



## **CONSTITUTION *of the* European Academy of Occupational Health Psychology**

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## **ARTICLE 1 - NAME, PURPOSE, AND LANGUAGE**

### **SECTION 1**

The *European Academy of Occupational Health Psychology*, also known as *The Academy* and the acronym *EAOHP*, is a non-profit, non-governmental, scientific and professional organisation, and a registered charity in the UK, with the sole purpose of promoting the advancement of knowledge and education of the public in occupational health psychology to improve workplace health, safety and wellbeing.

### **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 occupational health psychology 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 occupational health psychology;
- e. Arrange a biennial EAOHP conference to improve the scientific debate on the promotion of occupational health psychology and well-being and produce high quality books (comprising the *Contemporary issues in Occupational Health Psychology* series) 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 occupational health psychology;
- 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, the *Occupational Health Psychologist*, 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 occupational health psychology;
- l. Invite and collect subscriptions and donations to the funds of the Academy by any lawful means.

### **SECTION 3**

The Academy is domiciled in the United Kingdom and is governed by the laws of that country. The official address of EAOHP is c/o Institute of Work, Health and Organisations, University of Nottingham, International House, Jubilee Campus, Wollaton Road, Nottingham, NG8 1BB, UK.

### **SECTION 4**

The official language of the Academy as well as of the EAOHP 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 EAOHP 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 EAOHP 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 of devolution.

## **SECTION 4**

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

### **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 occupational health psychology or a related discipline, of at least ten years; or
- b. Engaged in the application, discovery, development or dissemination of knowledge or practice in occupational health psychology or a related discipline for at least ten years; and
- c. Published works on occupational health psychology 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 ;
- b. evidence of at least three years active involvement in occupational health psychology 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;
- b. is studying psychology or 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 Society for Occupational Health Psychology who may wish to become members of the European Academy of Occupational Health Psychology 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;
- c. where annual subscription fees are not forthcoming.

### **SECTION 6**

A member may resign from EAOHP by submitting their notice of cancellation to the Executive Committee which will affect the cancellation. 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 EAOHP may only be effected if a member acts fraud, provides false statement or imposition or has acted in any respect in a dishonourable or unprofessional manner (i.e. violated EAOHP 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.

### **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.

### **SECTION 3**

Fellows and Members of the Executive Committee and Secretariat do not pay membership fees.

## **ARTICLE 4 –GENERAL MEETING OF THE ACADEMY**

### **SECTION 1**

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

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

### **SECTION 2**

The General Assembly Meeting of the Academy shall be held at least once in alternate calendar years to coincide with the biennial conference.

### **SECTION 3**

An Extraordinary General Meeting 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. 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 two months of the Members' request having been lodged.

### **SECTION 4**

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

### **SECTION 6**

A GM 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 a minimum of one third of office holders are present.

### **SECTION 7**

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

## **ARTICLES 5- MANAGEMENT**

### **SECTION 1**

The Executive Committee of the EAOHP shall be charged with governing the Academy. The Executive Committee will carry out the decisions of the General Assembly Meeting and will look after the interests of the Academy in the periods between General Assembly Meetings. The Executive Committee shall require the approval of Members at the General Assembly Meeting 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 codebtor, 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 online ballot, as stated in Article 6 – Section 4, and encompass:

1. President

2. Past President
3. Finance Director
5. Membership Officer
6. External Relations Officer
7. Publications Officer
9. Chair of Education Forum
10. Chair of Practice Forum
11. Chair of Research Forum
12. Conference Chair

The Executive Officer shall be appointed by the President. The Secretariat of the Executive Committee shall be appointed by the President and the Executive Officer.

### **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 and the Charity Commission;
- 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.
- 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;
- b. stand in for the President when 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 and the Trustees.

### **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 Academy, such matters as deemed necessary;
- c. undertake official correspondence of the Academy;
- d. issue official calls and notices of meetings;
- e. undertake overall management of the Academy website;
- f. supervise the management of the Academy on a day to day basis.
- g. 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;
- g. present for consideration an annual report on the administration and financial position of the

EAOHP together with an independent examiner/auditor's report (when required in accordance with the Charities Act) to the General Assembly and to the Executive Committee, and then submit for the approval the Final Report to the Trustees.

#### **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;
- 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;
- d. promote the Academy and its activities at national, European and international level.

#### **SECTION 9**

The members of the Secretariat of the Executive Committee shall be appointed by the President and the Executive Officer and shall:

- a. carry out duties as required by the Executive Committee;
- b. attend meetings of the Executive Committee.
- c. be the first port of call for all external enquiries;
- d. manage the Academy on a day to day basis.

#### **SECTION 10**

The Publications Officer shall:

- a. Source relevant content for the publication pages of the Academy website;
- b. be responsible for the publication of the Occupational Health Psychologist.

#### **SECTION 11**

The EAOHP Education Forum aims to promote occupational health psychology education and training by advising on the development of education and training programmes, fostering partnerships for the development of such programmes, and working together with similar bodies in other OHP organisations to do so. The Education Forum deals with both academic and practitioner education and training issues.

