

CONSTITUTION *of the* Asia Pacific Academy for Psychosocial Factors at Work

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ARTICLE 1 - NAME, PURPOSE, AND LANGUAGE

SECTION 1

The Asia Pacific Academy for Psychosocial Factors at Work, also known as the Academy and the acronym APA-PFAW, is a non-profit, non-governmental, scientific and professional organisation. The goal of the academy is to bring together academics, practitioners and policy makers from the Asia Pacific region and beyond, to discuss PFAW, to share and generate knowledge, deliver education and training, build greater networks and opportunities to prevent work injury, and contribute to better working arrangements, and to improve workplace health, safety, wellbeing and productivity in the region. The Academy is multidisciplinary in outlook.

SECTION 2

In pursuance of this purpose, and no other, the Executive Committee of the Academy exercises the following powers:

- a. Maintain a code of conduct for the guidance of members and contributors;
- b. Keep a list of members with such particulars as the Executive Committee shall decide;
- c. Link psychosocial factors at work societies throughout the world and co-operate with international and national, governmental and non-governmental bodies with a view to promote the purpose of the Academy;
- d. Provide grants of money or support in kind for the purpose of promoting psychosocial factors at work;
- e. Arrange a biennial APA-PFAW conference to improve the scientific debate on the promotion of PFAW and well-being and produce high quality books and scientific proceedings to accompany this event;
- f. Arrange, provide for, or join in arranging and providing for the organisation of other conferences, national or international exhibitions, meetings, lectures, classes and discussions on subjects of general and specific relevance to PFAW;
- g. Print, publish and circulate, gratuitously or otherwise, and sell, lend, issue and distribute, gratuitously or otherwise, papers, treatises, books, pamphlets, leaflets, or communications made by the Academy, or documents relating to the Academy, and any reports of the proceedings and accounts of the Academy;
- h. Produce a newsletter style publication, three times per annum, or as deemed appropriate by the Executive Committee for dissemination to constituent groups;
- i. Develop an affiliation with international journals in areas relevant to PFAW; and
- j. Invite and collect subscriptions and donations to the funds of the Academy by any lawful means.

SECTION 3

The Academy is domiciled in Australia and is governed by the laws of that country. The official address of APA-PFAW is c/o Centre for Applied Psychological Research UniSA, GPO Box 2471 Adelaide SA 5001. .

SECTION 4

The official language of the Academy as well as of the APA-PFAW biennial conference is English.

ARTICLE 2 – MEMBERSHIP

SECTION 1

The members shall consist of the persons who have such qualifications or experience as may be required for the respective classes of membership herein set out. Every member shall be classed according to his or her qualifications and experience as one of the following:

- i. Fellow
- ii. Full Member
- iii. Associate Member
- iv. Student
- v. International Affiliate

The rights and obligations of APA-PFAW Fellows and Members may be varied or abrogated by any amendment of or addition to the Constitution at the discretion of the Executive Committee.

SECTION 2

All applicants for membership and attendees of the biennial APA-PFAW conference, will be admitted as members to the respective class of membership applied for (Full, Associate, Student). The membership is provisional until confirmed by the Membership Officer within one calendar month of receipt of application.

SECTION 3

The membership is individual and therefore not capable of being transferred or devolved.

SECTION 4

The different classes of membership along with the requirements to access to each of them are reported as follows:

Fellow

To be eligible for election as a Fellow, a candidate must satisfy the Executive Committee that s/he has either:

- a. Successfully completed a period of research or practice in PFAW, of at least ten years; or
- b. Engaged in the application, discovery, development or dissemination of knowledge or practice in PFAW or a related discipline for at least ten years; and
- c. Published works on PFAW or topics relevant to the purpose of the Academy, demonstrated that s/he has achieved standards or made contributions not less than those implied in a and b above.

