

# **INSTITUTE OF PRIVATE PRACTISING PSYCHOLOGISTS INC**

## **CONSTITUTION**

This Association shall be known as the "Institute of Private Practising Psychologists".

### **1. Objects**

- (1) To advance the professional practice of psychology, particularly through private practice.
- (2) To create opportunities for psychologists in private practice to improve their skills and knowledge of techniques.
- (3) To promote and maintain high standards of professional ethics amongst all members of the profession.
- (4) To inform members of other professions, potential clients and members of the public about the kinds of services available through private practitioners.
- (5) To encourage harmonious relationships between psychologists in private practice and members of other professions.
- (6) To prepare information about the management of a practice for those already in private practice and psychologists proposing to commence in private practice.
- (7) To negotiate with appropriate authorities on reimbursement of fees from health benefits funds and other sources.
- (8) Within the limit of legality to raise and manage money to do all things necessary to implement these objectives.

### **2. Membership**

#### **Basic Requirements**

- i. Membership of the Institute will be restricted to persons who are registered to practice as psychologists by any of the Trans Tasman Psychology Boards.
  - ii. Members will be required to demonstrate a commitment to on-going professional development and education within the field of psychology.
- (1) Member (Full-time practice) shall be those members who:
- i. Meet the basic requirements, and
  - ii. Have a publicly identified professional consulting office, with a telephone number in their own name, and an appropriate standard of client facilities, which allows for the provision of psychological services within a secure and confidential environment.
  - iii. Obtain 75% of their total earned income for psychological services on a fee for service basis, and

- iv. Have been approved for membership by the Executive, and
- v. Have paid the appropriate subscription.

(2) Member (Part-time practice) shall be those members who:

- i. Meet the basic requirements, and
- ii. Obtain less than 75% of their total earned income for psychological services on a fee for service basis, and
- iii. Have been approved for membership by the Executive, and
- iv. Have paid the appropriate subscription.

(3) Associate Member shall be those members who:

- i. Meet the basic requirements, and
- ii. Obtain their principal source of income from their employment as a Psychologist within a business or partnership which derives its income through the provision of psychological services on a fee for service basis, and
- iii. Have been approved for membership by the Executive, and
- iv. Have paid the appropriate subscription.

(4) Life Member shall be those members who:

- i. The Executive, from time to time, bestows this status upon.
- ii. Has made a contribution to the Institute above and beyond what may be considered to be reasonable.
- iii. Is held in the highest esteem by colleagues within the IPPP.

(5) Procedure:

A person desiring to join the Institute shall forward to the Secretary a duly completed application form, the appropriate annual subscription and such confirmation of qualifications and registration as may be required, and this shall be submitted to the Executive for approval.

(6) Register:

The Secretary shall maintain a register of members containing their full names, addresses, professional qualifications, membership category and other such details as the Executive deems relevant.

(7) Termination:

Persons shall cease to be members of the Institute if:

- i. They resign or die.
- ii. Their subscription or levy payment (if any) is more than 6 months in arrears.
  - (a) In the event of a person whose membership has been terminated for non-payment of subscription or levy wishing to rejoin the Institute, the amount owing at the date of termination shall first be paid.
  - (b) No further Institute mailing shall be sent to a member 6 months in arrears without permission of the Executive.
- (iii) They have been found guilty of a breach of ethics which in the opinion of the Executive is of sufficient severity to warrant termination of membership.

- (8) Each year the Executive shall prepare a list of members, indicating membership status of each. The Executive may revise a member's status according to these rules. The list shall be available to members.

**3. Subscriptions**

- (1) The Institute at its annual General Meeting shall determine the annual subscription to be paid by each category of membership. Once the status of Life Member has been bestowed upon an individual, that person shall no longer be required to pay the annual subscription.
- (2) At its annual General Meeting, the Institute may determine a levy for such special or general purpose as it deems fit, upon recommendation of the Executive.
- (3) Such subscription and levy shall be payable to the Treasurer within 30 days of its determination.
- (4) For members who are experiencing financial difficulties, an extension to the 30 day period payment may be sought, by making application to the Executive in writing, before the expiration of the same 30 day period.



#### **4. Finance**

- (1) The Executive shall instruct the Treasurer to open such bank accounts as are necessary for the efficient management of the funds of the Institute and shall appoint signatories thereto.
- (2) The surplus funds of the Institute may be deposited, invested or lent, as the Executive deems expedient for the purposes of the Institute generally. No money from such funds may be paid to members except for services rendered.
- (3) The seal of the Institute shall be retained by the Public Officer and shall only be used when instructed by the Executive and when used shall be attested by at least three of the officers of the Institute namely, President, Vice-President, Secretary, Public Officer and Treasurer.
- (4) The Treasurer shall present to the Annual General Meeting of the Institute a statement of the accounts of the Institute attested by a qualified accountant.

