

## New Zealand Psychological Society

### Specific Rules of

## The Institute of Organisational Psychology

### 1. Name

- 1.1 The full name of the Institute will be “*The New Zealand Psychological Society Institute of Organisational Psychology*”.
- 1.2 Members of the Institute must represent themselves first as Members of NZPSS, for example: *Jane Bloggs, MA, MNZPSS, CMIOP; Jim Smith, FNZPSS, AMIOP.*

### 2. Interpretation

- 2.1 These Rules are subject to the Rules of the New Zealand Psychological Society and, for the purposes of interpretation, should be read in conjunction with those Rules and the Society’s Objectives.

### 3. Aims (or Objectives) of the Institute

- 3.1 The Institute is established with a commitment to biculturalism and cultural diversity, in the interests of the public and the profession, to promote the highest standards of Industrial and Organisational Psychological knowledge and practice in Aotearoa/New Zealand.
- 3.2 Specifically the Institute aims to:
  - Promote and support high standards of qualification, competency, and safe practice in Organisational Psychology
  - 3.2.2 Promote and support high standards of continuing professional competence among members of the Institute
  - 3.2.3 Promote and support high standards of Industrial and Organisational psychological training and research Disseminate knowledge of Organisational Psychology
  - 3.2.4 Practice and promote awareness of biculturalism as part of competent professional practice in Organisational Psychology.

### 4. Commitment to Biculturalism and Cultural Diversity

The Institute is committed to bicultural professional practice, reflecting New Zealand’s cultural diversity, and the principles of the Te Tiriti o Waitangi/Treaty of Waitangi

- 4.2 In implementing its aims the Institute will encourage policies and practices that give effect to the spirit and intent of Te Tiriti o Waitangi/Treaty of Waitangi and that reflect New Zealand’s cultural diversity.

## 5. Membership

### 5.1 Categories of Membership:

- (i) Chartered Member (those practicing Organisational Psychology)
- (ii) Member (Society members interested but ineligible in other categories)
- (iii) Student Member (studying Organisational Psychology at a post graduate level).

### 5.2 Membership Criteria

#### 5.2.1 Chartered Member of the Institute of Organisational Psychology:

- (a) Financial Full Member of the NZPsS
- (b) Fulfils one of the specialist Organisational Membership Entry Criteria
  - (I) Holder of NZ Postgraduate Diploma in Organisational Psychology (that has included supervision of work) or
  - (II) Holder of an equivalent to a post masters qualification in Organisational Psychology (as recognised by the Institute of Organisational Psychology), that has included supervision of work (eg Postgraduate Diploma, Doctorate), or
  - (III) Was Registered with the New Zealand Psychologists Board under the General Scope of Practice at 31 August 2015.

#### 5.2.2 Chartered Organisational Psychologist:

- (a) Financial Full Member of the NZPsS
- (b) A NZ Registered Psychologist in the General Scope and holds a current Annual Practicing Certificate and
- (c) Fulfils one of the specialist Organisational Membership Entry Criteria in 5.2.1.(b)

#### 5.2.3 Member:

- (a) Financial Full Member of the NZPsS
- (b) Has an interest in Institute business but does not meet the specialist membership criteria Rule 5.2.1, 5.2., or 5.2.4

#### 5.2.4 Student Members

- (a) Student Member of the Society
- (b) Studying towards a Masters Degree Psychology, including papers and/or thesis in industrial and Organisational Psychology.

### 5.3 Membership of the Institute is open to members of the Society who:

- (i) Meet one of the Criteria outlined in Rule 5.2
- (ii) Pay the required Institute subscription fee
- (iii) Commit to ongoing professional development. Minimum recommended professional development frameworks will be available to support members in maintaining their competence.

#### 5.4 Membership entitlements:

- (i) Chartered Members: full voting rights, use of title Chartered Member of the Institute of Organisational Psychology (CMIOP) or Chartered Organisational Psychologist, reduced fees at Institute sponsored workshops.
- (ii) Member: reduced fees at Institute sponsored workshops, full voting rights, use of the title Member of the Institute of Organisational Psychology (MIOP).
- (iii) Student Member: no Institute subscription fee, reduced fees at Institute sponsored workshops

#### 5.5 Membership Process

- (i) Meet one of the Criteria outlined in Rule 5.2
- (ii) Application for membership is made via the NZPsS National Office using the relevant current application form.
- (iii) Each application is reviewed by two members of the IOP Committee.
- (iv) Unsuccessful candidates may appeal against decisions of the Institute, in writing to the Director of Professional Issues, within three months of being notified of an unsuccessful membership application. Upon receipt of the appeal, the Director of Professional Issues or his/her nominee, will convene and chair an Institute Appeal Panel consisting of:
  - (a) The Director of Professional Issues (chair)
  - (b) The Executive Director of the Society
  - (c) Nominee of the applicant or their advocate
  - (d) Nominee of the Institute Management Committee
- (v) Applications that are declined will be destroyed after the Appeal period has passed.
- (vi) Applications that are not completed by the applicant within a 12-month period will be closed and destroyed.