Fellowships will be awarded on the basis of recommendation by two Full Members of the Executive Committee and a vote by that Committee. The Executive Committee may elect such eligible candidates as it sees fit. Fellows have full voting rights.

Full Member

An application for Full Member may be made to the Membership Officer. Full Members have full voting rights and may nominate candidates or self-nominate for the Offices of the Executive Committee. A candidate for Full Member shall satisfy the Membership Officer that s/he has the following qualifications:

- a. a degree relevant to the purpose of the Academy; and
- b. evidence of at least three years active involvement in PFAW with regard to education, research or practice.

Associate Member

Individuals who do not meet the criteria for Full Membership may be elected by the Membership Officer as Associate Member. Decisions on the result of applications will be made within one month of receipt of application along with the candidate's curriculum vitae. A candidate for election as an Associate Member must satisfy the Membership Officer that s/he:

- a. satisfies at least one requirement of Full Membership.

Associate Members do not have voting rights and may not nominate candidates or self-nominate for the Offices of the Executive Committee. Upon being an Associate Member for a period of no less than two years, an application may be made to the Membership Officer to upgrade membership level to Full Member.

Student Member

A candidate for election as a Student Member must satisfy the Membership Officer that s/he:

- a. is a student in higher education; and
- b. is studying in a program relevant to the purpose of the Academy.

Student Members do not have voting rights and may not nominate candidates or self-nominate for the Offices of the Executive Committee.

International Affiliate Member

Any member of the other societies relevant to psychosocial factors at work who may wish to become members of the APA-PFAW, will be elected as International Affiliate Members. Only those International Affiliate Members, who meet the criteria for full membership of the Academy will have voting rights and may nominate candidates or self-nominate for the Offices of the Executive Committee, and as such will be recognised as full members.

SECTION 5

The membership terminates:

- a. by cancellation on the part of the member or on the part of the Society;
- b. by disqualification; or
- c. where annual subscription fees are not forthcoming.

SECTION 6

A member may resign from APA-PFAW by submitting his/her notice of cancellation to the Executive Committee. If the membership terminates in the course of a financial year, the entire biennial contribution shall nevertheless be due by the member.

SECTION 7

Disqualification from membership of the APA-PFAW may only be effected if a member acts fraudulently, provides false statement or imposition or has acted in any respect in a dishonourable or unprofessional manner (i.e. violated APA-PFAW Constitution or acts contrary to resolutions of the Academy), or if a member in an unreasonable manner prejudices the Academy.

SECTION 8

In cases in which any member, in the opinion of the Executive Committee, has acted in breach of the purpose of the Academy, explicitly or otherwise, or has been guilty of such conduct as shall have rendered him or herself unfit to continue to be a member of the Academy, s/he shall be liable to have his or her membership terminated. In these cases the decision of the Executive Committee shall be final without the right of appeal. The member has the right to attend, accompanied by a companion, the meeting of the Executive Committee at which termination is to be discussed. At this meeting, the member has the right to present a defence.

ARTICLE 3 – FEES

SECTION 1

Every member shall pay a biennial subscription that starts 1 January of the year of the Conference and expires 31 December of the following year in the amount listed on the membership application form.

SECTION 2

Subscription rates shall be determined by the Executive Committee, which shall, in any special case, reduce or remit biennial subscription for any member.

ARTICLE 4 – GENERAL MEETING OF THE ACADEMY

SECTION 1

The General Assembly Meeting (GAM) of the Academy is open to all members in good standing. The purpose of the GAM shall include:

- a. consideration of the accounts and the final Annual Reports of the Academy;
- b. the reports of the President and Executive Committee;
- c. the approval of the amendments to Constitution based on the proposal of the Executive Committee.

SECTION 3

An Extraordinary General Meeting (EGM) may be called at any time by the President with notice of no less than three months provided in writing. Full Members may call an EGM. In this case a

minimum of 20 signatories (only Members with voting rights) are required. Requests must be lodged with the Executive Officer acting on behalf of the Executive Committee. An EGM will be convened by the Executive Committee within three months of the Members' request having been lodged.

