

Generic
Rules
for
Colleges

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The
Australian
Psychological
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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.

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 person holding the grade of Member of the relevant College of at least two years standing, or who has been eligible to hold the grade of Member of the relevant College for a minimum of at least two years, who:

- (a) has completed a training program in psychology supervision approved by the Society;
- (b) holds general registration as a psychologist without restriction or conditions;
- (c) is not a member of the supervisee’s immediate family or household; and
- (d) is not or has not been engaged in a therapeutic relationship with the supervisee.

“APS College Specific Rules” means the rules setting out procedures for each College;

“casual vacancy” means a vacancy arising (for any reason) in an Office Bearer position at any time during the two (2) year term of office of that Office Bearer;

“Chair” means the chair of the National Committee elected in accordance with Rules 15 and 16;

“College” means a Constituent Unit established pursuant to Rules 3, 4 and 5, and concerned with a specialist area 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 College Chairs or their nominees;

“during psychological practice” includes the provision of direct clinical care or using professional knowledge in a direct nonclinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession;

“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;

"Membership Secretary" means the membership secretary of the National Committee appointed in accordance with Rules 15 and 16;

"National Office" means the registered office of the Society or such other office which the Society may from time to time notify a College is the National Office;

"National Committee" means the national committee of a College constituted in accordance with Rule 15 and 16;

"Office Bearer" means an Office Bearer of a College as identified in accordance with Rule 15 and elected in accordance with Rule 16;

"PDAC" means the Society's Program Development and Accreditation Committee or such other committee as is appointed by the Board to perform Accreditation assessments from time to time;

"Rule" means a paragraph of these Generic Rules for Colleges;

"Section" means a section of a College constituted in accordance with Rule 14 and 17;

"Secretary" means the secretary of the National Committee appointed in accordance with Rules 15 and 16;

"Section Representative" means the representative of a Section of the College appointed in accordance with Rules 15 and 17;

"Supervised Practice" means, for each one year full-time equivalent:

- (a) a minimum of 40 hours of supervision during psychological practice by an Approved Supervisor; and
- (b) a minimum of 40 hours active professional development during psychological practice.

"Treasurer" means the treasurer of the National Committee appointed in accordance with Rules 15 and 16.

- 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 specialist area of practice in psychology.

3. PURPOSE AND OBJECTS

- 3.1 A College has four (4) primary objectives:
 - (a) to implement the mission statement of the Society as it applies to a College;
 - (b) to focus on and promote a specialist content area of psychological practice;
 - (c) to maintain practice standards and quality assurance in the specialist field;
 - (d) to encourage and support the education and continuing professional development of specialist practitioners within a College's area of psychological practice.
- 3.2 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 Executive Director 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 Executive Director 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.
- 4.4 In the year following the annual general meeting at which a College is established, the College will forward a draft set of Specific Rules relating to the College to the Board for approval. The Board may approve the proposed Specific Rules if, in the opinion of the Board, they are consistent with the Generic Rules. College Specific Rules come into effect once approved by the Board.
- 4.5 The Specific Rules for Colleges follow the format endorsed by the Board from time to time and should include the following provisions:
- (a) Role – a description of the area of specialty;
 - (b) Purpose and Objectives of the College; and
 - (c) Capabilities – in regard to the specialist field of the College, a description of the:
 - (i) knowledge of the discipline;
 - (ii) psychological assessment and measurement;
 - (iii) intervention strategies;
 - (iv) research and evaluation; and
 - (v) ethical, legal and profession matters;

relevant to the specialist field of that College beyond core capabilities of psychological practice.

In addition to the above provisions, the College Specific Rules may also include provisions for the following:

- (d) Election to membership – the process for assessment of applications for membership and/or progress from Associate Member to Member.
- (e) Guidelines to assist applicants to meet the requirements for supervision necessary to demonstrate eligibility for the grade of Member of the College.

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 area of specialisation must be sufficiently developed as a professional practice area to warrant recognition by the Society at a specialist level.

