

# Psychological Society of Ireland

## Division of Counselling Psychology (DCoP)

### Rules

#### 1. NAME OF THE DIVISION

The name of the Division is the Division of Counselling Psychology, hereafter referred to as the Division.

#### 2. AIMS

- 2.1 To promote the development of Counselling Psychology as a legitimate body of psychological knowledge and as a professional field of psychological activity.
- 2.2 To encourage scientific research in counselling psychology and to promote the dissemination of existing knowledge.
- 2.3 To promote and maintain high ethical and professional standards among counselling psychologists.
- 2.4 To develop public awareness of the nature, aims and practical applications of counselling psychology.
- 2.5 To work closely with the Psychological Society of Ireland, hereinafter referred to as the Society, in pursuit of these aims and, where appropriate, to collaborate with external agencies and organisations.
- 2.6 To liaise with relevant bodies at National, European Union and International level in the promotion of the profession of Counselling Psychology.

#### 3. MEMBERSHIP

- 3.1 Membership of the Division is open only to members of the Society. There are two categories of membership of the Division; these are as follows:

##### 3.2 Full Membership

An applicant for full membership must fulfil one of the following conditions:

- (a) Hold a postgraduate professional qualification in Counselling Psychology recognised by the Council of the Society;
- Or**
- (b) Have such training and/or experience as may be regarded by the Division Committee as equivalent to 3.2 (a) above;
- And**
- (c) On completion of formal training have gained an additional 400 hours of supervised client contact at a ratio of one hour supervision to eight hours client contact (i.e. 1:8 ratio, supervised by suitably qualified personnel).

- 3.3 Application for membership of the Division is made to the Division Committee.

- 3.4 An application for membership of the Division shall be signed by two members of the Division who may be required to attest to the applicant's suitability for Division membership.
- 3.5 The Division Committee shall elect to membership of the Division such applicants as it deems eligible and suitable.
- 3.6 The Division Secretary shall notify the Honorary Secretary of the Society of the names of those elected to membership of the Division.
- 3.7 The Division Secretary shall inform the applicant of the result of her/his application.
- 3.8 When an application for membership of the Division has been refused the applicant may appeal to the Council against the decision within three months. It will be the duty of the Division Secretary to inform an applicant of this right.
- 3.9 When an applicant exercises the right of appeal to Council, the decision of Council will be final.

### **3.10 Affiliate Membership**

- 3.11 Affiliate membership of the Division is open to graduate members or other subscribers of the Society who fulfil one of the following conditions:
- (a) be a student on a postgraduate professional training course in Counselling Psychology recognised by the Council of the Society; or
  - (b) be a student on a postgraduate professional training course in Counselling Psychology as may be regarded by the Division Committee as equivalent to 3.11 (a) above.
  - (c) be working in an area of counselling psychology recognised for this purpose by the Division Committee; or
  - (d) be engaged in an area of work related to counselling psychology recognised for this purpose by the Division Committee.
- 3.12 Application for Affiliate membership shall be made to the Division Committee.
- 3.13 Affiliates of the Division are not entitled to hold office or to vote.
- 3.14 The Division Secretary shall keep a register of full members and affiliates.
- 3.15 Conversion Clause
- 3.16 Former Members of the Counselling Psychology Group fulfilling the requirements listed in 3.11 above shall all become Affiliates of the Division, except for those fulfilling the requirements listed in 3.2 (a), (b) or (c) above who shall become members of the Division.

## **4. SUBSCRIPTIONS**

- 4.1 Members and Affiliates shall pay such subscription as may be prescribed from time to time by the Division and approved by the Council. They shall cease to be a member or affiliate if their subscription is three months overdue. If membership subscription is one year overdue, members will have to reapply and meet the current criteria for full membership.
- 4.2 The Division's subscription year shall correspond to the Society's year.

## **5. MEETINGS OF THE DIVISION**

- 5.1 In addition to scientific meetings, ordinary meetings, workshops and conferences which the Division may organise from time to time, the Division shall hold an Annual General Meeting.
- 5.2 The Annual General Meeting of the Division shall take place not later than six weeks prior to the Annual General Meeting of the Society.
- 5.3 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 Committee Members.
- 5.4 The Division Secretary shall give the members six weeks notice of the time and place of the Annual General Meeting.
- 5.5 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.
- 5.6 The Division Secretary shall give the members two weeks notice of the resolutions and other matters to be put before the meeting.
- 5.7 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, which ever is greater).
- 5.8 The Division Secretary shall give the members two weeks notice of the meeting and of the business to be transacted there at.
- 5.9 Only members of the Division shall be entitled to receive notice and vote at General Meetings of the Division.
- 5.10 The quorum necessary for the transaction of business at any Division General Meeting shall be ten members (or one fifth of members, which ever is greater) personally present and no business shall be transacted at any such meeting unless a quorum be present.
- 5.11 Voting on business, other than the election of Officers and Ordinary Members of the Committee, shall be in person only.
- 5.12 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.

