

**THE NEW ZEALAND COLLEGE OF  
CLINICAL PSYCHOLOGISTS**



**RULES OF THE NEW ZEALAND COLLEGE OF  
CLINICAL PSYCHOLOGISTS**

# **RULES OF THE NEW ZEALAND COLLEGE OF CLINICAL PSYCHOLOGISTS (Incorporating amendments up to and including the 2014 AGM)**

**Note:** Due to amendments, numbering of sections may differ from earlier versions of these rules. Any discussion of the Rules should refer to the version of Rules current at the time. Versions should be referred to by the year of the AGM at which they came into effect.

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### **1.00 Name**

The name of the College is The New Zealand College of Clinical Psychologists Incorporated. The Registered Office of the College is located at 6<sup>th</sup> floor, CSI Logical House, 186 Willis St, Wellington.

### **2.00 Objectives**

The objectives of the College are as follows

- 2.01 To promote and maintain excellence in the professional practice of Clinical Psychology.
- 2.02 To formulate guidelines for Members and Affiliates as to the ethical standards of professional practice and to promote, advise, monitor, and where appropriate invoke disciplinary action towards the maintenance of these standards.
- 2.03 To establish and regulate classes of Membership and Affiliation and admit to such status and classes of Membership and Affiliation such persons as shall be eligible according to the regulations and requirements of the College.
- 2.04 To promote, encourage, fund and support post-graduate educational experience for the benefit of members of the College.
- 2.05 To encourage practices in clinical psychology which promote recognition and respect for the cultural diversity which exists within New Zealand.
- 2.06 To promote and fund study, investigation and research within Clinical Psychology.
- 2.07 To tender advice to institutions involved in the training and education of Clinical Psychologists on matters relevant to such training and education of Clinical Psychologists.
- 2.08 To liaise, advocate for, and represent Clinical Psychology in matters relevant to the profession.
- 2.09 To enter into any such financial arrangements as are incidental or conducive to the attainment of the above objectives.
- 2.10 To undertake all of the above matters, all such other things as are incidental or conducive to them, or any other matters of relevance to the practice of Clinical Psychology within New Zealand.

- 2.11 The objects of the College shall be pursued within the context of partnership under the Treaty of Waitangi and embody the principles of equity with regard to ability, age, disability, ethnic origin, gender, location, religion, sexual orientation, socio-economic status or other characteristics which may lead to disadvantage

### **3.00 Membership and Affiliation**

#### **3.10 Members**

- 3.11 The College shall consist of Members, each being a Registered Clinical Psychologist who in the view of the National Executive is of good standing and is deemed to be qualified and competent to practise Clinical Psychology. Not all psychologists with a Clinical Scope of Practice will necessarily be eligible for College membership.
- 3.12 The Council shall formulate and promulgate criteria for minimum standards of qualification, knowledge, training and experience that are deemed to form the basis of eligibility for Membership of the College.
- 3.13 The Council shall formulate procedures for establishing that such minimum standards of qualification, knowledge, training and experience have been met. Such procedures may include satisfying the College's Board of Membership and Professional Standards at examination that such minimum standards have been met.
- 3.14 The classes of Membership shall be Members, Honorary Members, Fellow Members and Life Members.
- 3.15 The signatories to these rules shall be members of the National Executive of the College.

#### **3.20 Affiliate Membership**

There shall be two classes of affiliate Membership status available to clinical psychologists who are progressing towards Membership of the College, but do not as yet meet criteria for Full Membership: Associate and Student Member. The criteria for each of these classes of affiliate status shall be formulated by the Council of the College. Associate Members have the same entitlements and voting rights as Full members. Student Members shall be entitled to attend meetings of the College, and receive any notices of events or newsletters, but are not Full or Associate Members of the College and do not have voting rights.

#### **3.30 Applications for Membership & Affiliation**

All applications for Membership or Affiliate Membership status shall be made in writing on the forms prescribed by National Executive and shall be accompanied by the annual subscription payable, together with such documentation to support the applicant's claim to meet the membership criteria as is deemed by the National Executive to be necessary. The National Executive's decision on applications shall be final. Where applications are turned down the subscription submitted with the application shall be returned. The National Executive may charge an application fee in addition which may not be refunded. In considering applications for Member or Affiliate Membership status National Executive may consult with anyone it sees fit to in order to judge the suitability of applicants.

