

# THE PSYCHOLOGICAL SOCIETY OF IRELAND

## RULES OF THE DIVISION OF CLINICAL PSYCHOLOGY (2003)

### 1.0 Name of the Division

1.1 The name of the Division is the Division of Clinical Psychology, hereinafter referred to as the Division.

### 2.0 Aims

2.1 The aims of the Division are

- (a) To promote the development of Clinical Psychology as a profession and as a science; and
- (b) To encourage and facilitate the attainment of high standards of professional competence and behaviour in clinical psychology.

### 3.0 Full Membership

3.1 Membership of the Division is only open to currently paid up members of the Psychological Society of Ireland hereinafter referred to as the society.

3.2 An applicant for membership of the Clinical Division must in addition fulfil one of the following criteria

- (a) Hold a postgraduate professional qualification in clinical psychology recognised by the society
- (b) Have completed a minimum of 2 years in-service training as a Clinical Psychologist prior to 1987 in accordance with the grandfather clause contained in the Society's 1999 Guidelines for the Employment of Psychologists in the Health Services.
- (c) Hold a Statement of Equivalence in Clinical Psychology recognised by the Society

3.2 Application for membership of the Clinical Division is made to the Division Committee

3.3 A copy of post graduate qualification in Clinical Psychology and/or copy of Statement of Equivalence in Clinical Psychology issued by Department of Health and Children will be required before membership can be ratified

3.4 An application for membership shall be signed by two currently paid up members of the Division who may be required to attest to the applicant's suitability for Division Membership.

- 3.5 The Division shall elect to membership of the Division such applicants as it deems eligible and suitable.
- 3.6 The Secretary shall inform the Honorary Secretary of the Society of the names of those elected to membership of the Division.
- 3.7 The Membership Secretary shall inform the applicant of the result of his/her application.
- 3.8 When an application for membership of the Division has been refused the applicant may appeal to the Council of the Society against the decision within three months. It will be the duty of the Membership Secretary to inform an applicant of this right.
- 3.10 When an applicant exercises the right of appeal to Council, the decision of Council will be final.

#### **4.0 Affiliate Membership**

- 4.1 The Division may admit to Affiliate Membership of the Division, graduate members of the Society who fulfil one of the following conditions
- (a) A psychologist in clinical training currently enrolled on a postgraduate training programme in Clinical Psychology (as recognised by the Society)
  - (b) A clinical psychologist (who completed their training outside Ireland) and who is awaiting processing of a Statement of Equivalence
  - (c) A graduate member of the society studying for a higher degree in Psychology based on research in the area of Clinical Psychology
  - (d) A graduate member of the society working as an Assistant Psychologist under the supervision of a Senior Clinical Psychologist
  - (e) A graduate member of the society employed in a clinical area after 1987 who does not hold a recognised qualification in Clinical Psychology
- 4.2 Application for Affiliate Membership shall be made to the Division Committee
- 4.3 An application for Affiliate Membership shall be signed by two paid up members of the Division.
- 4.4 Affiliate Membership becomes null and void once an applicant is eligible for Full Membership. Applicants should apply with relevant documentation.
- 4.5 Affiliate Members may attend all scientific meetings of the Division and such other meetings as the Division Committee may from time to time decide.

4.6 Affiliate Members take no part in the governing of the Division and so are not entitled to hold office or vote

## **5.0 Membership**

5.1 Members and Affiliate Members shall pay such subscription as may be prescribed from time to time by the Division and approved by the Council. They shall cease to a member or affiliate member if their subscription is six months overdue. The Division Treasurer shall draw to the attention of the member or affiliate member whose subscription is four months overdue, but his/her failure to do so shall not nullify the effect of this Article.

5.2 The Division's subscription year shall correspond to the Society's year.

5.3 Admission to membership or affiliate membership becomes effective only on receipt by the committee of the appropriate fee and necessary documentation.

5.4 The Division shall keep a register of all members and affiliate members

## **6.0 Meetings of the Division**

6.1 The Division may hold scientific meetings, Courses and Conferences for members.

6.2 The Committee shall be empowered to decide whether a Scientific Meeting, Courses or Conference shall be open to non-members of the Division.

6.3 The Annual General Meeting of the Division shall be held after the end of the Society's year but on a date not later than six weeks prior to the Society's Annual General Meeting.

6.4 The following business shall be transacted at the Division's Annual General meeting:

(a) Consideration of the Annual Report of the Committee on the activities of the Division. This report shall include a record of attendance of Officers and Ordinary Members of the Committee at Committee Meetings held since the last Division Annual General meeting.

(b) Consideration of the Division Treasurer's annual financial report.