(b) **Name**

The name of a proposed College will read as follows: "The APS College of <INSERT SPECIALIST AREA> 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 Member or Academic 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) Member;
- (b) Academic Member;
- (c) Associate Member;
- (d) Affiliate;
- (e) International Affiliate;
- (f) Student Subscriber; and
- (g) Professional Subscriber.

6.2 Only those persons holding the grade of Member or Academic Member of a College are eligible to vote and to stand for election as Office Bearers of the National Committee, or to hold an Executive position in a Section.

7. CRITERIA FOR GRADES OF MEMBERSHIP OF A COLLEGE

7.1 Member

To qualify for election to the grade of Member 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 specialist field of the College followed by a minimum one year full-time equivalent Supervised Practice; or
- (b) an Accredited and College Approved Masters program in psychology in the specialist field of the College followed by a minimum of two 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 specialist field of the College followed by a minimum of 18 months full-time equivalent Supervised Practice; or
- (d) an Accredited and College Approved dual doctorate program in psychology in the specialist fields of two Colleges and a minimum of 9 months full-time equivalent Supervised Practice for each specialist field (ie a total of 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 qualification for election to the grade of Associate Member or Member of a College, hold the grade of membership of Honorary Fellow, Fellow or Member of the Society, and have:

- (a) completed a research PhD program in psychology relevant to the specialist field of the College; and
- (b) postgraduate experience of at least two (2) years as a researcher or an educator in psychology in the specialist field of the College; and
 - (i) been published in the specialist field of the College in a refereed journal of psychology; and/or
 - (ii) published a refereed book (including chapters in books) or published refereed conference papers in the specialist field of the College.
- (c) 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 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 specialist field of the College 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 specialist field of the College; 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 specialist field of the College 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).

7.4 Associate Academic Member

To qualify for election to the grade of Associate Academic Member of a College, a person must hold the grade of membership of Honorary Fellow, Fellow or Member of the Society and have completed a PhD that has been supervised by a Member or Academic Member or an individual eligible to be a Member or Academic Member of the College and that the topic of the thesis was relevant to the specialist area of the College.

7.5 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 Member, Academic Member or Associate Member of the College.

7.6 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.

7.7 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.

7.8 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 for any grade of membership of a College must be supported by at least one (1) Member of the College.
- 8.3 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.
- 8.4 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. TRANSITIONAL PROVISIONS FOR MEMBERSHIP

- 9.1 To qualify for election to the grade of Member of a College under the previous criteria for grades of membership of a College as set out in the Generic Rules in force and effect on 30 September 2010, an applicant must have:
 - (a) been granted an Individual Bridging Plan (IBP) for entry into membership of that College and subsequently satisfactorily completed the IBP by 30 June 2013; or
 - (b) completed an Accredited and College Approved Masters program or the coursework and practicum components of a combined PhD/Masters program in psychology in the specialist field of the College, and:
 - (i) have commenced a supervision program by 30 September 2010; and
 - (ii) notified the Society of having commenced supervision by 30 December 2010; and
 - (iii) subsequently completed that supervision program by 30 June 2013; and
 - (iv) the supervision program must be assessed by the College as sufficient for qualification for election to the grade of Member of that College; or
 - (c) been enrolled in an Accredited and College Approved postgraduate professional psychology program on 30 June 2010 and completed all degree requirements and any necessary period of Supervised Practice; or
 - (d) completed an Accredited and College Approved postgraduate professional psychology program between 30 June 2005 and 30 June 2010 and completed any necessary period of Supervised Practice by 30 June 2013.
- 9.2 Members of a College who have their name included in the APS College Supervisors Directory will have until 30 June 2013 to complete a training program in psychology supervision endorsed by the Society.

