



# **Generic Rules for Branches**

**September 2008**

THE AUSTRALIAN PSYCHOLOGICAL SOCIETY LIMITED ABN 23 000 543 788



**GENERIC RULES FOR BRANCHES**  
**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") and will be subject to the provisions of the Constitution.

1.2 Unless the context otherwise indicates or requires:

- (a) all words and terms contained in these Generic Rules and defined in the said Constitution will have the same meaning as in the Constitution; and
- (b) these Generic Rules will be 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:

**"APS Branch Manual"** means the manual of the Society setting out procedures for Branches and Regional Groups;

**"Branch"** means a Constituent Unit established pursuant to Rules 3, 4 and 5, to further requirements of Members of the Society for regional services;

**"Member Forum"** means the group convened by the Board in relation to regional operations comprising the Branch chairs or their nominees;

**"Members of the Branch"** means those Members of the Society with the postal code of their preferred mailing address within the defined geographic area of the Branch;

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

**"Office Bearer"** means an office bearer of a Branch elected in accordance with Rule 8.1;

**"Rules for Branches"** means the Generic Rules relating to Branches made in accordance with the Constitution and as amended from time to time.

1.4 Alterations and additions to the Rules for Branches may only be made by the Society in general meeting.

1.5 A copy of the Rules for Branches (and all alterations and/or additions to them) will be made available on request to each Branch member.

**2. ROLE**

A Branch assists the Society to meet its mission and objectives by servicing the needs of members within a defined geographic area.

**3. PURPOSE AND OBJECTS**

3.1 A Branch has three (3) primary objectives:

- (a) To further the objectives of The Australian Psychological Society Limited at the Regional level;
- (b) To further the interests or special needs of Members of the Branch as Members of the Society by fulfilling the functions of a Branch as specified in Rule 4;
- (c) To represent any special needs of Members of the Branch to the Society.

#### 4. **FUNCTIONS OF A BRANCH**

- 4.1 The functions of a Branch reflect its role and purpose of servicing the needs of Members of the Society within a defined geographic area. The general functions of a Branch are:
- (a) To support and promote the profession of Psychology and Members of the Society at the regional level.
  - (b) To promote membership of the Society at the regional level.
  - (c) To assist and co-ordinate professional development activities at the regional level.

#### 5. **PROCEDURES FOR FORMATION**

- 5.1 A proposal to establish a Branch, containing such information and details as are necessary to demonstrate the manner in which the criteria in Rule 6 will be met, will be presented to the Board who will consult with the Member Forum. If the proposal is supported, it will be forwarded to the Board of Directors. If the proposal is not supported, the proposer may appeal to the Board of Directors.
- 5.2 The Board will consider the proposal in accordance with the criteria in Rule 6 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 pursuant to clause **Error! Reference source not found.**
- 5.3 Following establishment of a Branch, all members of the Society who reside within the boundaries of the Branch will be invited to attend its inaugural meeting where Office Bearers will be elected. The Board will nominate a person to chair the inaugural Branch meeting until the Branch Chairperson has been elected. Once all Office Bearers have been elected, the Branch will be formally established as a Branch and will be recognised as such by the Society.

#### 6. **CRITERIA FOR FORMATION**

- 6.1 The Board may recommend the formation of a Branch to any annual general meeting when, in the opinion of the Board, the following conditions have been met:

(a) **Location**

In the Board's opinion, it is in the best interests of the Society and the Members in the area of the proposed Branch that the branch be established, having regard to the provision of Member benefits and services. The Branch must be identified as a geographical area defined by postcodes falling exclusively within that area, such that the geographical boundaries of the Branch will be formed by the boundaries of perimeter postcodes.

(b) **Name**

The name of a proposed Branch will be "The APS <INSERT LOCATION> Branch"

(c) **Members**

At least ten (10) Members provide written confirmation of intended membership of the Branch.

(d) **Membership**

- (i) Grades of membership of the Branch will be governed by and be in accordance with the Constitution of the Society.
- (ii) The Members of a Branch will be Members of the Society whose postal code for their preferred mailing address is within the geographic boundaries of the Branch.
- (iii) In the case of Members of the Society resident outside of Australia, the last Australian address listed in the Register of Members will determine Branch Membership.
- (iv) A Member of the Society has the right to appeal to the Executive Director if the member wishes to belong to another Branch.
- (v) All Members of the Society will in relation to the Branch have the same rights and be subject to the same restrictions as they have and are subject to in relation to the Society.

**7. ORGANISATION**

7.1 A Branch will establish:

- (a) A Branch Committee; and
- (b) Such sub-committees and working parties as are considered necessary or desirable for fulfilling the purposes of a Branch.

**8. COMMITTEE AND OFFICERS**

8.1 The Branch Committee will be constituted as follows:

- (a) Chairperson;
- (b) Secretary;
- (c) Treasurer; and
- (d) If the Branch Committee so determines, a Deputy Chairperson, elected by the Branch Committee from among their number; and
- (e) Not fewer than three and not more than eight elected Branch Committee members.
- (f) The Chairperson must hold the membership grade of Honorary Fellow, Fellow or Member. Only Elected Members of the Society may hold other Office Bearer positions on a Branch Committee. Associate Members may only hold Officer Bearer positions if they hold current, full and unconditional registration as a psychologist with a registration board in Australia.
- (g) The exact number and composition of representation of Constituent Units other than Branches on the Branch Committee will be determined by members each year at the Branch's annual general meeting. It is desirable for Branch Committees to co-opt at least one student representative onto the Committee. In

regions where there are active Colleges and/or Interest Groups it would be desirable for these units to be represented on the Branch Committee.