#### **5. Officers**

- (1) The Officers of the Institute must be Members (Full-time practice).
- (2) The Officers shall be:
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Public Officer
  - v. Treasurer
- (3) The office of Public Officer may be held by a person who also occupies another office.

#### **6. The Executive**

- (1) Subject to the provisions of these rules, and any policy decisions determined by the Annual General Meeting from time to time, the management of the affairs of the Institute shall be in the hands of the Executive.
- (2) The Executive shall consist of:
  - i. The Officers of the Institute
  - ii. Three other members, of which, at least 1 must be a Member (Full-time practice).

- (3) The Executive shall be elected by those persons whose membership status is either Member (Full-time practice), or Member (Part-time practice).
- i. All officers and committee members shall be elected annually at the Annual General Meeting.
  - ii. Each nominee must be proposed and seconded by a person whose membership status is either Member (Full-time practice), or Member (Part-time practice). The nomination must be in writing, as must be the nominee's consent. The record of nomination and consent shall be in the hands of the Secretary one week before the Annual General Meeting.
  - iii. The Executive may co-opt other members (Member (Full-time practice), Member (Part-time practice) or Associate Member), from time to time, to sit with the Executive, to achieve specific objectives. These members are without vote on the Executive.
  - iv. A list of offices to be declared vacant at the Annual General Meeting must be included in the Notice for that meeting, and members notified that nominations should be lodged with the Secretary no less than 7 days before the Annual General Meeting.
- (4) The Executive shall be empowered to fill any casual vacancy occurring among the elected members and that person shall hold office until the next Annual General Meeting. The Executive will adhere to the principles of Section 5 (1) and Section 6 (2) ii. when filling casual vacancies on the Executive, to ensure the composition of the Executive maintains the stated ratio of Members (Full-time practice) and Members (Part-time practice).
- (5) The Executive shall meet as it determines, but at least three times in each year and shall determine its own procedures. A quorum shall be four members.

## **7. General Meetings**

- (1) The Annual General Meeting shall be held during the first four months of each year at such date, time and place as the Executive determines.
- (2) The business of the Annual General Meeting shall include inter alia:
- i. The reception of reports from Executive Officers,
  - ii. The reception of an audited statement of accounts from the Treasurer,
  - iii. The determination of the subscription and any levy for the ensuing year,
  - iv. Election of the Officers of the Institute.

- (3) One month's written notice of the Annual General Meeting shall be given to all members, agenda items shall be accepted by the Secretary until seven days before the meeting, and only business on notice shall be dealt with.
- (4) A quorum at general meetings shall be six persons.
- (5) Only Members (Full-time practice) and Members (Part-time practice) of the Institute shall be eligible to vote at general meetings.
- (6) Unless otherwise determined voting shall be by show of hands and in person. In the event of a tie the chairperson of the meetings shall possess a casting as well as a deliberative vote.
- (7) The Secretary shall convene a special general meeting of the Institute within two months of receiving a request to do so by the Executive or on receiving a written request from six members of the Institute (at least four of these members, being Members (Full-time practice)) acting jointly stating the motion or motions they wish to have dealt with.

## **8. Ethics**

All members on joining must sign a statement that they have read the Code of Ethics and agree to abide by its rules. A complaint regarding a member's ethics or an alleged breach of the Institute's Code of Ethics by a member must first be drawn to the attention of the member concerned by the complainant. If the matter cannot be resolved satisfactorily the relevant complaint or charge should be submitted to the Executive Committee in writing. Such a complaint or charge will be heard by three members of the Executive appointed by the Executive, hereafter referred to as the Ethics Committee. In considering such a complaint the Ethics Committee will only proceed if the aforementioned procedures have been complied with, and at whose professional behaviour has been so called into question has the right to represent himself or herself at a time set down by the Ethics Committee. The Ethics Committee will recommend to the Executive whether the member be exonerated, reprimanded, suspended from membership, or expelled, and the Executive shall determine the matter.

## **9. Dissolution**

- (1) The Institute may be dissolved only if:
  - i. A special general meeting is called for the purpose of dissolving the Institute, and
  - ii. 60% of the members present are Members (Full-time practice), and
  - iii. Any motion to dissolve the Institute shall be effective if it is carried by a 2/3rds majority of the members present at the special general meeting.
- (2) In the event of the dissolution of the Institute the assets of the Institute after the satisfaction of outstanding debts shall be disposed of as previously instructed by the Executive and failing this transferred to an Association with



aims similar to those of the Institute and which is approved by the Commissioner of Taxation.

**10. Alteration**

- (1) These rules may be amended by a vote of the members present at a general meeting
  - i. 60% of the members present at a meeting which votes to change these rules must be Members (Full-time practice), and
  - ii. One month's notice of the proposal to amend these rules must have been contained in the notice of meeting, and
  - iii. The vote to amend these rules must be carried in favour by 2/3rds of the members present at the meeting who are eligible to vote at general meetings.