#### **3.40 Resignation of Members or Affiliate Members**

Any Members or Affiliate Members may resign from the College by giving the College Manager notice in writing to that effect. Every such notice shall unless otherwise expressed take effect from the end of the current financial year. Members or Associate Members who have not paid their current subscription lose all rights and privileges upon resignation.

### **3.50 Patrons**

A patron or patrons may be appointed at the annual meeting, whether a member of the College or not.

## **4.00 Subscriptions**

Every Member and Associate Member shall pay to the College an annual subscription or such other amount as shall from time to time be fixed by resolution of the National Executive. Failure to pay the subscription within six months of the beginning of each financial year may lead to the suspension of the rights and privileges of the Members or Associate Members. Members or Associate Members who have not paid all subscription monies due are automatically expelled ninety days after being notified of their suspension in writing.

Members or Associate Members who are not practising within New Zealand for a period of time for reasons such as being overseas, or being on maternity leave may apply for a reduced subscription to National Executive which, at its own discretion may grant a reduction in fees by such an amount as it will from time to time determine.

## **5.0 Continuing Professional Competence**

The Council shall implement such requirements, as it shall from time to time determine which facilitate the maintenance and development of professional standards. Renewal of membership of the College may be made dependent upon the production of evidence of compliance with these standards. The Council is obliged to clearly promulgate and explain to members the nature of any such requirements prior to their implementation.

## **6.00 Investigation of Lack of Fitness to Practice**

Where National Executive has reasonable grounds to believe that the fitness to practice of any Member, Honorary Member or Affiliate is in doubt because of disability or illness or incompetence or misconduct in the absence of any complaints, the National Executive shall be entitled to refer any issue of a Member, Honorary Member or Affiliate's fitness to practice to the Psychologists Registration Board, and shall be entitled to hand over any evidence under its control to the Psychologists Registration Board for investigation and determination by that Board.

## **7.00 Complaints Against Members and Affiliates**

**7.10** On receipt of a complaint about a Member or Affiliate the National Executive shall inform the complainant that as all Members or Associate Affiliates are subject to the Health Practitioners Competence Assurance Act (2003), the Psychologists Board is the most appropriate body with whom to lay the complaint. National Executive will offer information about the process.

Within thirty days of their receipt of notification from the Psychologists Board, Members and Affiliates shall be required to inform the President of the College or his/her nominee of the existence of any complaint laid with the Psychologists Board. Within thirty days of receipt of notification of the outcome of a complaint,

Members and Affiliates shall be required to inform the President of the College or his/her nominee of the outcome of the complaint laid with the Psychologists Board. Existing complaints which are in process at the time these rules are amended shall be resolved under the rules in effect at the time the complaint was laid.

7.11 When a complainant lodges a complaint about a Student Affiliate who is not registered as a practising psychologist with the Psychologist Board, the complainant will be advised to take their complaint to the agency where the complaint originated, and to the head of the Diploma or Doctoral course in which that student is enrolled at the relevant University. The National Executive will offer information about the process.

### **7.20 Disciplinary Action**

Following investigation by the Psychologists Board the National Executive shall take whatever disciplinary action it deems appropriate. This action may include, but not be restricted to, motions of censure, requirements for further training or supervision, or expulsion from the College. The College shall publicise its proceedings where this is appropriate.

### **7.30 Expulsion of Members**

The National Executive of the College may at any time expel any Member or Affiliate who has been found guilty by the Psychologists Registration Board of a breach by him or her of these rules or for conduct which in the judgement of the National Executive is prejudicial to the objects of this College. Any Person so expelled from the College may if he or she so wishes, submit the question of his or her expulsion to the next Annual General Meeting of the College. In the interim the appellant will be subject to a suspension all other rights and privileges of membership. At this meeting the expelled Person shall be allowed to offer an explanation verbally and/or writing and if thereupon the majority of the College present should vote for endorsement of his or her expulsion, such endorsement shall be considered final and no further course of appeal shall be available. If at the meeting there is a majority vote for the reinstatement of the expelled person their Membership or Affiliate Status may be restored subject to any restrictions or conditions the National Executive may see fit to impose. Voting on any such motion shall be by secret ballot if so demanded.

## **8.00 College Structure**

### **8.10 Officers of the College**

The College shall have an executive committee that shall be known as the National Executive.

### **8.20 National Executive**

8.21 The National Executive will consist of:  
President, Vice President, Treasurer, Cultural Advisor, Chairperson of the Board of Membership and Professional Standards (all of whom shall be elected at an annual general meeting of the College for a two year period and serve for no more than three consecutive terms in any one position), and the Executive Director of the College.