(c) The election of Officers and Ordinary Committee members.

6.5 The Division Secretary shall give the members six weeks notice of the time and place of the Annual General Meeting.

6.6 Resolutions and requests for matters to be put on the Agenda shall be received by the Division Secretary not later than one calendar month before the meeting.

- 6.7 The Division Secretary shall give the members two weeks notice of the resolutions and other matters to be put before the meeting.
- 6.8 A Division General Meeting may be summoned by the Committee at any time, or at the request in writing to the Division Secretary of not less than ten members (or one fifth of members, whichever is the greater).
- 6.9 The Division Secretary shall give the members two weeks notice of the time and place of the meeting and of the business to be transacted thereat.
- 6.10 Only members of the Division shall be entitled to receive notice and vote at General Meetings of the Division.
- 6.11 The quorum necessary for the transaction of business at any Division General meeting shall be ten members (or one fifth of members, whichever is greater) personally present and no business shall be transacted at any such meeting unless a quorum be present.
- 6.12 Voting on business, other than the election of Officers and Ordinary members of the Committee shall be in person only.
- 6.13 General Meetings of the Division shall be subject to the procedures laid down for General Meetings of the Society in its Constitution with the exception of those procedures specified by these rules.

7.0 **The Committee**

- 7.1 The business and management of the affairs of the Division shall be conducted by a Committee consisting of Chairperson, a Division Secretary, a Division Treasurer, a Division Membership Secretary, a Division Public Relations Officer, an Event Organiser, a Communication Officer and two ordinary members. In addition, the Committee may co-opt one member of the Division. The Committees of other Divisions of the Society shall each be invited to appoint a representative, of observer status, on the Division Committee. Each year an affiliate member who is currently on a clinical psychology training course (as recognised by the Society) shall be invited to be a trainee representative on the committee. The trainee representative, as an affiliate member, shall be unable to hold office or vote at Division meetings.
- 7.2 The Chairperson shall retire from office at the conclusion of the Division Annual General meeting following his/her appointment, and shall be a Committee Member for the following year. All other Committee members shall retire from the Committee at the conclusion of the Division Annual General meeting following their appointment. All Committee Members shall, however, be eligible for re-election except that,

- (a) The Chairperson shall not be re-elected on more than two consecutive years. Following a lapse of two years that same individual becomes eligible for re-election as Chairperson.
  - (b) The Division Secretary and Division Treasurer shall not be re-elected to those offices more than four consecutive years. Following a lapse of two years these individuals shall be eligible for re-election as Secretary Treasurer respectively.
- 7.3 Any two or more members of the Division may nominate candidates for election or re-election as Officers or Ordinary members of the Committee by depositing the names of such candidates in writing, together with the written consent of the nominees to accept office, if elected, at the office of the Society or with the Division Secretary not later than one calendar month before the date of the Division Annual General meeting. The Division Secretary shall notify members of the Division of the last date for the receipt of nominations.
- 7.4 All nominations shall be circulated to members of the Division not less than two weeks before the Division General meeting.
- 7.5 Election of Officers and Ordinary Members of the Committee is by secret ballot in person at the Annual General Meeting or through postal vote.
- 7.6 In electing officers each member voting may vote for one candidate for each position. Each member may vote for at most three candidates for the vacant positions of Ordinary Committee Member.
- 7.7 Each election for Officers shall be decided by simple majority of the votes cast in that election. Electing for Ordinary Committee Members shall be decided on a "first past the post" basis. In either case in the event of a tie the election shall be determined by lot.
- 8.0 **Meetings of the Division Committee**
- 8.1 The Committee shall meet at least four times a year. All members of the Committee shall receive at least seven days notice of a meeting of the Committee.
- 8.2 Three Committee Members present (including at least one Ordinary Committee Member) shall constitute a quorum for the transaction of business.
- 8.3 The Committee may co-opt members to fill vacancies on the Committee, but where the number of members on the Committee falls below four, the continuing members shall convene a General Meeting of the Division for the purpose of filling the vacancies.
- 8.4 The Committee shall have power to set up regional groups of members and affiliates of the Division and to appoint sub-committees or working parties with special terms of reference. Such regional groups, sub-committees and working

parties shall report to the Committee annually and/or when they have fulfilled their terms of reference.

9.0 **Alterations or additions to the Rules**

- 9.1 Alterations or additions to the Rules of the Division must be approved by the members at a General Meeting of the Division properly convened and held and be subsequently approved by Council.
- 9.2 The Division Secretary shall send the Rules to each new member of the Division and shall notify all Division members of any alterations or additions to the Rules.