5.6 An Institute member may resign from the Institute by lodging a signed statement to that effect with the National Office.

5.7 An Institute member may be suspended or expelled from membership of the Institute for any one or more of the following:

- (i) Where a member's Annual Practising Certificate is suspended by the New Zealand Psychologists Board, membership with the Institute will be automatically suspended as from the date of the member's Annual Practising Certificate suspension by the Board.
- (ii) Where, for any reason, a member is expelled by the Society, the member will be automatically expelled from the Institute, as from the date of their expulsion from the Society.

(iii) Any member suspended from the Institute who wishes to have their suspension lifted will need to advise the Institute in writing of the change in circumstances that supports their return to their previous membership status and this will be processed in accordance with the criteria for new membership applications as specified in Rule 5.5 (above).

(iv) Any individual expelled from the Institute who wishes to rejoin the Institute will need to apply for membership as specified in Rule 5.5 (above).

5.8 Any member who does not pay their membership fee for two consecutive years will be deemed to have resigned from membership. Reapplication will be required to renew membership.

## 6. Management

6.1 The Management Committee of the Institute consists of the following members:

- a) Chairperson
- b) A Student Member studying Post Graduate in Organisational Psychology.
- c) An Academic Member
- d) A Chartered member
- e) A Branch chair

6.2 The Management Committee may include a Bicultural Representative who may be an office holder.

6.3 No member of the Management Committee will be elected to or hold more than one position at any one time.

6.4 The Management Committee has power to co-opt members of the Institute to fill vacancies or for projects agreed to by the members.

6.5 Members of the Management Committee will be elected for a term of three years by ballot at the Annual General Meeting of the Institute. The terms of the members of the Management Committee will be staggered so that some positions are open to election each year. In practice this may mean that some positions serve part of a second three-year term.

6.6 The Management Committee of the Institute will be responsible for

- a) the management of the Institute
- b) approval and management of expenditure and generation of income
- c) presenting an Annual Report to the Society's AGM on activities for the year
- d) reporting to every Annual General Meeting of the Institute on income and expenditure of the Institute, assets and liabilities of the Institute and any other relevant financial information
- e) presenting a budget of proposed income and expenditure for approval by the Institute AGM
- f) planning for a continuity of office holders to the Committee
- g) arranging elections for the Committee as required

## **7. Procedures for Rules Changes**

- 7.1 Additions to and alternations of the Rules of the Institute can only be made by resolution at a General Meeting of the Institute at which the proposed change was a specified item of business.
- 7.2. Any such amendments to the Rules will come into effect only after approval by the Society's Executive.

## **8 Relationship with the Executive and the rest of the Society.**

- 8.1 The Institute Committee will negotiate a Memorandum of Understanding with the Society represented by the Executive, including:
  - a) entitlement to make public statements on behalf of members and the responsibility to consult about public statements.
  - b) the administrative arrangements with National Office for the management of the Institute
  - c) financial responsibilities and returns for workshops and other continuing professional education opportunities.

## **9 General Meetings of the Institute**

- 9.1 The Institute shall hold an Annual General Meeting within each calendar year to elect Management Committee members, report on activities for the year, report and approve accounts and make alterations to these rules.
- 9.2 The Management Committee of the Institute must give all members 35 days notice of the AGM and the notice shall specify the business proposed for the meeting.
- 9.3 A General Meeting of the Institute may be held:
  - a) on the resolution of the Management Committee of the Institute, or
  - b) of the Executive of the Society, or
  - c) on receipt of a request signed by at least five financial members of the Institute.
- 9.4 All members of the Institute are entitled to attend any General meeting of the Institute and if a full Member of the Society, can vote on any resolution at those meetings.
- 9.5 The quorum for any General Meeting of the Institute will be the lesser of ten percent of the financial members of the Institute or 5 members. No business will be transacted unless a quorum of members is present.

## **10 Dissolution and Winding Up**

- 10.1 The Institute may be voluntarily wound up by resolution passed at a properly notified General Meeting.
- 10.2 The Executive of the Society may, by resolution, wind up the Institute under Rule 23 of the Society.
- 10.3 In the event that the Institute is wound up, the Executive of the Society will be responsible for settling all outstanding expenses and liabilities of the Institute, including the expenses of winding up.
- 10.4 Any assets or surplus held by the Institute when wound up will be disposed of in accordance with Rule 37.3 of the Society.

## **11. Issues not covered by these rules**

- 11.1 Any issue not covered by these Specific Rules of the Institute will, where possible, be determined according to the relevant provisions of the Rules of the New Zealand Psychological Society.