8.22 In the year following that in which the President is elected, a President-elect shall be elected at the Annual General Meeting of the College and shall be a full member of the National Executive.

8.23 Anyone whom the National Executive may see fit to co-opt.

### **8.30 Role of National Executive**

The National Executive shall:

- 8.31 Control the day-to-day affairs and finance of the College.
- 8.32 Meet regularly, usually monthly. Written notices of meetings are to be given by the College Executive Director.
- 8.33 Have power in the name of the College to enter into any agreement or agreements as it may think fit and necessary in the advancement and management of the College.
- 8.34 Have power to make, alter or rescind by-laws not repugnant to these rules.
- 8.35 Fill any vacancies that occur from time to time.
- 8.36 Provide for the safe custody of the Seal provided that the Seal shall never be used except by the authority of the National Executive previously given and in the presence of two members of the National Executive, who shall sign every instrument to which the Seal is affixed.
- 8.37 Open an account with a trading or Trustee Savings Bank and all receipts shall be banked within twenty-one days. All payments are to be made by cheque or direct debit and each transaction is to be signed by two designated officers. The National Executive shall have power to invest surplus funds of the College against such security as the National Executive may unanimously determine.
- 8.38 The National Executive may employ such staff and on such terms as it considers appropriate.

### **8.40 Procedure**

- 8.41 Any member not attending three consecutive meetings of the National Executive except with the consent of the National Executive at the option of the National Executive shall cease to be a member thereof.
- 8.42 The Executive Director shall call a special meeting of the National Executive if requested by the President or any two National Executive members or 10 ordinary members of the College, such meeting to be held within 28 days of the request being received, by sending every National Executive member at least seven days' notice thereof in writing at his or her ordinary address specifying the day, place and time of the meeting and the business for which it is to be held.
- 8.43 Four members of the National Executive, two of whom must be officers, shall form a quorum, which must include either chairperson or secretary.

### **8.50 Control of Funds**

All monies received by or on behalf of the College shall forthwith be paid to the credit of the College in an account with a trading bank or such other bank or savings bank from time to time to be decided by the National Executive. All cheques, promissory notes, drafts and other negotiable instruments and all receipts for money paid to the College shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the National Executive from time to time by resolution shall determine.

## **8.60 Resolutions**

A resolution in writing, signed by two-thirds of the National Executive for the time being entitled to receive a notice of a meeting of the National Executive shall be as valid and effective as if it had been passed at a meeting of the National Executive duly convened and held. Any such resolution may consist of several documents in form, each signed by one or more of the National Executive.

## **9.00 Council**

### **9.10 Membership**

The full Council includes the National Executive and also: Branch Representatives, Ethics Committee Representative, NECC (National Education Coordinating Committee), Publications Editor, Students Representative, University Liaison Coordinator and Website Coordinator.

### **9.20 Procedure**

- 9.21 There shall be at least three meetings of the Council each year, one of which occurs at the time of the annual Conference.
- 9.22 Quorum - Seven members of the Council two of whom must be officers, shall form a quorum, which must include either chairperson or secretary
- 9.23 Voting - Voting at any Council meeting of members shall be on the voices or, if any member so requests, by show of hands. Provided that if one-third of the Members so desire, voting shall be by ballot to be taken in such manner as the meeting may determine. Voting by proxy shall be permitted providing that such written proxies are received by the Executive Director prior to the opening of the meeting to which they apply. The result of each division shall be declared by the Chairperson and recorded in the minutes
- 9.24 The Council shall appoint sub-committees and advisory panels that shall be subordinate to the Council. The President of the College shall be a member of all subcommittees ex officio. Subcommittees include Cultural, Media, Publications, Ethics and Board of Membership and Professional Standards (BOMPS)
- 9.25 Board of Membership & Professional Standards  
The Council shall establish a subcommittee to be known as the Board of Membership and Professional Standards that shall have particular responsibility for defining methods of assessing qualifications, knowledge, training and experience. Where necessary, the Board of Membership and Professional Standards will conduct an examination of applicants for Membership of the College. The Chairperson of the Board shall be elected at Annual General Meeting of the College. The Board shall consist of a Chairperson, a Secretary and at least another Member. They shall all be Members of the College and with the exception of the elected Chairperson they will be appointed by the Council for a maximum term of two years and they may be reappointed.
- 9.26 The Ethics Committee shall provide advice to member/s about ethical questions and concerns that they may have.