- 8.2 The Branch Committee may, subject to Rule 8.3, determine the period for which the Deputy Chairperson is to hold office.
- 8.3 The term of Office for Office Bearers and Branch Committee members will be two years.
- 8.4 Elections for Office Bearers and Branch Committee members will be held every two years at the annual general meeting of the Branch.
- 8.5 The Branch Committee will have the power to co-opt members to fill any unfilled or casual vacancy until the next annual general meeting of the Branch.
- 8.6 Any co-opted member on the Branch Committee will have the same rights and responsibilities as elected Branch Committee members. However only co-opted members who are Elected Members of the Society will have voting rights on the Branch Committee.
- 8.7 All Office Bearers will retire biennially at the Branch's annual general meeting but will each be eligible for re-election to the same position for up to two consecutive terms.
- 8.8 In addition to the circumstances specified in the Constitution, the office of a member of the Branch Committee will become vacant if such a member of the Branch Committee:
  - (a) resigns his or her office by notice in writing to the Secretary;
  - (b) is absent for more than six (6) months from meetings of the Branch Committee held during that period without permission of the Branch Committee; or
  - (c) ceases to be a Member of the Society whose name appears on the Register of Members.

## **9. NOMINATION AND ELECTION PROCEDURES**

- 9.1 The call for nominations and the conduct of election of Office Bearers and Branch Committee members will be in accordance with the procedures set out in the APS Branch Manual.

## **10. MEETINGS OF A BRANCH**

- 10.1 The Branch Committee is to hold a minimum of six (6) meetings throughout the year with a maximum of a two month interval between meetings to conduct the business of the Branch.
- 10.2 The quorum of a Branch Committee meeting will be four (4) Committee members.
- 10.3 A Branch is to hold a minimum of three general meetings of Members of a Branch each year.
- 10.4 One of these general meetings of Members of a Branch is to be the Branch's annual general meeting which will be held not more than fifteen months after the preceding annual general meeting and will whenever possible be held during the period between October and December each calendar year.
- 10.5 The Branch Committee may call general meetings at such time and at such place as it deems expedient.
- 10.6 In Branches where there are more than twenty (20) members a minimum of ten (10) Members of a Branch can request a general meeting of Members of a Branch, however if there are fewer than twenty (20) members in a Branch a minimum of six (6) Members of a Branch can request a general meeting of a Branch. The request for a general meeting

must be in writing and specify the reasons for the request as well as the business to be conducted at the meeting. The general meeting must be held within one month after the request is received by the Secretary.

10.7 The giving of notices for such a meeting and the method of conduct of such meeting will be in accordance with the procedures set out in the APS Branch Manual.

10.8 In Branches where there are more than twenty (20) members a quorum at any general meeting will be ten (10) members and in Branches where there are less than twenty (20) members a quorum at any general meeting will be six (6) members.

## 11. **BRANCH PUBLICATIONS**

11.1 A Branch may publish for its members a newsletter, after approval by the Board of the initial publication of that newsletter.

11.2 The Chairperson of a Branch will be responsible for its publications, in consultation with the other Office Bearers.

## 12. **ACTIVITIES**

12.1 A Branch will acknowledge its status as a unit of the Society in all materials, with inclusion of the Society logo, name and ABN number, unless a special case has been made to the Board.

12.2 All media releases made by a Branch must be ratified prior to release by the Executive Director and such other person appointed by the Board.

12.3 All submissions must be ratified by the Board or if time does not allow, by the Executive Director in consultation with the President of the Society.

## 13. **POWERS, DUTIES AND PROCEEDINGS OF THE BRANCH COMMITTEE**

13.1 The Branch will be subject to any directions of the Board of Directors. The property and affairs of the Branch will be directed and managed by the Branch Committee and such Committee will manage the affairs of the Branch in so far as practicable in the same manner in relation to the Branch as the Board of Directors is required to do in relation to the Society as a whole.

13.2 The Branch Secretary at the request of the Chairperson or of any three members of the Branch Committee will at any time summon a meeting of the Branch Committee by giving at least seven days' notice to all members of the Committee.

13.3 An extraordinary or emergency meeting of the Committee may be convened on less than seven day's notice with the approval of the Branch Chairperson provided that at least two-thirds of the Committee have been personally notified of the convening of such meeting stating the nature of business to be discussed and reasonable efforts have been made to notify the remaining members as aforesaid.

## 14. **FINANCE**

14.1 A Branch will receive an annual allocation of funds which will reflect the number of members within the Branch as well as the expected functions for the Branch.

14.2 The administration of Branch finances will be conducted through the National Office.

## 15. **REPORTS**

15.1 A Branch 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. A Branch from time to time may be required to present further reports as requested by the Board.

16. **DISSOLUTION**

- 16.1 If at any time it is desired to abolish a Branch or to suspend the functions of a Branch, then a request in writing by the current Chair of the Branch must be made to the Executive Director.
- 16.2 Once received, the Executive Director will notify all Branch members that a request has been received and call a general meeting of the Branch. A motion for dissolution or suspension will be placed before that meeting.
- 16.3 If moved, this motion will be referred to the Board for their ratification. The motion, once ratified will take effect immediately.
- 16.4 Should the Board notify the Branch 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 a meeting will be final.
- 16.5 Any Branch which does not maintain an adequate level of functioning and a minimum activity level over a twelve (12) month period, in accordance within the various provisions of the Rules for Branches will be suspended by the Board. A suspended Branch 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 whether it should be dissolved if it is determined that the Branch will be unlikely to become viable. A resolution that it be dissolved may be forwarded by the Executive Director for the consideration of the Board of Directors.