



# **Generic Rules for Interest Groups**

**September 2008**

THE AUSTRALIAN PSYCHOLOGICAL SOCIETY LIMITED ABN 23 000 543 788



**GENERIC RULES FOR INTEREST GROUPS**  
**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 Interest Group Manual"** means the manual of the Society setting out procedures for Interest Groups;

**"Convener"** means the convener of the National Committee appointed in accordance with Rule 8;

**"Interest Group"** means a Constituent Unit established pursuant to Rules 3, 4 and 5, to support Members of the Society pursuant of a special interest;

**"Member Forum"** means the group convened by the Board in relation to Interest Group issues;

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

**"National Committee"** means the national committee of an Interest Group constituted in accordance with Rule 7;

**"Office Bearer"** means an office bearer of an Interest Group elected in accordance with Rule 8;

**"Rules for Interest Groups"** means the Generic Rules relating to Interest Groups made in accordance with the Constitution and as amended from time to time;

**"Secretary"** means the secretary of the National Committee elected in accordance with Rule 8;

**"State"** means a State or Territory of the Commonwealth of Australia;

**"Treasurer"** means the treasurer of the National Committee appointed in accordance with Rule 8.

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

1.5 A copy of the Rules for Interest Groups (and all alterations and/or additions to them) will be sent to each Convener of an Interest Group and will be available upon request to any member.

## 2. **ROLE**

2.1 An Interest Group is concerned with a special interest in emerging areas of professional practice, particular content areas, social issues or groups.

## 3. **PURPOSE AND OBJECTS**

3.1 An Interest Group has four (4) primary objectives:

- (a) to implement the mission statement of the Society as it applies to an Interest Group;
- (b) to support coalitions of members in pursuit of special interests within the Society;
- (c) to aid in forming and maintaining liaison among them;
- (d) to provide advice to the Society as needed on issues related to the Interest Group's area of interest.

## 4. **PROCEDURES FOR FORMATION**

4.1 A proposal to establish an Interest Group, 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 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.

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 pursuant to clause **Error! Reference source not found.**

4.3 Following the establishment of an Interest Group, the Executive Director or nominee will arrange for the election of Office Bearers for the Interest Group. Once all Office Bearers have been elected, the Interest Group will be formally established as an Interest Group and will be recognised as such by the Society.

4.4 In the year following the annual general meeting at which an Interest Group is established, the Interest Group may forward a draft set of Specific Rules relating to the proposed Interest Group to the Executive Director for endorsement by the Member Forum and then for approval by the Board if the proposed Specific Rules are, in the opinion of the Board, substantially the same as the Rules for Interest Groups.

## 5. **CRITERIA FOR FORMATION**

5.1 The Board may recommend the formation of an Interest Group, to an annual general meeting when, in the opinion of the Board, the following conditions have been met:

- (a) **Area**
  - (i) The area of interest is of more than local concern, and not subsumed under any existing Constituent Unit of the Society.
  - (ii) The area of interest and the specific aims and objectives of the proposed Interest Group are deemed by the Board to be appropriate for the Society, with this decision to be made on a case-by-case basis.

- (iii) The group should either be, or clearly have the potential to become, a nationally based group.

(b) **Name**

- (i) The name of a proposed Interest Group will be "The APS Interest Group on <INSERT SPECIALIST AREA>". The name should not imply exclusion of any members, and should include the word "Psychology" in its title.

(c) **Members**

- (i) The proposal is accompanied by the signatures of not less than twenty (20) Honorary Fellows, Fellows, or Members, of the Society, from more than one State, indicating intended membership of the Interest Group.

(d) **Membership**

- (i) Membership of the proposed Interest Group is open to all Members of the Society;
- (ii) Interest Groups can opt to have subscribers who are not Members of the Society whose costs are covered by an annual subscription and who have no voting or office bearing rights.
- (iii) Membership records for Society members of Interest Groups are maintained by the National Office.
- (iv) It is the Interest Group's responsibility to maintain lists of non-Society subscribers.

**6. RESIGNATION**

- 6.1 Any Interest Group member may resign from an Interest Group by lodging at the National Office a signed statement to that effect. The resignation will be recorded and forwarded to the Interest Group Convener.

**7. ORGANISATION**

- 7.1 An Interest Group will establish:

- (a) a National Committee which will conduct the business of an Interest Group;
- (b) State groups, where applicable, consisting of ten (10) or more Interest Group members who are Members of the Society within one (1) State;
- (c) such sub-committees and working groups as are considered necessary or desirable for fulfilling the purposes of an Interest Group.