### **9.30 Role**

The purpose of the Council is

- 1) To develop policy by gathering opinion from the wider membership
- 2) To provide two way communication about what is happening in the regions and in the National Executive
- 3) Networking across regions about educational events
- 4) Increased understanding of the current issues
- 5) Enhancing a sense of involvement and ownership of National Executive decisions
- 6) Receiving reports from the National Executive for accountability purposes
- 7) Encouragement for membership drives, and improved regional functioning.

### **10.0 Branches**

Members of the College living in a particular district may form a branch of the College for the purpose of furthering the work of the College and each branch so formed shall elect its own Chairperson, Secretary/Treasurer, and the members of their committee who shall be responsible for the management of the affairs of the said Branch, its funds and assets, and who shall keep a Register of Members of their Branch. These rules (mutatis mutandis) shall apply to all branches unless dispensation is granted by the National Executive.

### **11.00 Meetings**

#### **11.10 Annual General Meetings and Special General Meetings:**

11.11 The Annual General Meeting shall be held every year upon a date and at a time and place to be fixed by the National Executive.

11.12 A special General Meeting shall be convened whenever ten Members in writing shall request it or the National Executive considers it necessary to do so. Such meetings will be convened by the Executive Director within 28 days of the receipt of the request.

#### **11.20 Procedures:**

11.21 Notice - Printed notice of all General Meetings shall be given to Members, at least fourteen days before the Meeting.

11.22 Quorum - Twenty Members shall form a quorum at all General Meetings.

11.23 Voting - Voting at any General meeting of members shall be on the voices or, if any member so requests, by show of hands. Provided that if one-third of the Members so desire, voting shall be by ballot to be taken in such manner as the meeting may determine. Voting by proxy shall be permitted providing that such written proxies are received by the Executive Director prior to the opening of the meeting to which they apply. The result of each division shall be declared by the Chairman and recorded in the minutes.

11.24 Minutes - All Minutes of the National Executive, the Council and also Minutes of every Annual and Special General Meeting of the Members of the College (as well as those of the branches) shall be kept on file and approved by email by the Chairperson of the Meeting at which the same are to be confirmed. Such Minutes when purporting to be so signed shall in all cases and for all purposes whatever, be binding upon the College and upon every Member thereof.

11.25 Alteration of Rules:

11.251 These rules may be altered, added to, rescinded or otherwise amended by a resolution passed by two-thirds majority of those Members present at a General Meeting.

11.252 Any resolution to alter, add to, rescind or otherwise amend the rules of the College must be received by National Executive at least 21 days prior to the date of the General meeting at which the resolution will be considered.

11.253 Notice of such alterations shall be sent to all Members with the notice of the General meeting. Every such notice shall set forth the purpose of the proposed alteration, addition, recession or other amendment.

11.254 Duplicate copies of every such alteration, addition, rescission or amendment shall forthwith be delivered to the Registrar in accordance with the requirements of the Act.

11.26 Annual Report

The National Executive shall submit at each annual meeting a report of its proceedings during the past year together with an annual financial statement of the affairs of the College. Reports from the Board of Education and Branch Committees shall be received and read. The financial statement shall comprise a Revenue Account for the year and a Balance Sheet showing the investments and other assets and the liabilities and accumulated funds of the College. The financial year shall be deemed to end on the 30th day of June in each year or such other date as decided by the National Executive.

## 12.00 Winding Up

Disposition of Surplus Assets: In the event of the College being wound up and after payments of the College's liabilities and expenses of the winding up, surplus assets shall be given on such terms as a general meeting of the members shall decide to one or more Societies which include among their main objects the understanding of, research into, and promotion of mental health in New Zealand.

## 13.00 General

**13.10** In the event of any questions as to the construction or application of any of these rules the National Executive is hereby empowered to decide the same.

**13.20** No member of the College shall make any public press statement purporting to be made by or on behalf of the College or any section thereof except with the prior approval of the National Executive or the Media Liaison Subcommittee.

**13.30** The National Executive or committees of National Executive may co-opt for a time any Member or other person not a member who may be in a position to assist the National Executive on any subject under discussion or otherwise assist in the National Executive's deliberations.

**13.40** Full Members are bound by the Code of Ethics, and Associates or Graduates may be prevented from progressing to full membership if they have breached this Code.