RULES FOR THE DIVISION OF WORK & ORGANISATIONAL PSYCHOLOGY

1. NAME THE DIVISION

The name of the Division is the Division of Work and Organisational Psychology, hereafter referred to as the Division.

2. AIMS

Overall Aim

2.1 To promote best practice and lead in the development and application of Work and Organisational Psychology.

Specific Aims

2.2 To promote high standards of professionalism among members by establishing, maintaining and developing a register of Work and Organisational Psychologists.

2.3 To promote and encourage scientific research in Work and Organisational Psychology.

2.4 To raise the professional profile of Work and Organisational Psychology amongst individuals and organisations.

2.5 To contribute to the ethos of Continuous Professional Development (CPD) in the PSI by promoting platforms for shared learning amongst professionals within and across Divisions.

2.6 To collaborate with other National and International bodies for the development of the field.

3. MEMBERSHIP

3.1 Membership of the Division is open only to graduate 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 the following condition:

- Hold a postgraduate professional qualification in a relevant discipline and have three years relevant work experience as recognised by the Division.

The committee will undertake to develop a list of recommendations with regard to the ongoing Continuous Professional Development of all members on the register in line with Aim 2.4 of the Division.

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 evaluate all applicants against the criteria listed above in order to determine those who are to be elected to membership of the Division.

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 his/her 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 to 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 studying or have completed a relevant postgraduate training course as recognised by the Division or

(b) Have completed two years of relevant experience as recognised by the Division.

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 all full members and affiliates.

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 of affiliate if their subscription is six months overdue.

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

5. MEMBERSHIP

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' 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.
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 of 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 on 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 less) personally present and no business shall be transacted at any such meeting unless a quorum is present.
5.11 Voting on business, or for the election of Officers and Ordinary Members of the Committee, shall be in person or by proxy.
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 in these rules.

6. COMMITTEE

6.1 A Committee consisting of a Chairperson, a Chairperson Elect, a Division Secretary, a Division Treasurer and up to ten (10) ordinary members shall conduct the business and management of the affairs of the Division. In addition the Committee may co-opt one member of the Division.
6.2 Each year the council of the Society may appoint a representative to the committee, who is not a member of the Division Committee, who shall have observer status.
6.3 The Committees of other Divisions of the Society shall 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 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 for 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 that four consecutive years. Following a lapse of two years these individuals becomes 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 (who have accepted their nomination) in writing, 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 In electing officers each member voting may vote for one candidate for each position. Each member may vote for at most ten (10) candidates for vacant positions of Ordinary Committee Member.
6.7 Each election for Officers shall be decided by simple majority of the votes cast in that election. Election for Ordinary Committee Members shall be decided on a ‘first past the post’ basis. In either case in the event of a tie, lot shall determine the election.

7. MEETINGS OF THE DIVISION COMMITTEE

7.1 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.
7.2 Four Committee Members at least one of who is an Officer of the Division shall constitute a quorum for the transaction of business.

7.3 The Committee shall have the power to set up 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 all members of alterations or additions to the rules.
8.3 All members of the Division are bound to abide by and uphold the Code of Professional Ethics of the PSI as well as any rules specific to this Division.