10. USE OF TITLES

- 10.1 Titles associated with endorsed areas of psychological practice may only be used in compliance with relevant national registration legislation.
- 10.2 Members of the Society holding the grade of Member of a College may identify their membership of that College in the following manner:
Member, APS College of XYZ Psychologists; or
APS College of XYZ Psychologists Member
- 10.3 Members of the Society holding the grade of Academic Members 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
- 10.4 Members of the Society holding any other grade of membership of a College (Associate Member, Affiliate, International Affiliate, Student Subscriber and Professional Subscriber) must not represent or hold themselves out to be a member of the College.

11. CONTINUING PROFESSIONAL DEVELOPMENT

- 11.1 Continuation as a Member or Academic Member of a College is contingent on the successful completion of suitable continuing professional development activities and programs as detailed in the Standing Orders. Non-compliance with this requirement will result in a change of status from Member or Academic Member to Affiliate membership of the College.
- 11.2 In the event that a Member or Academic Member of a College retires (where retires for the purposes of this Rule 11.2 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 Member's or Academic Member's retirement status changes whereby he or she re-registers as a psychologist and recommences psychological work or practice, Rule 11.1 applies.

12. COURSE APPROVALS

- 12.1 The College will appoint a Course Approval Committee, with a Chair and up to three committee members.
- 12.2 The Course Approval Committee will liaise with PDAC on the development of post-graduate training programs in the area of specialist practice represented by the College.
- 12.3 In consultation with the Executive Director or such other delegate appointed by the Board, the Course Approval Committee will develop and maintain guidelines on course content and practical training for specialist post graduate tertiary sequences of study which will serve as minimum practice standards in the specialist field 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.

13. SUSPENSION, EXPULSION AND RESIGNATION

- 13.1 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.
- 13.2 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.
- 13.3 Any individual expelled from a College who wishes to rejoin the College will need to apply for membership in the usual manner and meet the criteria specified in Rule 7.
- 13.4 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 forwarded to the Membership Secretary within three (3) working days of receipt at the National Office.
- 13.5 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.
- 13.6 Any person who previously held a grade of membership of a College who wishes to rejoin the College:
- (a) may be eligible for reinstatement to membership of the College if:
 - (i) within three (3) months of the date of resignation (rule 13.4) or removal from membership (rule 13.5), he or she applies for reinstatement and pays the current College subscription fee and any applicable processing fee; or
 - (ii) when he or she applies for reinstatement and pays the current College subscription fee and any applicable processing fee, 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 evidence of having completed the requisite continuing professional development in the cycle immediately preceding his or her reinstatement application unless an exemption applies; or
 - (iii) he or she held the grade of Member of an APS College on or before 30 September 2010, applies for reinstatement of College membership by 30 June 2013, pays the current College subscription fee and any applicable processing fee and also provides evidence of having completed the requisite continuing professional development in the cycle immediately preceding his or her reinstatement application unless an exemption applies.
 - (b) must, subject to subparagraph 13.6(a), apply for membership in the usual manner and meet the criteria specified in Rule 7.

14. COLLEGE ORGANISATION

- 14.1 A College will establish:
- (a) a National Committee which will conduct the business of a College;
 - (b) State Sections pursuant to Rule 17, where there are five (5) or more persons holding a grade of Member, Academic Member or Associate of a College within one (1) State; and

- (c) such sub-committees and working parties as are considered necessary or desirable for fulfilling the purposes of a College.

College meetings

- 14.2 A College may hold meetings, courses, seminars, workshops and conferences.
- 14.3 The admission of non-members of the College to meetings, courses, seminars, workshops and conferences will be at the discretion of the National Committee or at the discretion of Section Representatives for meetings of their particular Section. In principle, the practice of admitting non-members to meetings, courses, seminars, 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.
- 14.4 The annual general meeting of the College will be held in conjunction with the annual conference of the Society unless otherwise approved by the Executive Director. The annual report of the College will be presented at the annual general meeting of the College and the election of Office Bearers of the National Committee will be declared. The temporal sequence of annual general meetings will be Colleges, followed by the Society.
- 14.5 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 Member or Academic Members 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. The provision in the Constitution dealing with proxy representatives at meetings of the Society will, with due alteration of details, apply to meetings of the College.
- 14.6 Voting on business of the College will, with due alteration of details, be as provided for in the Constitution.
- 14.7 The quorum for a general meeting of a College will be ten (10) persons holding the grades of Member or Academic Member of a College 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.

