

CONSTITUTION FOR THE SOCIETY FOR INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY OF SOUTH AFRICA (SIOPSA)

1. NAME

The name of the Society shall be:

THE SOCIETY FOR INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY OF SOUTH AFRICA

1.1 Definitions and Interpretation

The term “Society” shall mean the Society for Industrial and Organisational Psychology of South Africa.

The acronym “SIOPSA” shall mean the Society.

Where any requirement exists in this Constitution that matters be communicated to or by members, it shall be sufficient to communicate such matters by electronic means. Such matters shall be deemed to have been communicated on the date on which they were transmitted.

2. OBJECTIVES OF THE SOCIETY

2.1 The Society aims to encourage the existence of a fair and humane work situation in South Africa, to which all have an equal opportunity of access and within which all can perform according to their abilities, can develop to their full potential and can experience a high quality of work life.

2.2 To this end, the Society strives to create conditions in which Industrial and Organisational Psychologists will be able to deliver efficient and effective services to the benefit of all in South Africa by:

2.3 Enhancing the credibility of Industrial and Organisational Psychology:

- as a discipline involved in the work situation;
- as a profession among its practitioners;
- amongst other professions and academic disciplines;
- and amongst persons with economic, social and political influence.

- 2.4 Encouraging research and the dissemination of scientific knowledge of Industrial and Organisational Psychological research and practice and in acknowledging outstanding achievements in the field of Industrial Psychology.
- 2.5 Maintaining excellence in, and striving towards the continued improvement of, training in the discipline of Industrial and Organisational Psychology so as to ensure that South Africa is provided with Industrial and Organisational Psychologists of the highest standard in the academic as well as practising fields.
- 2.6 Maintaining close contact with the consumers of Industrial and Organisational Psychological services in order to ensure that the training of Industrial and Organisational Psychologists and the services they render are appropriate and of a high standard.
- 2.7 Striving for services in the field which are available, accessible and affordable to all in South Africa, and promoting work conditions which provide persons with the opportunity to perform and develop and to experience a high quality of work life.
- 2.8 Maintaining close contact with the needs of Industrial and Organisational Psychologists in all spheres of Industrial and Organisational Psychological practice and addressing their need timeously.
- 2.9 Monitoring the statutory position of the profession of Industrial and Organisational Psychology and recommending the necessary statutory enactments or amendments in order to ensure the continuing relevance of the profession.
- 2.10 Defining, promoting and maintaining ethical conduct within the profession in conformity with internationally accepted standards.
- 2.11 Supporting, whether by loan or bursary, student studying for their Honours or Master's degrees in Psychology.
- 2.12 Granting funds for approved research.
- 2.13 Accepting and disbursing funds granted by other organisations for the purpose of approved research.
- 2.14 Granting funds for attendance by members of the Society at conferences, whether within South Africa or overseas.

3. LEGAL STATUS

- 3.1 The Society shall be one not for gain, acting in its own right in legal proceedings, with the power to acquire, use and dispose of property, to acquire and control funds, to make payments in the form of salaries, honoraria, awards and donations, and to perform all such acts as are consistent with its objectives and are derived from the promotion thereof. The Society shall exist in all respects as a legal persona in its own right.
- 3.2 The Society's books of account shall be audited annually by external auditors appointed annually by the Executive Committee and the audited accounts shall be submitted to the Annual General Meeting for approval.
- 3.3 To fulfil its objectives and obligations, the Society shall have the right to accept contributions from any person, organisation or body within or outside the boundaries of South Africa. However, the Society shall only initiate fund-raising campaigns within South Africa.
- 3.4 No income or property shall be distributed to any person, except as reasonable compensation for services rendered, and the funds of the Society shall be utilised for investment of for furthering the object for which it was established.
- 3.5 Funds available for investment shall be invested only with registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, and in securities listed on a stock exchange as defined in the Stock Exchanges Control Act, 1985 (Act No. 1 of 1985).
- 3.6 The Society shall not carry on any profit-making activities, or participate in any business, profession or occupation carried on by any of its members, or provide any financial assistance, premises, continuous services, or facilities to its members for the purpose of carrying on any business profession or occupation by them.
 - 3.6.1 Members or office-bearers shall have no rights in the property or other assets of the Society solely by virtue of their being members or office-bearers of the Society.
- 3.7 The Society shall not have the power to carry on any business, including, *inter alia*, ordinary trading operations in the commercial sense, speculative transactions, dividend stripping activities as well as the letting of property on a systematic or regular basis.
- 3.8 The Society shall conduct its financial transactions by means of banking accounts held with appropriate financial institutions.
- 3.9 The Society's financial year shall end on 31 December annually.