SECTION 4

The President shall chair the GAM and the EGM, and in his or her absence, the Vice-President or Past-President will do so. If neither is present, the President will nominate in advance an officer to Chair on his/her behalf.

SECTION 5

Agenda items may be submitted to the Executive Officer no less than one month prior to the meeting. The final agenda will be circulated no less than 14 days prior to the meeting via email.

SECTION 6

A GAM or EGM shall be considered quorate where a minimum of five percent of the Full Members are present. Meetings of the Executive Committee shall be considered in quorum where four or more office holders attend.

SECTION 7

The Executive Officer will be responsible for the publication of the Minutes of the meeting on the APA-PFAW website. These will be posted on the members' area.

ARTICLE 5 – MANAGEMENT

SECTION 1

The Executive Committee of the APA-PFAW shall be charged with governing the Academy. The Executive Committee will carry out the decisions of the GAM and will look after the interests of the Academy in the periods between GAMs. The Executive Committee shall require the approval of Members at the GAM to enter into agreements to acquire and alienate or encumber registered property and to enter into agreements under which the Academy binds itself as a surety or as a severally liable co-debtor, guarantees performance of a third party, or binds itself for the security of a debt of a third party. The Executive Committee shall represent the Academy both in and out of court, through two Members of the Executive Committee jointly.

SECTION 2

The offices of the Executive Committee shall be elected by ballot (possibly online), as stated in Article 6 – Section 4, and encompass:

1. President
2. Vice Presidents (x 2)
3. Past President
4. Executive Officer
5. Finance Director
6. Membership Officer

7. External Relations Officer
8. Publications Officer
9. Chair Education, Training and Practice
10. Chair Research and Development
11. Conference Chair

In addition to the executive the representations from each region shall be elected by ballot (possibly online), as stated in Article 6.:

12. Area Representatives
13. International Advisory Board

SECTION 3

The President shall:

- a. preside at all meetings of the Executive Committee;
- b. perform such other duties as are incident to his or her office, or as may properly be required by vote of the Executive Committee;
- c. represent the Academy in liaisons with external organisations;
- d. be responsible for the strategic development of the Academy;
- e. assist in the recruitment, selection and induction process of new trustees; and
- f. will be responsible for proposing an auditor for election at the general assembly.

SECTION 4

The Past President shall:

- a. advise the Executive Committee; and
- b. stand in for the President when he/she is otherwise disposed and to perform such other duties as are incident to his or her office, or as may properly be required by vote of the Executive Committee.

SECTION 5

The Executive Officer shall:

- a. keep records of all meetings of the Executive Committee;
- b. bring to the attention of the Executive Committee and the Academy, such matters as deemed necessary;
- c. undertake official correspondence of the Academy;
- d. issue official calls and notices of meetings;
- e. supervise the management of the Academy on a day to day basis; and
- f. serve as returning officer in elections.

SECTION 6

The Finance Director shall:

- a. authorise payments on behalf of the Academy as may be necessary;
- b. execute, seal and deliver any contract, deeds, instruments or other documents which shall be required on behalf of the Academy;

- c. have custody of all funds and deposit the same in the name of the Academy in such bank as the Academy should direct;
- d. collect dues and other debts to the Academy;
- e. oversee the financial management of the Academy;
- f. submit for approval an internal budget for each biennium to the Executive Committee at the beginning of the fiscal period biannually to the Executive Committee; and
- g. present for consideration an annual report on the administration and financial position of the APA-PFAW together with an independent examiner/auditor's to the General Assembly and to the Executive Committee.

SECTION 7

The Membership Officer shall:

- a. process all applications to membership of the Academy;
- b. collect subscription dues;
- c. promote Academy membership;
- d. content manage the membership pages of the Academy website; and
- e. liaise with external providers of services to Academy members.