**8. COMMITTEE AND OFFICERS**

- 8.1 (a) The National Committee will comprise a Convener, Secretary, Treasurer, up to six (6) Committee members elected by the membership of the Interest Group, and up to three (3) additional members of the Interest Group whom members of the National Committee may see fit to co-opt.
- (b) Where State Groups exist, State Committees will comprise a Coordinator, Secretary, Treasurer, up to six (6) Committee members elected by membership of the Interest Group in that State, and up to three (3) additional members of the Interest Group in that State whom members of the State Committee may see fit to co-opt.

- (c) The Secretary, Treasurer and Committee members of the National Committee may also be Office-Bearers in State Groups.
- 8.2 The Office Bearers will be elected for a two (2) year term, by ballot, by Interest Group members.
- 8.3 Nomination and election of the National Committee will be as laid down in Rule 9.
- 8.4 The National Committee will cause minutes to be kept of its meetings.
- 8.5 Meetings of the National Committee of an Interest Group will be called by the Convener or, in the absence of the Convener, by the Secretary, as and when necessary, but not less than three (3) times in each twelve (12) months.
- 8.6 In addition to the circumstances specified in the Constitution, the office of a member of the National Committee will become vacant if such a member of the National 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 National Committee held during that period without permission of the National Committee; or
  - (c) ceases to be a Member Entitled to Hold Office;

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

- 9.1 The call for nominations and the conduct of elections for office bearers and committee members will be in accordance with the procedures set out in the APS Interest Group Manual.

## 10. **STATE GROUPS**

- 10.1 A State Group may be formed with the support of ten (10) members of an Interest Group from one State of the Society who apply to the National Committee in writing for approval to form the State Group.
- 10.2 If approved by the National Committee, notice of the formation of a State Group will be given to all Interest Group members who are also members in the particular State of the Society and such members will be invited by the National Committee to join the State Group.
- 10.3 If approval for the formation of a State Group has been given by the National Committee, notice of the first meeting of that State Group will be given to all Interest Group members who have indicated their intention to become members of that State Group. The first meeting of a State Group will nominate, elect and appoint a State Group Committee.
- 10.4 If membership of a State Group falls below ten (10) members, a meeting of the National Committee will consider whether the State Group should be abolished.

## 11. **MEETINGS OF AN INTEREST GROUP**

- 11.1 An Interest Group may hold meetings, public meetings, seminars, courses and conferences.
- 11.2 The admission of non-members of the Interest Group to activities will be at the discretion of the National Committee or at the discretion of State Group Committee for meetings in that State.

## **12. INTEREST GROUP PUBLICATIONS**

- 12.1 An Interest Group may publish a newsletter, after approval by the Board of the initial publication of that newsletter.
- 12.2 The Convener of an Interest Group will be responsible for its publications, in consultation with the other Office Bearers.

## **13. ACTIVITIES**

- 13.1 Each Interest Group should acknowledge its status as a unit of the Society in all materials, with inclusion of the Society's logo, name and ABN number.
- 13.2 All media releases made by Interest Groups must be approved by the Executive Director and such other person appointed by the Board prior to release.
- 13.3 All submissions must be ratified by the Board of Directors, or if time does not allow, by the Executive Director and such other person appointed by the Board.

## **14. FINANCE**

- 14.1 An Interest Group will receive an annual allocation of funds which will reflect the number of members within the Interest Group as well as the expected functions for the Interest Group.
- 14.2 The administration of Interest Group finances will be conducted through the National Office.

## **15. REPORTS**

- 15.1 An Interest Group 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.
- 15.2 An Interest Group 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 an Interest Group, to sub-divide an Interest Group or to amalgamate an Interest Group with one (1) or more Interest Groups, meetings of the Interest Group or Interest Groups concerned will be called for the purpose of considering a resolution to (as applicable) abolish, sub-divide or amalgamate an Interest Group or Interest Groups.
- 16.2 Resolutions to abolish, subdivide or amalgamate an Interest Group passed at such meetings will be reported by the Secretary of the Interest Group concerned to the next meeting of the Member Forum and, if approved by that body, will be referred to the next meeting of the Board for ratification. The resolutions thus ratified will take effect immediately. Should the Board notify the Interest Group 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.
- 16.3 Any Interest Group which does not maintain an adequate level of functioning and a minimum activity level over a twelve (12) month period, in accordance with in the various provisions of the Rules for Interest Groups, will be suspended by the Board. A suspended Interest Group 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 Interest Group will be unlikely to become viable, then a resolution that it be dissolved may be forwarded by the Executive Director to the Board of Directors.