- 3.10 The following reports shall be forwarded to the Director of Non-Profit Organisations timeously, as provided in the Act:
- 3.10.1 An annual narrative report in the form required by Section 18 (1) (a) of the Act, reflecting activities and financial statement of the Society;
 - 3.10.2 Advice of any changes in office-bearers;
 - 3.10.3 Advice of any change of the address at which it will receive documents;
 - 3.10.4 Advice of any change in the constitution or name of the Society.

4. MEMBERSHIP AND AFFILIATESHIP

- 4.1 There shall be the following membership and affiliateship categories:
- a) Full members: Full members shall be registered with the HPCSA in the category of Industrial Psychology. A full member will remain as such even if their registration status with the HPCSA changes. Where this constitution refers to full members, honorary members and fellows shall be regarded as such.
 - b) Honorary Life Members: The Executive Committee may invite persons to become honorary life members of the Society. Such persons shall have distinguished themselves by meritorious achievement or service in the sphere of Industrial or Organisational Psychology as a science and / or profession. Honorary life members shall be discharged from liability for subscriptions.
 - c) Fellows: Fellows shall be full members who have made an outstanding contribution to the science, practice or organisation of Psychology and shall be awarded this honour by the Executive Committee.
 - d) Associate members: Associate members shall have at least an Honours degree or equivalent qualification in a branch of Psychology. Industrial Psychology Interns registered with the HPCSA shall be regarded as associate members for the duration of their internship. Once they have registered with the HPCSA, they will become eligible for full membership status.
 - e) Student members: Student members shall be registered students in Industrial and / or Organisational Psychology who do not qualify for any other category of membership.
 - f) Affiliates: Affiliates shall be persons interested in Industrial or Organisational Psychology as a science and / or profession.

- g) Foreign Affiliates: Foreign Affiliates shall be persons living abroad who are members of an acknowledged foreign psychological society or association and / or who can produce proof of qualifications as required by the Executive Committee.
- h) Corporate members: An organisation which has an interest in Industrial or Organisational Psychology as a science and / or profession, may be granted corporate membership.

4.2 **Membership Rules**

- a) A prospective member shall apply in writing on the prescribed form to the Secretary of the Society and such application shall be considered in accordance with the constitution of the Society. The Society shall not be required to furnish reasons for refusal of membership.
- b) All members of the Society shall be liable for the prescribed subscriptions. A member whose subscription remains in arrears for three months shall be liable for termination of membership.
- c) A member may terminate his or her membership by written notice to the Secretary of SIOPSA.
- d) Upon termination of membership, paid-up subscriptions shall not be refundable.
- e) Members shall belong to the highest category of membership for which they qualify, as determined in this constitution.

4.3 **Subscriptions**

Subscriptions shall be payable annually and shall be determined from time to time by the Executive Committee. Different rates of subscription may be determined for different classes of membership or affiliateship.

4.4 **Affiliation with other organisations**

- a) The Executive Committee shall have the right to agree and enter into memoranda of understanding, affiliations and other similar agreements with any other organisation of similar ideals. All such agreements shall be ratified at the next Annual General Meeting of the Society.
- b) These agreements shall not be in conflict with any part of this constitution or compromise the independence of the Society.

5. VOTING RIGHTS AND PROCEDURES

- 5.1 Full members shall have the right to vote on all matters including constitutional amendments and the election of a President.
- 5.2 Associate members shall have the right to vote on all matters excluding constitutional amendments and the election of a President.
- 5.3 The members defined under sub-classes (1) and (2) above present at any meeting of the Society or subgroup(s) of the Society shall be deemed to be a quorum of the members, except where otherwise stipulated.
- 5.4 Members may vote in person or by proxy.
- 5.5 Members wishing to vote by proxy shall obtain the appropriate form from the Secretary of the Society or from the Society's website. The proxy must be a person himself or herself entitled to vote on the matter, and shall produce the signed original proxy form, duly completed, at any meeting where he or she wishes to exercise a vote on behalf of a member.
- 5.6 Members may give their proxies the right to exercise a vote on their behalf either generally or in a specific manner, and the manner in which they may exercise such a proxy vote shall be clearly specified on the form.