The Chair of Education Forum shall:

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

#### **SECTION 12**

The EAOHP Practice Forum is concerned with the translation of knowledge and research in OHP into workplace interventions. It aims to support the practitioner community in identifying best practice and initiatives through which OHP practitioners can demonstrate the value of applied OHP practice to the world of work. The Chair of the Practice Forum shall:

- a. arrange sessions at EAOHP conferences to allow practitioners to present, address and discuss emerging areas of work in the practitioner community;
- work alongside practitioner representatives from external organisations to promote practitioner issues;

- c. recruit and represent practitioner members of the EAOHP;
- d. provide a forum update for each issue of the newsletter.

### **SECTION 13**

The EAOHP Research Forum aims to promote research and innovation in OHP. 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 OHP.

The Chair of the Research Forum shall:

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

### **SECTION 14**

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 15**

Election to Office is by means of a vote of eligible members. All Full Members hold voting rights. The President holds a casting vote. 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 five hundred words. Nominations must be received by the Executive Officer no less than one month prior to the start of voting.

### **SECTION 16**

Offices of the Executive Committee hold a four year tenure with the option for one re-election.

### **SECTION 17**

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 elected as President, until the vacancy is filled within six months.

### **SECTION 18**

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 19**

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 General Assembly Meeting. Where there is a hung vote, the President has a second and casting vote

**SECTION 20**

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 21**

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 22**

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 Chair 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 EAOHP 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 EAOHP 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 - INTERNATIONAL CONFERENCES****SECTION 1**

A conference of EAOHP shall be held every two years. The time and venue of the Conference are decided by the Executive Committee.

**SECTION 2**

The Conference Chair along with the Executive Officer is responsible to plan and arrange the biennial conference, including the set up and management of a local conference support team.

**SECTION 3**

Finances for the arrangement and conduct of the Conference shall be the sole responsibility of the Executive Committee, which is entitled to establish a fee to be charged to participants. Conference fees will differ on the basis of membership level. Attendees who are not members of EAOHP shall pay a higher fee than members. On attending the conference and paying the relevant fee, non-members will automatically acquire the biennial subscription as a member, including benefits related to the full membership.

## **ARTICLE 8 – SISTER ORGANISATIONS**

### **SECTION 1**

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

## **ARTICLE 9 – FINANCES**

### **SECTION 1**

True accounts shall be kept of the income and expenditure of the Academy. The signature of Executive Committee office holders are necessary for the issue of cheques from 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
- conference registrations
- supporting institutions (sponsorship)
- 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 5**

The financial accounts of the EAOHP are reported annually in accordance with the requirements of the Charity Commission. The fiscal period begins on 1<sup>st</sup> January ends on 31<sup>st</sup> December of each year.

### **SECTION 6**

In the occasion of the subsequent Conference from the end of the financial year and where annual income exceeds £100,000, a final report along with an independent examiner/auditor's report shall be available for the consideration of the Executive Committee and trustees.

## **ARTICLE 10 – TRUSTEES**

### **SECTION 1**

The trustees, as part of the Trustee board, are responsible for oversight management of the administration of the Academy and the functioning of the Executive Committee. The responsibility for day to day functioning of the Academy and its administration is held by officers of the Academy as stipulated in Article 5. The trustees are responsible for submitting the Annual Trustee Report and Financial Report to the Charity Commission.

### **SECTION 2**

Existing trustees are responsible for the recruitment of new trustees. While the trustees retain overall responsibility and control, the Executive Committee of the Academy will assist in the recruitment, selection and induction processes. When preparing to appoint a new trustee, the trustee board will ensure that the person is qualified to act as a trustee in accordance with the Charities Act 2011. No less than 3 and 5 trustees will form the Trustee Board.

The existing trustees will act in the best interests of the Academy. In order to ensure this is the case,

and that they are in a position to explain to new trustees what is required of them, existing trustees will clarify and explain the purposes and aims of the Academy, as well as their broader duties and responsibilities as trustees before stepping down from their role. Following the appointment of a new trustee, trustees will ensure that:

- the Charity Commission is notified of the appointment as soon as possible;
- any property belonging to the Academy which is held in the names of outgoing individual trustees is transferred into the name of the new trustee.

### **SECTION 3**

Trustees may stand down or resign from their position giving due written notice to the Chair of the Trustee Board as well as the President of the Academy. Notice is necessary to ensure that the minimum number of trustees as represented on the Board.

### **SECTION 4**

(a) A Trustee may be reimbursed reasonable expenses properly incurred by him or her when acting in their role as a trustee of the Academy. Expenses are refunds by the Academy of legitimate payments which a trustee has had to meet personally in order to carry out his or her trustee duties. Expense claims must be supported by bills or receipts.

(b) No Trustee may be paid or receive any other benefit for being a Trustee.

## **ARTICLE 11 - AWARDS AND HONOURS**

### **SECTION 1**

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

### **SECTION 2**

The Andre Bussing Memorial Prize is an award provided by the Academy that recognises high quality research by an early-career member. The Award was introduced as a tribute to the late Andre Bussing, Vice President of the Academy. The Award is open to any early career researcher (eight years from completion of PhD or equivalent) who feels their work has, or will, make a considerable contribution to the field of occupational health psychology.

## **ARTICLE 12 - AMENDMENTS TO CONSTITUTION**

### **SECTION 1**

Modifications to the constitution of the EAOHP may be proposed by the Executive Committee or by at least 25 Full Members at the General Assembly Meeting. 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 voters present at the vote.

### **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 Trustees and 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.