

Rule of Division

INTERPRETATION

1. The Division shall be called the Division of Industrial-Organisational Psychology.
2. These rules shall be construed with reference to the Memorandum and Articles of Association and By-Laws of the Hong Kong Psychological Society limited.
3. Throughout these rules the following terms shall have the meanings assigned to them, that is to say:
 - "The Society" shall mean the Hong Kong Psychological Society Limited.
 - "The Council" shall mean the Council of the Hong Kong Psychological Society Limited.
 - "The Executive Committee" shall mean the Division's Executive Committee.
 - "The Committee" shall mean the Division's Executive Committee.
 - "The Honorary Secretary" shall mean the Honorary Secretary to the Division.
 - "The Honorary Membership Secretary" shall mean the Honorary Membership Secretary to the Division.
 - "The Honorary Treasurer" shall mean the Honorary Treasurer to the Division.

AIMS

4. The aims of the Division shall be:
 - To define, develop, maintain standards and competence in industrial-organisational psychology.
 - To promote the identity, cohesion, professional status and recognition of industrial-organisational psychologists.
 - To promote industrial-organisational psychology to the public, the industry, and the potential service recipients.
 - To promote effectiveness and health in organisations and individuals.
 - To develop indigenous industrial-organisational psychology research and practice.

MEMBERSHIP

5. Full Membership shall be open to Fellows, Associate Fellows or Graduate Members of the Hong Kong Psychological Society who (a) have satisfactorily an accredited postgraduate training (Master/Mphil or PhD/Doctorate) in industrial-organizational (IO) psychology approved by the DIOP. This IO psychology degree has to be a separate degree besides the degree in psychology; and (b) have satisfactorily completed a minimum of 1,000 hours of supervised practical experience within the Master's Degree and/or after graduation in at least one of the IO psychology key topic areas. This requirement may be waived if the applicant has 4 years of full-time equivalent experience in IO psychology post-graduation.
6. Honorary Membership: The Division's Executive Committee may recommend for approval as Honorary Members, by a General Meeting of the Division, any Honorary

Fellow, Fellow, Associate Fellow or Graduate Member of the Hong Kong Psychological Society who has made a distinguished contribution to the advancement of the science and/or practice of industrial-organisational psychology. Honorary Members are not entitled to vote.

AFFILIATESHIP

7. Affiliateship of the Division shall be open to candidates who are not eligible for Full Membership of the Division but who are Honorary Fellows, Fellows, Associate Fellows, Graduate Members or Affiliates of the Society

a). No technical qualification shall be required on the part of a candidate for admission to Affiliateship provided that he/she has a long-standing interest in industrial-organisational psychology or that his/her professional occupation is normally with a genuine interest in industrial-organisational psychology.

b). All paid-up affiliates shall be entitled to attend scientific meetings. They may also attend other kinds of meetings at the invitation of the Executive Committee but they are not entitled to vote.

c). Affiliates of the Division are not entitled to publicizing their affiliation, otherwise the Division will repudiate the affiliation.

8. The Executive Committee may nominate, subject to the approval of the Society in a General Meeting, certain distinguished persons to act as patrons. Patrons need not be Members of the Society. They are not entitled to vote.

APPLICATION FOR MEMBERSHIP

9.

a). An application for membership shall be in a form prescribed by the Executive Committee.

b). The application shall be sent to the Honorary Membership Secretary of the Committee. The Honorary Membership Secretary shall submit all applications to the Membership Sub-committee. The Membership Sub-committee shall meet, process the applications, and decide on its recommendations to the Executive Committee. The applications and recommendations shall be referred to the next meeting of the Committee for approval. The Executive Committee shall have full discretion in approving all applications and its decision shall be final.

c). It shall be the duty of the Honorary Membership Secretary of the Division to notify the General Secretary of the Society of the names of those so approved. The applicant shall be informed of the outcome by the Honorary Membership Secretary of the Division. Where the Executive Committee rejects an application, the Honorary Membership Secretary shall notify the applicant of the reasons of the rejection.

FEES

10.

- a). The annual fees to be paid by Full Members, Associates and Affiliates shall be as decided from time to time by the Division in its General Meeting and approved by the Council.
- b). Any Full Member, Associate, or Affiliate whose fees remain unpaid for one year may, after due notice has been sent to the address shown in the Membership List, be removed from the Division by a resolution of the Committee.