6. EXECUTIVE COMMITTEE

- 6.1 The Executive Committee shall be the highest authority of the Society and shall promote the interests of Industrial and Organisational Psychology as a science and profession in accordance with the objectives of the Society. It shall have the right to conduct all business whatsoever of the Society, subject to the direction of members at properly constituted General Meetings.
 - a) The Executive Committee shall meet not less than four times in any year. Minutes shall be taken and shall be confirmed in writing at the following meeting.
- 6.2 **Composition and procedures**
 - a) The Executive Committee shall be composed of a President, the past President, the President-elect should such office at that time be filled, the Treasurer, the Secretary Regional Group Chairpersons and Interest Group Chairpersons. Only full members of the Society shall be eligible for election to the Executive

Committee; except that by special invitation associate members may be co-opted to membership by the Executive Committee.

- b) The Secretary and Treasurer shall serve a term of office of three successive years on the Executive Committee and shall be eligible for re-election after one year out of office.**
- c) All Regional and Interest Group Chairpersons shall be ex officio members of the Executive Committee.
- d) The President, Regional and Interest Group Chairpersons shall serve a term of office of one year. They shall serve for a maximum of two successive terms in these offices on the Executive Committee and shall be eligible for re-election after one year out of office.
- e) The person who holds the office of President may not simultaneously serve as Regional or Interest Group Chairperson on the Executive Committee.
- f) The Executive Committee may appoint a paid administrator. Such a person may attend meetings but may not vote.
- g) The Executive Committee shall have the right to fill by way of co-option any vacancy that may occur during a term of office until the particular term of office expires and the vacancy is filled by way of the normal election procedure.
- h) The Executive Committee shall have the right to co-opt additional members to serve on the Executive Committee as specialists. These members shall not have the right to vote.
- i) Except as provided in sub-clause (i) decisions of the Executive Committee shall be by majority vote. The President shall have both an ordinary and a casting vote.
- j) The quorum for meetings of the Executive Committee shall be three persons, one of whom shall be the President, the Past President or the President-elect.
- k) In the event of any disciplinary action or litigation being instituted against a member, regional group or other structure of the Society, with the exception of such action intended to recover debt, a two-thirds majority of the members of the Executive Committee shall be required to institute such action or litigation.

6.3 Management Committee

A Management Committee of the Executive Committee may be appointed by the Executive Committee and shall consist of the President and at least two members of the Executive Committee.

- a) The Executive Committee may delegate the day-to-day management of the Society to the Management Committee, which shall be responsible to the Executive Committee for its conduct.
- b) The Management Committee shall be empowered to take decisions on behalf of the Executive Committee regarding day-to-day and urgent matters and to issue statements on behalf of the Society.
- c) Decisions of the Management Committee shall be by majority vote. The President shall have both ordinary and a casting vote.

7. RIGHTS, FUNCTIONS AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE

Without in any way limiting its inherent rights, the rights and functions of the Executive Committee shall include the promotion of the vision and objectives of the Society by:

- 7.1 Liaison with national and provincial government, statutory bodies, scientific associations, bodies and organisations.
- 7.2 International liaison.
- 7.3 Organising congresses and any other meetings which might promote the interests of Industrial and Organisational Psychology at a national level.
- 7.4 Publication of a newsletter and any other publication promoting Industrial and Organisational Psychology on a national or international level and stimulating communication among members.
- 7.5 Reporting annually at the General Meeting concerning the activities and financial position of the Society.
- 7.6 Drafting of domestic rules for organisational and administrative matters, subscriptions and any other internal activities.
- 7.7 Performing any other functions and activities entrusted to the Executive Committee by this constitution and also any other activities and functions as may be required for the attainment of the vision and mission of the Society.

