.5 The Treasurer will be the person authorised to monitor College finances and to approve College expenditure as directed by the Committee and must abide by procedures and policies as outlined in the Member Groups Committee Manual.

## **22. REPORTS**

- 22.1 Each committee will review expenditure of College funds at each committee meeting, and approve a financial report to be presented by the Treasurer at the AGM.
- 22.2 Each committee will present an Annual Report to each AGM.
- 22.3 A National Committee will cause minutes to be kept of its meetings and of the meetings of its Sections, its subcommittees and its working parties.
- 22.4 A National College Chair must submit an Annual Report of the College's activities for the twelve (12) month period prior to February each year, to the Member Group team at the National Office to enable it to report to the Board.
- 22.5 Each State Section College Committee Chair will cause a copy of the State Section College Committee's minutes (as referred to in Rule 22.3) to be forwarded to the Secretary of the National Committee.

- 22.6 Each State Section will furnish an Annual Report of its activities and a financial report to the National Committee.
- 22.7 A College from time to time may be required to present further reports as requested by the Board.

**23. AWARDS OF DISTINCTION**

- 23.1 The Board may annually grant an Award of Distinction (Award) to a College member who satisfies the eligibility criteria approved by the Board.
- 23.2 The nomination process and election procedure for conferral of the Award on College members will be as determined by the Board from time to time.

**24. DISSOLUTION**

- 24.1 If at any time it is desired to disband a College, to sub-divide a College or to amalgamate a College with one (1) or more Colleges, meetings of the College or Colleges concerned will be called for the purpose of considering a resolution to (as applicable) disband, sub-divide or amalgamate a College or Colleges.
- 24.2 Resolutions to disband, subdivide or amalgamate a College passed at such meetings will be reported by the Secretary of the College concerned to the next meeting of the Board for ratification. The resolutions thus ratified will take effect immediately. Should the Board notify the College of their disapproval of all or any of the resolutions, they will be considered by a general meeting of the Society and the decision of such meeting will be final.
- 24.3 (a) Any College which does not maintain an adequate level of functioning and a minimum activity level over a twelve (12) month period, in accordance with the various provisions of these Generic Rules, will be suspended by the Board.
- (b) A suspended College will be required to liaise with the Chief Executive Officer in order to determine whether:
  - (i) it is likely that it will subsequently become viable and, and if so to formulate a developmental plan to achieve this objective; or
  - (ii) should be dissolved in which case the Board may resolve to disband the College.