15. NATIONAL COMMITTEE AND OFFICERS

- 15.1 National Committees are comprised of:
 - (a) Office Bearers
 - (i) Chair
 - (ii) Deputy Chair
 - (iii) Secretary
 - (iv) Membership Secretary
 - (v) Treasurer
 - (vi) Chair of the Course Approvals Committee, and
 - (vii) Chair of the Continuing Professional Development Committee
 - (b) Committee Members
 - (i) Section Representatives from each State with an active Section (who will normally be the Chairs of the Sections);
 - (ii) The retiring Chair of the College, who will continue if requested, and able, as a National Committee member for one (1) year;
 - (iii) The Editor (if any) of a College's periodical(s);
 - (iv) A student representative; and
 - (v) Up to three (3) additional College members co-opted by the National Committee.

- 15.2 Committee Members are appointed by the National Committee for a term of two (2) years and may serve a maximum of four (4) consecutive years as a member of the National Committee.
- 15.3 The past Membership Secretary will be invited to attend the first meeting of the new National Committee.
- 15.4 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.
- 15.5 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.
- 15.6 The National Committee will cause minutes to be kept of its meetings and of the meetings of the College, its Sections, its sub-committees and its working parties.
- 15.7 The National Committee will keep a proper account of expenditure and provide it to the annual general meeting of a College.
- 15.8 The National Committee will present an annual report to each annual general meeting of a College.
- 15.9 Meetings of the National Committee of a College will be called by the Chair or, in the absence of the Chair, by the Deputy Chair, as and when necessary, but not less than five (5) times in every twelve (12) months.

16. NOMINATION AND ELECTION PROCEDURES FOR NATIONAL COMMITTEES

- 16.1 National Committee elections are held annually. To avoid all National Committee Office Bearers retiring at the same time, the officer bearers will alternate retirement in such a way that, subject to any casual vacancies, three Office Bearers will retire in one year and four Office Bearers, including the Chair and Deputy Chair will retire in each alternate year.
- 16.2 Office Bearers are elected to National Committees for terms of two (2) years and may serve a maximum of four (4) consecutive years, unless otherwise stated in Rule 16.
- 16.3 In the event that a casual vacancy arises in any Office Bearer position, the National Committee may appoint a person to fill that casual vacancy until the next annual general meeting of the College. To ensure that the alternate retirement of positions remains consistent:
 - (a) if the casual vacancy arose in the first year of the term of office, that position will be included in the College's next occurring election for the balance of the original term rather than a new two (2) year term; and
 - (b) if the casual vacancy arose in the second year of the term, the position will be included in the College's next occurring election for a new two (2) year term.
- 16.4 Notwithstanding rule 16.2, a person appointed to fill a casual vacancy or elected to a position arising as a result of a casual vacancy in accordance with rule 16.3, and who serves one (1) year or less in that position, may disregard that period of service for the purpose of calculating their maximum consecutive years of service on a National Committee.
- 16.5 Notwithstanding rule 16.2, in exceptional circumstances, a National Committee may invite a long serving Office Bearer to fill any casual vacancy arising for one 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 retiring Office Bearer's second term and continued unsuccessfully for exceptional circumstances to exist.

- 16.6 A person who has been an Office Bearer of a National Committee for the maximum of four (4) consecutive years may still be nominated for the position of Chair and serve as Chair of the National committee for one (1) term of two (2) years (making their term of office a maximum of six (6) consecutive years) provided that:
- (a) they have not held the position of Chair 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.