7.8 No office-bearer shall be personally liable for any loss suffered by any persons as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the Society.

7.9 Members or office-bearers of the Society shall not be held liable for any of the obligations or liabilities of the Society solely by virtue of their status as members of office-bearers of the Society.

8. ELECTION OF PRESIDENT

8.1 When the term of office of the President is expected to expire at the Annual General Meeting succeeding the forthcoming Annual General Meeting, the Secretary shall, not less than three months before the last-mentioned meeting, circularise full members requesting nominations for the position of President-elect.

8.2 Such nominations shall be signed by a proposer and seconder, who shall be full members, and shall bear an acceptance by the nominee of his or her nomination. A short CV of the nominee shall be attached.

8.3 The names of persons so nominated received by the Secretary not less than sixty days before the date of such meeting shall be circulated with the Notice of Meeting.

8.4 The President-elect shall be elected by secret ballot at the Annual General Meeting from amongst persons so nominated, and shall become a member of the incoming Executive Committee.

8.5 Persons holding proxies shall, if authorised thereto by their principals, be entitled to one vote for each proxy held.

8.6 The new President shall take office immediately on the closure of the Annual General Meeting concerned.

8.7 On expiry of his or her term of office, the President shall become the Past President and shall remain a member of the Executive Committee until the succeeding President becomes Past President.

8.8 Should the President resign from the Executive before the next Annual General Meeting, the current President-elect will immediately become the President of the Society.

8.9 Should the President-elect resign from the Executive before the next Annual General Meeting or become the President of the Society as prescribed in clause 8.8, then the Secretary shall:

- a) Inform members of the said resignation within 30 days after the resignation and circularise full members requesting nominations for the position of President-elect. Said nominations shall be received by the Secretary within 30 days of call for nominations.
- b) Such nominations shall be signed by a proposed and seconder, who shall be full members, and shall bear an acceptance by the nominee of his or her nomination. A short CV of the nominee shall be attached.
- c) The names of persons so nominated and received by the Secretary shall be circulated to full members 30 days before voting for the new President-elect. The President-elect shall be elected by full members as per clause 5.1 by postal ballot from amongst persons so nominated. Upon election, the new President-elect shall become a member of the existing Executive Committee.
- d) Persons holding proxies shall, if authorised thereto by their principals, be entitled to one vote for each proxy held.
- e) The new President-elect shall take office immediately.

9. ELECTION OF OTHER OFFICE-BEARERS

9.1 The Executive Committee

- a) Members of the Executive Committee other than the President-elect, shall be proposed and seconded at the Annual General Meeting and shall be elected by show of hands, unless the President directs that such election shall be by secret ballot.
- b) The term of office of such Executive committee members shall commence directly upon the conclusion of the Annual General Meeting at which they are elected.

9.2 Other Committees

Regional Group and Interest Group Chairpersons shall be elected by the members of the specific Regional or Interest Groups in accordance with procedures determined by the Society's domestic rules.

10. SUBCOMMITTEES OF THE EXECUTIVE COMMITTEE

10.1 Description

Subcommittees shall be standing or *ad hoc* committees acting on the instructions of the Executive Committee for the performance of particular duties or activities on behalf of the Executive Committee.

10.2 Composition

- a) The Executive Committee shall determine the number of the subcommittees necessary for the efficient functioning of the Executive Committee.
- b) The Executive Committee shall determine the terms of reference, terms of office and general procedure of subcommittees.
- c) The members of Subcommittees may be nominated from any membership category of the Society.
- d) The nomination of members of Subcommittees shall be determined by their ability to contribute to the cause to be managed by the particular Subcommittee.
- e) The Executive Committee may appoint an Advisory Committee drawn from amongst past Presidents and senior members of the Society, which it may consult as the need arises regarding matters of direction and policy.

10.3 Functions

- a) Whenever necessary, the Executive Committee may refer matters to a Subcommittee for investigation and advice.
- b) Upon the instructions of the Executive Committee, a Subcommittee may negotiate on behalf of the Society with the Professional Board for Psychology, the South African Psychological Society of South Africa and any other bodies.
- c) Chairpersons of Subcommittees may be requested by the Executive Committee to attend their meetings in order to report on their activities and to submit budgets and / or financial reports. They shall have no vote on the Executive Committee unless they are members of the Executive Committee.