SECTION 8

The External Relations Officer shall:

- a. recruit and manage national delegates;
- b. liaise with the press/media;
- c. along with the President, represent the Academy in liaisons with external organisations; and
- d. promote the Academy and its activities at national, European and international level.

SECTION 9

The Publications Officer shall:

- a. undertake overall management of the Academy website;
- b. source relevant content for the publication pages of the Academy website; and
- c. be responsible for the publication of the newsletter.

SECTION 10

The APA-PFAW Research and Development Forum aims to promote research and innovation in PFAW. The Forum seeks to promote not only the development of research but also its translation into practice. The Forum, with input from both academics and practitioners, is involved in producing and making available high quality outputs to all those interested in the area of PFAW.

The Chair of the Research and Development Forum shall:

- a. arrange special sessions at APA-PFAW conferences to allow researchers and practitioners showcase cutting edge research;
- b. work alongside representatives from external organisations to promote research in PFAW;
- c. organise activities at APA-PFAW conferences to support new and young researchers in PFAW; and
- d. provide a forum update for each issue of the newsletter.

SECTION 11

The APA-PFAW Education, Training and Practice Forum aims to promote psychosocial factors at work education and training by advising on the development of education and training programmes, fostering partnerships with other psychosocial factors at work organisations to do so. The Education Forum deals with both academic and practitioner education and training issues.

The Chair Education, Training and Practice Forum shall:

- a. arrange sessions at APA-PFAW conferences to allow educators and practitioners to present, address and discuss areas of work in relation to psychosocial factors at work education;
- b. work alongside representatives from external organisations to promote psychosocial factors at work education and curriculum development;
- c. provide a forum update for each issue of the newsletter;
- d. advise external organisations on the development of psychosocial factors at work courses and curricula.

SECTION 12

The Conference Chair shall:

Along with the Executive Officer, take overall responsibility for the biennial full conference, including the recruitment of a support team, conference planning and delivery, preparing the book of conference proceedings, being responsible for marketing of the conference, liaising with local conference support teams.

SECTION 13

Election to Office is by means of a vote of eligible members. All Full Members and Fellows in good standing hold voting rights. . No less than three months prior to an election an invitation for nominations will be issued by the Executive Officer on behalf of the Executive Committee to all members. Full Members may self-nominate by sending a full curriculum vitae plus a supporting statement outlining reasons for seeking office in no more than 500 words. Nominations must be received by the Executive Officer no less than one month prior to the start of voting. All positions on the executive will be declared vacant at the ends of term, Elections will commence with the position of president. President elect will hold a casting vote.

SECTION 14

Offices of the Executive Committee hold a two-year tenure with the option for one re-election. The Presidency is expected to rotate among the Asia Pacific countries.

SECTION 15

In the case of death, incapacity or resignation of any office holder, a stand-in will be appointed by the President. A replacement will be elected within six months by the members. In the case of death, incapacity or resignation of the President, one member of the Executive Committee may be nominated by the Committee to act as President, until the vacancy is filled within six months.

SECTION 16

Any holder of office who shall, in the opinion of the Executive Committee by a majority vote of one, have acted in breach of the purpose of the Academy, explicitly or otherwise, or who shall have been guilty of such conduct as shall have rendered him or herself unfit to continue in office, shall be liable to have his or her term of Office terminated. The procedure for the termination is reported in Article 2 Section 8.

SECTION 17

Members may call a vote on the expulsion from Office of an Office holder. A letter must be lodged to the Executive Officer acting on behalf of the Executive Committee containing no fewer than fifty signatories. In case such vote is called against the Executive Officer, a letter must be lodged to the President containing no fewer than fifty signatories. An office holder can be removed from office by a two-thirds majority vote of eligible Members at the GAM. Where there is a hung vote, the President has a second and casting vote.