Office Bearer Positions

- 16.7 Elected Office Bearers will make the appointments to specific Office Bearer positions (other than the Chair or Deputy Chair) from amongst their number at the first committee meeting after the election. All Office Bearer positions (other than the Chair or Deputy Chair) shall be available for appointment each year.
- 16.8 To be eligible for election to an Office Bearer position on a National Committee, a nominee must hold the grades of Member or Academic Member of the College.
- 16.9 Section Representatives are eligible to nominate for election as Office Bearers.

Call for Nominations

- 16.10 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 45 days prior to the date of the College annual general meeting; and
 - (d) close 30 days prior to the date of the College annual general meeting.
- 16.11 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 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, Deputy Chair 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.
- 16.12 If only one nomination is received to fill the position of Chair or Deputy Chair, 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 College annual general meeting, the nominees duly elected to those positions.
- 16.13 No Member or Academic Member of a College may be elected to more than one position on the National Committee. Election results shall be declared in the following order: Chair, Deputy Chair then other Office Bearers. Once the result has been declared for the Chair, 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;
- and so on until all election results are declared.

Electronic Voting

- 16.14 The election for Chair, Deputy Chair 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 Member or Academic Member of a College are eligible to vote and will be notified electronically as soon as the ballot is opened.
- 16.15 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 Member or Academic Member eligible to vote will not invalidate the election.
- 16.16 Voting will open no later than 21 days prior to the College annual general meeting and close at 10.00am Melbourne time on the last business day before the relevant College annual general meeting.
- 16.17 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) 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) 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.
 - (d) Where there is also a casual vacancy to fill, the candidate receiving the next highest number of votes will fill that vacancy, with the candidate receiving the next highest number of votes being elected to fill the vacancy having the longest term and so on.
- 16.18 If the count for an available position results in two or more candidates having an equal number of votes, the Chair of the College annual general meeting must exercise a casting vote in addition to his or her deliberative vote.
- 16.19 All National Committee members will continue in office until immediately after the declaration of the ballot, which shall occur at the end of the College annual general meeting.

Transition provisions

- 16.20 In order to provide for a transition to annual elections for Colleges, the following rules shall apply:
- (a) Sub-rules 16.1-16.6 shall be read subject to this sub-rule 16.20.
 - (b) All Office Bearers from each College National Committee as at 1 July 2010 may continue in office until the declaration of the result of the first College National Committee elections held after that date.
 - (i) In 2010, the following Colleges will hold National Committee elections:
 - APS College of Clinical Psychologists;
 - APS College of Educational and Developmental Psychologists;
 - APS College of Forensic Psychologists;

- APS College of Health Psychologists; and
 - APS College of Sport and Exercise Psychologists.
- (ii) Then in 2011, the following Colleges will hold National Committee elections:
- APS College of Clinical Neuropsychologists;
 - APS College of Counselling Psychologists;
 - APS College of Community Psychologists; and
 - APS College of Organisational Psychologists.
- (c) For those Colleges referred to in subparagraph 16.20(b) (ii), the National Committee may appoint a Member or Academic Member of the College to fill any casual vacancies up to the National Committee election in 2011, rather than holding an election to fill a casual vacancy in 2010.
- (d) At the time of the declaration of the result of College National Committee elections referred to in subparagraph (b), all Office Bearer Positions on the College National Committee will be vacated. All retiring Office Bearers will be eligible (irrespective of the term or terms already served by them as Office Bearers to stand for election in that year to:
- (i) the position of Chair, for a term of two (2) years; or
 - (ii) the position of Deputy Chair, for a term of two (2) years; or
 - (iii) one of two (2) positions as an Office Bearer for a term of two (2) years; or
 - (iv) one of three (3) positions as an Office Bearer for a term of one (1) year.
- (e) At the time of the declaration of the result of the first College National Committee elections held after the College National Committee elections referred to in subparagraph (b), (being 2011 for those Colleges referred to in subparagraph 16.20(b)(i) and 2012 for those Colleges referred to in subparagraph 16.20(b)(ii)), three (3) Office Bearers shall be elected to the College National Committee. The Office Bearers elected at that time will hold office for a term of two (2) years.
- (f) Thereafter the provisions of sub-rules 16.1 – 16.6 shall apply.