## **6. THE COMMITTEE**

- 6.1 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 and three ordinary Members. In addition the Committee may co-opt up to three members of the Division. The Duties of the Division Secretary may be shared between a Membership Secretary, a Minutes Secretary, and a Correspondence Secretary.

- 6.2 Each year the Council of the Society shall appoint a representative to the committee, who if not a member of the Division Committee, shall have observer status.
- 6.3 The Committees of other Divisions of the Society may each be invited to appoint a representative, of observer status, on the Division Committee.
- 6.4 The Chairperson shall retire from office at the conclusion the Division Annual General Meeting following her/his 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 the same individual becomes eligible for re-election as Chairperson.
  - (b) The Division Secretary and Division Treasurer shall not be re-elected to these offices more than four consecutive years. Following a lapse of two years these individuals shall be eligible for re-election as Secretary and Treasurer respectively.
- 6.5 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.
- 6.6 All nominations shall be circulated to members of the Division not less than two weeks before the Division Annual General Meeting.
- 6.7 Election of Committee Members shall be by secret ballot, personal or postal, at the Annual General Meeting. The election shall be decided by a simple majority of the votes cast on a first past the post basis. In the event of a tie, the election shall be determined by lot.
- 6.8 The election of Officers shall be conducted by the Committee itself at the first Committee meeting following the Annual General Meeting. The election of Officers shall be decided by a simple majority of the votes cast on a first past the post basis. In the event of a tie the election shall be determined by lot.
- 6.9 In the event of insufficient nominations or no nominations being received from persons outside the existing committee, no election need occur and the existing committee shall elect its officers in accordance with the rules outlined in 6.4. In the event of a tie the election shall be determined by lot.

## **7. MEETINGS OF THE DIVISION COMMITTEE**

- 7.1 The Committee shall meet at least six times a year. All members of the Committee shall receive at least seven days notice of a meeting of the Committee.
- 7.2 Three Committee Members present shall constitute a quorum for the transaction of business.
- 7.3 The Committee shall have the power to set up and dissolve sections, regional groups, sub-committees or working parties with special terms of reference. Such regional groups, sub-committees or working parties shall report to the Committee annually and/or when they have fulfilled their terms of reference.

## **8. RULES**

- 8.1 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 the Council of the Society.
- 8.2 The Division Secretary shall send a copy of the rules to each new member of the Division and shall notify and members of alterations or additions to the rules.

## **9. SECTIONS OF THE DIVISION**

### **AIMS OF SECTIONS**

- 9.1 To stimulate interest and involvement in the local section of the Division of Counselling Psychology by networking on a local level.
- 9.2 To organise seminars and workshops which would contribute to the continuing professional development of section members.
- 9.3 To work closely with the Division of Counselling Psychology Committee in pursuit of these and other aims of the Division.

### **MEMBERSHIP OF SECTIONS**

- 9.4 Membership of Sections is open only to members of the Division.

### **SUBSCRIPTIONS**

- 9.5 The Division Treasurer shall remit annually to each section treasurer a per capita allowance for each paid up member of the Division who is also a member of the section, the rate to be decided from time to time by the Division Committee.

### **MEETINGS OF SECTIONS**

- 9.6 In addition to scientific meetings, ordinary meetings, workshops and conferences which sections may organise from time to time, each section shall hold an Annual General Meeting.
- 9.7 The procedures for the running of the Annual General Meeting of sections shall follow those governing meetings of the Division (Section 5), with the exception that the quorum shall be four Members or one fifth of the Membership whichever is the greater.

### **THE SECTION COMMITTEE**

- 9.8 The business and management of the affairs of sections shall be conducted by a committee consisting of a chairperson, a secretary, a treasurer and up to four ordinary members.
- 9.9 The Section Committee shall elect a representative to the Division Committee annually. The section representative shall attend at least three meetings of the Division Committee annually.

### **MEETINGS OF THE SECTION COMMITTEE**

- 9.10 The Section Committee shall meet at least six times a year. All members of the Section Committee shall receive at least seven days notice of a meeting of the Section Committee.
- 9.11 Three Section Committee members shall constitute a quorum for the transaction of business.