MEETINGS OF THE DIVISION

11. The Division may hold scientific meetings, ordinary meetings, courses, seminars, conferences and open forums for Members. The Executive Committee shall be empowered to decide whether or not a scientific meeting, ordinary meeting, course, seminar, conference or open forum shall be opened to non-members of the Division.

12. An Annual General Meeting of the Division shall be held once in each Council year. In addition to any business that the Executive Committee may decide to put before the Annual Meeting, the following business Meeting shall be transacted:

- a). Consideration of the Annual Report of the Executive Committee on the activities of the Division during the previous year. This report shall include a record of attendance of the officers and members of the Executive Committee at Committee Meetings held since the last Annual Meeting.
- b). The election of officers and members of the Executive Committee (once every two years).
- c). Consideration of the accounts and the report of the Honorary Treasurer of the Division.

13. At least 21 days notice of each Annual General Meeting and of the business to be transacted thereat shall be given to all Division members.

14.

- a). An Extraordinary General Meeting of the Division may be summoned at any time by the Executive Committee or by the Chair and Honorary Secretary, and shall also be summoned at the request in writing to the Honorary Secretary of at least fifteen or one quarter of the Full Members (whichever size is bigger) of the Division.
- b). At least 14 days' notice shall be given of an Extraordinary Meeting to all Full Members of the Division. Only Full Members of the Division shall be entitled to receive notice and to attend and vote at Annual and Extraordinary Meetings of the Division.

15. Voting on business shall be conducted according to the rules of voting of the Society.

16. The quorum necessary for the transaction of business at any Annual or Extraordinary Meeting of the Division shall be 10 Full Members personally present, and entitled to be present and vote thereat; and no business shall be transacted at any such meeting unless a quorum be present within 30 minutes of the commencement of the meeting.

OFFICERS AND MEMBERS OF THE COMMITTEE

17. The business of the Division shall be conducted by an Executive Committee consisting of:

- the Chair
- the Chair-Elect
- the Vice-Chair
- the Honorary Secretary
- the Honorary Membership Secretary
- the Honorary Treasurer
- And one to four Executive Committee Members, all of whom shall be Full Members of the Division.

a). The Chair shall hold office for a term of two years. He or she will be eligible for re-election except that no person shall hold the office of Chair more than two consecutive full terms.

b). The Chair-Elect shall be elected every two years. Upon the retirement of the Chair, the Chair-elect shall step into the Chair position without further election.

c). The Chair shall become the Vice-Chair at the end of the term of office.

d). Following this tenure, there will be a lapse of at least one-year before the same individual becomes eligible for re-election as Chair-Elect.

e). The Honorary Secretary, Honorary Membership Secretary and Honorary Treasurer shall each be elected every two years and not hold office for more than six consecutive years. After retiring there shall be a lapse of one year before they become eligible for re-election.

f). On retirement, the Vice-Chair, Honorary Secretary, Honorary Membership Secretary and Honorary Treasurer shall be eligible for election as Executive Committee members.

g). The Executive Committee Members shall be elected every two years. They are eligible for re-election for a maximum of six consecutive years.

h). The Executive Committee shall have power to co-opt additional Members of the Division to serve in various capacities when there is a need or to fill a vacancy, which may occur during the Committee year. Affiliates may be co-opted into the Executive Committee but they shall have no vote.

18.

a). If any officer of the Executive Committee should resign before completing his/her normal term of office, the Committee shall appoint a replacement. Any vacancy, amongst the Executive Committee member(s), which occur during the Committee year may be filled by co-option for the remainder of the year or left vacant at the discretion of the Committee.

b). Any officer or member of the Executive Committee may be removed from office on a vote of 'no confidence' passed at a General Meeting of the Division called for that purpose. Any resulting vacancy on the Executive Committee may be filled by co-option or left vacant at the discretion of the Committee.

19. Any two or more Full Members of the Division may nominate candidates for election or re-election as officers or members of the Executive Committee by depositing the names of such candidates in writing together with written consent of the nominees to accept office, if elected, at the office of the Society or with the Division Secretary not later than three weeks before the date of the Annual Meeting. The Executive Committee may also make nominations. The Honorary Secretary shall notify members of the last date for the receipt of nomination.

20. The voting for the election of Officers and Executive Committee Members shall be conducted at the Annual General Meeting of the Division.