10.4 Finances

- a) Subcommittees shall be financed by the Executive Committee and are responsible to the Executive Committee via their chairpersons.

- b) Subcommittees shall submit an annual income and expenditure account as well as a budget to the Executive Committee for the purposes of financial control.

11. REGIONAL GROUPS

11.1 Description

A Regional Group shall consist of members of the Society living within particular geographical boundaries of Regional Groups on a regular basis.

11.2 Functions

Regional Groups shall undertake any activities that are required for the promotion of the vision and mission of the Society in a particular region by:

- a) Canvassing new members.
- b) Facilitating communication between the Executive Committee and members resident in that particular region.
- c) Assisting local bodies concerning matters in respect of which Regional Group members have expertise.
- d) Assisting in the creation of Interest Groups and co-ordination of the activities of Interest Groups in the particular area.
- e) Arranging meetings of members as required.
- f) Transmitting of news and information concerning Regional Group activities to the editor of the Society's newsletter.
- g) Transmitting proposals and suggestions to the Executive Committee in respect of matters affecting the particular Regional Groups, the creation of Subcommittees or the nomination of members to Subcommittees.

11.3 Foundation and dissolution

- a) Regional Groups may be established upon the discretion of the Executive Committee by the Executive Committee or if the Executive Committee be requested in writing by either a Regional Group Executive or by 10 full members to do so.

- b) Should the number of full members of the Society in a region fall below 10, the Executive Committee may resolve upon the dissolution of the Regional Group and / or to incorporate the Regional Group in an adjoining Regional Group. The Executive Committee shall determine the disposition of the assets and the liabilities of the particular Regional Group in consultation with the Regional Group Executive.

11.4 **Regional Group Executive**

- a) A Regional Group Executive consists of a Chairperson, Secretary and such additional members as may be determined by the requirements of that particular region.
- b) Each Regional Group shall hold a general meeting at least once per annum.

11.5 **Finances**

- a) The Executive Committee shall subsidise Regional Group activities as determined annually by the Executive Committee.
- b) Regional Groups are at liberty to generate additional funds by means of activities in objectives.
- c) Regional Groups shall submit an annual income and expenditure account to the Executive Committee for the purpose of financial control and to determine subsidies.
- d) Regional Groups shall comply with any financial directions issued by the Executive Committee.

12. **INTEREST GROUPS**

12.1 **Description**

An Interest Group shall consist of members who are active in a particular area of interest and wish to develop such area of interest for promotion of the vision and objectives of the Society. Any number of Interest Group may exist within the Society and they may function at a national or regional level.

12.2 **Functions**

- a) Development of the particular area of interest in respect of training, research and practice.
- b) Promotion of communication, co-operation and co-ordination among members within the same area of interest.

- c) The transmission of proposals and suggestions to the Executive Committee in respect of matters pertaining to the particular field of interest, the creation of subcommittees or the nomination of members to Subcommittees.
- d) The drafting of domestic rules, subject to the approval of the Executive Committee, as guideline for the organisational and administrative activities of the Interest Group within the framework of the Society's constitution.

12.3 **Establishment of new Interest Groups**

- a) With the approval of the Executive Committee new Interest Groups may be created when 10 or more members in any membership category give notice in writing of their intention in this regard and the proposed Interest Group is clearly distinguishable from the areas of existing Interest Groups according to the opinion of the Executive Committee.
- b) If the executive Committee approves a motivated written application for the establishment of an Interest Group, such a new Interest Group may be assisted to establish itself by means of a single award as determined by the Executive Committee.

12.4 **Dissolution of Interest Groups**

- a) When the membership of an Interest Group has been below 10 over a period of two successive years and such Interest Group will not revive in the opinion of the Executive Committee, the Executive Committee may disband the particular Interest Group.
- b) The Executive Committee shall dispose of the assets and liabilities of the particular Interest Group in consultation with such Interest Group. Upon dissolution the members of an Interest Group shall remain liable only for their outstanding membership fees.

12.5 **Membership requirements for Interest Groups**

- a) An Interest Group's membership requirements shall be in accordance with those of the Society.
- b) A person may belong to a number of Interest Groups.