These transition provisions shall expire and be removed from the Generic Rules on 30 December 2012.

17. FORMING STATE SECTIONS

- 17.1 A Section may be formed with the support of five (5) or more persons holding a grade of Member, Academic Member or Associate Members of a College from one (1) State who apply to the National Committee in writing for approval to form the Section.
- 17.2 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.
- 17.3 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.
- 17.4 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.

- 17.5 To ensure participation by all States, and subject to approval by the College National Committee, nothing in this rule 17 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

- 17.6 The following rules shall apply to Section Committees:
- (a) Section Committees are comprised of:
 - (i) Three (3) elected executive positions: Chair (Section Representative), Treasurer and Secretary. There may also be a fourth executive position of Deputy Chair (or immediate past Chair). Executive members must hold the grade of Member or Academic Member of the College.
 - (ii) A Section Committee may appoint and/or co-opt up to three (3) additional Section Committee members from the members of the Section.
 - (b) State Section executive committee members are elected at the State Section annual general meeting (AGM) for terms of two (2) years and may serve a maximum of four (4) consecutive years on a Section Committee.
 - (c) A call for Section Committee nominations shall be made not less than twenty-one (21) days prior to the date of the Section AGM.
 - (d) Elections will be held by secret ballot conducted at the Section AGM. The method of counting votes will be the optional preferential voting method.
 - (e) In the event of a casual vacancy occurring between AGMs, the remaining Section Committee, or the National College Committee may appoint a replacement for the retiring member until the next Section AGM.

Meetings of State Sections

- 17.7 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 annual general meeting of the Section.
- 17.8 Section members will be given a minimum of twenty-one (21) days notice of a Section AGM. Notice may be given via email, *InPsych* or State Newsletter.
- 17.9 The quorum for a meeting of a Section will be four (4) members including at least two (2) executive members of that Section, personally present and entitled to vote at the meeting. No business will be transacted at a meeting unless a quorum is present.
- 17.10 The Section Chair will cause minutes of meetings of that Section to be kept and will also cause a copy of such minutes to be forwarded to the Secretary of the National Committee.
- 17.11 Each Section will furnish an annual report of its activities to its section annual general meeting and to the National Committee.

Disbanding a State Section

- 17.12 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.
- 17.13 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.

- 17.14 If membership of a Section falls below ten (10) members, a meeting of the National Committee will consider whether the Section should be disbanded.

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 The Editor of a College's publications will be responsible for its publications, in consultation with the 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.

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 As Colleges are not legal entities formal contracts cannot be signed by persons holding any grade of membership of a College and must be forwarded to National Office for consideration.
- 19.3 All media releases made by Colleges must be ratified by the Executive Director and such other person appointed by the Board.
- 19.4 All submissions must be ratified by the Board, or if time does not allow, by the President and the Executive Director.

20. FINANCE

- 20.1 A College will 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.
- 20.2 The administration of College finances will be conducted through the National Office.

21. REPORTS

- 21.1 A College must as soon as possible and preferably within two (2) weeks of the end of the financial year submit an Annual Report of their activities to the Board.
- 21.2 A College from time to time may be required to present further reports as requested by the Board.

22. AWARDS OF DISTINCTION

- 22.1 The Board may grant an Award of Distinction (Award) to College members who satisfy the eligibility criteria approved by the Board from time to time for conferral of the Award.
- 22.2 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.

23. DISSOLUTION

- 23.1 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.
- 23.2 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.
- 23.3 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. A suspended College will be required to liaise with the Executive Director in order to determine whether it is likely that it will subsequently become viable and to formulate a developmental plan to achieve this objective, or should be dissolved. If it is determined that the College will be unlikely to become viable, then the Board may resolve to disband the College.