SECTION 18

The Executive Committee shall meet no less than once per annum. The President may invite the presence, in an observational capacity, of non-office holders at his or her discretion. An extraordinary meeting of the Executive Committee may be called at any time with three months' notice from the President.

SECTION 19

The Executive Committee Meeting shall be chaired by the President or another member of the Executive Committee appointed by him/her in case of absence.

SECTION 20

An agenda and minutes will be produced for Executive Committee meetings by the Executive Officer.

ARTICLE 6 – VOTING

SECTION 1

Voting rights are restricted to Full Members and Fellows in good standing.

SECTION 2

Where consensus is absent at meetings of the Academy, decisions will be made on a one person one vote basis. Where there is a hung vote, the President of the Executive Committee has a second and casting vote. Any decision shall be made by a show of hands. A declaration by the Chair that a resolution has been carried or not and an entry in the minutes to that effect shall be conclusive evidence of the fact.

SECTION 3

Voting to elect members of the Executive Committee shall be carried out by email and online ballot. Each eligible APA-PFAW member will be sent a ballot by email. Members can vote by either

returning their completed ballot to the Executive Officer, who serves as the returning officer for the elections, or members may vote online in the members Area of the APA-PFAW website. In cases where only one nomination for a position of the Executive Committee is received, election will not be carried out and the person nominated will be elected unopposed to the position applied for.

ARTICLE 7 – SISTER ORGANISATIONS

SECTION 1

With the aim of sharing the purpose and common lines of action, the President of the APA-PFAW may sign, after the approval of the Executive Committee, Memoranda of Understanding with Sister Organisations, so as to strengthen the collaboration and cooperation among the parties.

ARTICLE 8 – FINANCES

SECTION 1

True accounts shall be kept of the income and expenditure of the Academy. The signatures of Executive Committee office holders are necessary for the issue of cheques from the Academy accounts. Authorised signatories include, exclusively, the President, Finance Director and Executive Officer.

SECTION 2

The resources of the Academy consist of contributions of:

- members;
- donors;
- conference registrations;
- supporting institutions (sponsorship); and
- proceedings of publications (direct sales, royalties etc.)

SECTION 3

The income of the Academy howsoever derived shall be applied solely towards the promotion of the Purpose of the Academy. Payment may be made as proper remuneration for any service rendered to the Academy.

SECTION 4

The financial accounts of the APA-PFAW are reported annually. The fiscal period begins on 1st January and ends on 31st December of each year.

SECTION 6

Following the biennial conference, a final report along with an independent examiner/auditor's report shall be available for the consideration of the Executive Committee.

ARTICLE 9 – AWARDS AND HONOURS

SECTION 1

Fellowship of the Academy may be conferred upon full members in recognition of distinguished accomplishments and/or service to PFAW and/or the APA-PFAW. Fellowships are to be awarded in accordance with the criteria outlined in Article 2.

ARTICLE 10 – AMENDMENTS TO CONSTITUTION

SECTION 1

Modifications to the constitution of the APA-PFAW may be proposed by the Executive Committee or by at least 25 Full Members at the GAM. Notification of a proposal for modification is to be made in its exact wording in such a place that members can read it for at least 14 days prior to the General Meeting.

SECTION 2

Every decision to modify the Constitution must be approved by a majority of two thirds of eligible Members during AGM.

SECTION 3

The Purpose of the Academy (Article 1) and the rules governing dissolution are not receptive to modification.

SECTION 4

It shall be lawful for the Executive Committee, should it consider fit by means of a two thirds majority, to dissolve the Academy, having due regard to the liabilities of the Academy. The Academy may be dissolved by a vote of eligible Members. A decision to dissolve the Academy must be taken by at least two thirds of the recorded valid votes. If upon dissolution there remains, after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall not be paid to or distributed among the members of the Academy, but shall be given or transferred to a charity or charities with similar purposes. Such an institution is to be determined by the Executive Committee at the time of dissolution.