21. The duties of the various officers of the Division shall be:

a). The Chair shall chair the Executive Committee and General Meetings of the Division. The Chair shall supervise the work of the Executive Committee. In the absence of the Chair, the Chair-Elect shall carry out his/her duties. In the absence of both the Chair and Chair-Elect, the Vice-Chair shall carry out the Chair duties. In the absence of all three, the Executive Committee shall nominate one of its members to carry out the Chair's duties.

b). The Honorary Secretary shall keep the records of all meetings of the Division and the Executive Committee, issue notices of meetings and the election of officers, receive and expedite correspondence with the Central Office of the Hong Kong Psychological Society and other Divisions; and perform other basic administrative functions.

c). The Honorary Membership Secretary shall maintain the official membership records, collect membership applications, submit all applications to the Membership Sub-committee, inform the applicants of the outcomes of their applications; and assist the Membership Sub-committee in designing,

developing and maintaining objective, scientific, fair, valid and effective tools and processes for membership vetting.

d). Financial accounts shall be maintained by the Honorary Treasurer of the Division in a manner prescribed by the Council. On the basis of information received from the Executive Committee, the Honorary Treasurer shall propose an annual budget for submission to the Committee and the Council. The Honorary Treasurer shall assist the Executive Committee in making budget forecast.

MEETINGS OF THE DIVISION COMMITTEE

22. The Executive Committee shall meet at least four times a year. All members of the Executive Committee shall receive at least seven day's notice of a meeting of the Committee. The business of the Executive Committee shall be transacted only by members of the Committee present at the meeting of the Committee. Four Executive Committee members present shall constitute a quorum for the transaction of business.

23. The Executive Committee newly constituted at each Annual Meeting of the Division shall report to the Honorary General Secretary the name of the person appointed by the said Committee to be representative of the Division on the Council for the year following the next Annual General Meeting of the Society, should the Chair person be unable to attend the Council Meetings.

24. All Executive Committee Members are expected to attend all Division Committee meetings in a year. If a Executive Committee Member will not be able to attend a meeting, they must present an explanation of their absence to the Committee, normally in writing, to be approved by the Executive Committee at that meeting. A Executive Committee Member's term of office will expire automatically if two meetings are missed without presenting a reason, which is approved by the Executive Committee.

MEMBERSHIP SUB-COMMITTEE

25. The Membership Sub-committee shall consist of a Chair, a Secretary, preferably one representative from the approved local postgraduate training programme(s) in industrial-organisational psychology, and not less than one other members appointed by the Division's Executive Committee from among the Full Members of the Division. The Secretary of the Membership Sub-committee shall be the Honorary Membership Secretary of the Executive Committee.

26. The Membership Sub-committee shall make recommendations to the Division's Executive Committee on the qualifications, relevant experiences and categories of members/ applicants for membership; and on any matters, which may be referred to it by the Executive Committee.

27. The Membership Sub-committee shall design, develop and maintain objective, scientific, fair, valid and effective tools and processes for membership vetting.

SUBCOMMITTEES

28. The Executive Committee shall have power to appoint subcommittees. All such subcommittees shall have terms of reference approved by the Executive Committee and shall report to the Committee at a frequency prescribed by the Committee and when they have fulfilled their terms of reference. The decisions of all such subcommittees shall be subject to the confirmation by the Executive Committee. Members of the subcommittees shall be appointed after each Annual General Meeting.

WORKING GROUPS

29. The Executive Committee shall have power to appoint working groups. All such groups shall have terms of reference approved by the Executive Committee and shall report to the Committee at a frequency prescribed by the Committee and when they have fulfilled their terms of reference. The decisions of all such groups shall be subject to the confirmation by the Executive Committee. Members of the working groups shall be appointed after each Annual General Meeting.

SPECIAL INTEREST GROUP

30. Special Interest Groups in the Division, each being concerned with a special interest in industrial-organisational psychology, may be formed from time to time according to the guidelines approved by the Executive Committee. A Special Interest Group shall report to the Executive Committee at a frequency prescribed by the Committee. The Committee shall also from time to time invite a representative or representatives from a Special Interest Group to report on matters relating to the Special Interest Group.

ALTERATIONS AND ADDITIONS

31. Alterations or additions to the Rules of the Division shall require approval by the Council of the Society and shall only be made by resolution passed at a General Meeting of the Division called for the purpose.

32. The Honorary Secretary shall send the Rules of the Division to each new Member of the Division and shall notify all Members of alterations and additions.