

**THE PSYCHOLOGICAL SOCIETY OF IRELAND
THE DIVISION OF TEACHERS AND RESEARCHERS
IN PSYCHOLOGY**

RULES

1. NAME OF THE DIVISION

- 1.1** The name of the Division is the Division of Teachers and Researchers in Psychology, hereafter referred to as the Division.

2. AIMS

- 2.1** To promote best practice in teaching and research in Psychology by providing a forum for the sharing of knowledge and expertise among psychologists working in research and/or teaching fields.
- 2.2** To contribute to continuing professional development for Psychology teachers and researchers.
- 2.3** To promote and encourage scientific research as it applies to teaching and learning within Psychology and to promote the use of scientific methods in psychological research.
- 2.4** To provide a forum for the discussion and dissemination of research findings in the areas of Psychology teaching and research.
- 2.5** To raise the profile of the role of the teacher and/or researcher in Psychology among organisations and individuals and to promote a better understanding of their role and work.
- 2.6** To promote and maintain high ethical and professional standards among teachers and researchers in Psychology.
- 2.7** To liaise with relevant bodies, both national and international, in the development and promotion of the goals of the Division.
- 2.8** To represent the views of Psychology teachers and researchers within PSI.
- 2.9.1** To contribute, through PSI, to the development of relevant policy by Universities and colleges, government departments and other public bodies.

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:

3.1.1 Full membership

Full membership of the Division is open to graduate members of the Society who fulfil one of the following conditions:

(a) That they hold a doctoral qualification recognised by the Society **AND** have at least one year's full-time, or equivalent, relevant experience as a teacher and/ or researcher in Psychology;

or

(b) That they hold a postgraduate qualification in Psychology recognised by the Society **AND** have at least two years' full-time, or equivalent, relevant experience as a teacher and/ or researcher in Psychology.

3.1.2 Affiliate Membership

Affiliate membership of the Division is granted for a period of four years, after which time affiliate members should re-apply for affiliate membership or apply for full membership of the Division. Affiliate membership is open to graduate members or other subscribers to the Society who fulfil one of the following conditions at the time of application:

(a) That they are students undertaking postgraduate training in Psychology who also teach Psychology;

or

(b) That they are postgraduate students undertaking research in Psychology for a research degree at the Masters or Doctoral level;

or

(c) That they are working as a teacher and/or researcher in Psychology and have been for a period of two years full-time or equivalent.

3.2 Application for membership is made to the Division Committee.

3.3 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.

3.4 The Division Committee shall evaluate all applications against the criteria listed above in order to determine those who are to be elected to membership of the Division.

3.5 The Secretary of the Division shall notify the Honorary Secretary of the Society of the names of those elected to membership of the Division.

- 3.6 The Secretary of the Division shall inform the applicant of the result of his/her application.
- 3.7 If an application for membership of the Division has been refused, the applicant may appeal the decision to Council within three months. It will be the duty of the Secretary of the Division to inform an applicant of this right.
- 3.8 When an applicant exercises the right of appeal to Council, the decision of Council will be final.
- 3.9 Affiliate members of the Division are not entitled to hold office or to vote.
- 3.10 The Secretary of the Division shall keep a register of all full members and affiliate members.

4. SUBSCRIPTIONS

- 4.1 Members shall pay such annual subscription as may be prescribed from time to time by the Division and approved by Council. They shall cease to be a member if their subscription is three months overdue. If their membership subscription is one year overdue, they will have to reapply and meet the current criteria for full membership.
- 4.2.1 The dates of the Division's subscription year shall be the same as those for membership of the Society.

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 Annual General Meeting of the Division.
 - b) Consideration of the Division Treasurer's annual financial report.
 - c) The election of Officers and Ordinary Committee Members.
- 5.4 The Secretary of the Division 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 Secretary of the Division not later than one calendar month before the meeting.
- 5.6 The Secretary of the Division shall give the members two weeks' notice of the resolutions and of other matters to be put to the meeting.
- 5.7 A General Meeting of the Division may be summoned by the Committee at any time, or at the request, in writing, to the Secretary of the Division of not less than ten members (or one fifth of the membership, whichever is greater).
- 5.8 The Secretary of the Division shall give the members two weeks' notice of the meeting and of the business to be transacted thereat.
- 5.9 Only full members of the Division shall be entitled to receive notice of and vote at General Meetings of the Division.
- 5.10 **The quorum necessary for the transaction of business at any General Meeting of the Division shall be based solely on the number of members personally present; it shall be ten in number.** No business shall be transacted at any such meeting unless a quorum is present.
- 5.11 Voting on business, other than the election of Officers and Ordinary Members of the Committee, shall be done 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 a Chairperson, a Division Secretary, a Division Treasurer and three Ordinary Members. In addition the Committee may co-opt up to six other members of the Division.
- 6.2 Each year the Council of the Society shall be invited to appoint a representative to the Committee who, unless he/she is also a Division Committee member, shall have observer status.
- 6.3 The Committees of the other Divisions of the Society shall each be invited to appoint a representative, with observer status, to the Division Committee.
- 6.4 The Chairperson shall either retire from office or stand for re-election at the conclusion of the Division's Annual General Meeting following his/her appointment, and if retiring, shall be a Committee Member for the following year. All other Committee Members shall retire from the Committee at the conclusion of the Division's Annual General Meeting following their appointment. All Committee Members shall, however, be eligible for re-election with the following exceptions:

- a) The Chairperson shall not be re-elected to this office for more than three consecutive years. Following a lapse of two years the same individual will become eligible for re-election as Chairperson.
 - b) b) The Secretary and Treasurer of the Division shall not be re-elected to these offices for more than four consecutive years. Following a lapse of two years, these individuals shall be eligible for re-election to their previously held offices.
- 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 notifying the Secretary of the Division in writing, together with the written consent of the nominees, to accept office, if elected, not later than one calendar month before the date of the Division's Annual General Meeting. The Secretary of the Division shall notify the members of the Division of the last date for receipt of nominations.
- 6.6** All nominations shall be circulated to the members of the Division not less than two weeks before the Division's Annual General Meeting.
- 6.7** The election of Committee Members is by secret ballot at the Annual General Meeting or by postal vote.
- 6.8** In the election of Officers, each member may vote for one candidate only to each office. Each member may vote for at most three candidates for a vacant position of Ordinary Committee Member.
- 6.9** Each 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.

7. MEETINGS OF THE DIVISION COMMITTEE

- 7.1** The Committee shall meet at least twice a year.
- 7.2** Three Committee members, at least one of whom is an officer of the Committee, shall constitute a quorum for the transaction of business.
- 7.3** The Committee shall have the power to set up and dissolve 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 completed their task.

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 Secretary of the Division 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.

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