12.6 **Interest Group Executives**

An Interest Group shall constitute its executive body in accordance with its domestic code within the framework of this constitution in order to comply with its own particular requirements.

12.7 Finances

- a) The Executive Committee shall subsidise Interest Group activities as determined annually by the Executive Committee.
- b) Interest Groups may generate additional funds for the financing of Interest Group activities.
- c) Interest Groups shall submit an annual income and expenditure account to Executive Committee for the purpose for the financial control.
- d) Interest Group shall comply with such financial instructions as may be issued by the Executive Committee.

13. GENERAL MEETINGS

- 13.1 A General Meeting of the Society at which matters of common interest shall be discussed and at which the Executive Committee shall report on its activities in the promotion of the vision and objectives of the Society shall be held at least once per annum.
- 13.2 The President of the Society may convene an Extraordinary General Meeting should the Executive Committee deem it necessary, or at the written request of at least 50 full members.
- 13.3 The Executive Committee shall give written notice of a General Meeting not less than one month before the meeting.
- 13.4 Except where otherwise provided, a majority vote shall prevail at General Meetings. The President shall have an ordinary and a decisive vote.
- 13.5 The office bearers of the Executive Committee are also office bearers at a General Meeting.

14. DISCIPLINARY AND OTHER STEPS

- 14.1 Upon its own initiative or upon recommendation of a Regional Group or an Interest Group, the Executive Committee may take disciplinary and other appropriate steps

against members whose conduct is in conflict with the vision and objectives of the Society.

14.2 Such action shall only be taken as follows:

- a) A formal dispute shall be declared between the Society and the member;
- b) The parties will be required to meet face-to-face in an attempt to resolve the dispute through negotiation;
- c) If the parties agree on a resolution it shall be minuted and shall be binding on the parties;
- d) Should such negotiation be unsuccessful the Executive Committee shall pursue the matter as it thinks fit, provided that a disciplinary enquiry shall be instituted only after the views of both sides have been communicated in writing to the Executive Committee seven days before the meeting at which such enquiry is considered.

15. CONSTITUTIONAL AMENDMENTS

15.1 Proposed constitutional amendments may be initiated by the Executive Committee or by full members.

15.2 Written notice of such motion shall be communicated to members not less than thirty days before the Annual General Meeting and proposals shall be lodged with the Secretary timeously.

15.3 Such proposed amendments shall be put to the vote at the Annual General Meeting and, if accepted by a two-thirds majority of full members voting in person or by proxy, shall become effective immediately after the closure, be referred for a postal ballot to all full members.

16. SPECIAL GENERAL MEETINGS

16.1 A Special General Meeting may be called by the Executive Committee or by any one of the following methods:

- a) By a Regional Group Executive.
- b) By requisition signed by fifty full members.

16.2 A Notice of Meeting together with a full agenda shall be circulated to members not less than thirty days before the date of the proposed meeting.

16.3 Should it be intended to propose a constitutional amendment at such meeting, the procedure laid down in Section 15 shall, *mutatis mutandis*, be followed.

17 DISSOLUTION

17.1 The Society shall dissolve by a constitutional amendment passed in accordance with section 15 of the Constitution. On dissolution, the assets of the Society shall be disposed of only to an organisation or organisations with similar objects to those of the Society and which shall be a body or bodies corporate established not for gain. The provisions of the Non-Profit Organisations Act, Act 71 of 1997 as amended, shall be observed.

18. TRANSITIONAL PROVISIONS

18.1 The Executive Committee members who have been elected in terms of the existing constitution and who are in office immediately prior to the date of the implementation of this constitution, shall be deemed to be members of the Executive Committee elected in terms of this constitution.

18.2 The person who has been elected in terms of the existing constitution as President of the Society and who occupies such office immediately prior to the date of implementation of this constitution, shall be deemed to have been elected as President of the Society in terms of this constitution until the first subsequent Annual General Meeting after the acceptance of this constitution.

18.2 As soon as this constitution comes into operation the Executive Committee shall take all steps necessary to implement its provisions in respect of membership, structure and function in order to cause the Society to comply in all respects with the requirements of this constitution.

April 2010