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, provide for, or join in arranging and providing for the organisation of conferences, national or international exhibitions, meetings, lectures, classes and discussions on subjects of general and specific relevance to occupational health psychology;
f) 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 activities and accounts of the Academy;
g) Produce a newsletter style publication, the Occupational Health Psychologist, two times per annum, or as deemed appropriate by the Executive Committee for dissemination to constituent groups;
h) Develop an affiliation with international journals in areas relevant to occupational health psychology;
i) Invite and collect subscriptions and donations to the funds of the Academy by any lawful means.
j) Delegate the execution of its operational and public-facing activities to a legally distinct subsidiary, partner, or sister organisation, provided that a legally binding Service Level Agreement or Memorandum of Understanding is in place to ensure such activities strictly promote the Purpose of the Academy.

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 listed on the Charity Commission website.

SECTION 4

The official language of the Academy 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 their qualifications and experience as one of the following:

i. Fellow
ii. Full Member
iii. Student

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 who opt in for membership, will be admitted as members to the respective class of membership applied for (Full, Student).

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 they are 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 they have 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 Engagement Officer. Full Members have full voting rights and may nominate candidates or self- nominate for the Offices of the Executive Committee.

Student Member

A candidate applying to join as a Student Member must satisfy the Membership Engagement Officer that they are a student in higher education;

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

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. 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 commits 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, they shall be liable to have:

- their 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.

SECTION 3

An Extraordinary General Meeting (EGM) may be called at any time by the President with notice of no less than one month provided in writing. Full Members may call an EGM. A minimum of fifty signatories (only Members with voting rights) are required. Requests must be lodged with the Secretary 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 their 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 Secretary 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 Secretary will be responsible for the recording of the Minutes of the meeting on the EAOHP website.

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 following offices of the Executive Committee shall be elected by online ballot, as stated in Article 6, and encompass:

1. President
2. Past President

3. Membership and Engagement Officer
4. Publications Officer
5. Chair of Education Forum
6. Chair of Practice Forum
7. Chair of Research Forum

The Secretary of the Executive Committee and the Conference Chair shall be elected by the Executive Committee.

SECTION 3

The President shall:

a. preside at all meetings of the Executive Committee;

b. perform such other duties as are incident to their 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 their office, or as may properly be required by vote of the Executive Committee and the Trustees.

SECTION 5

The Secretary 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. 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;
h. 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.
i. serve as returning officer in elections.

SECTION 6

The Membership Engagement 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

f. Work with the Forum Chairs to develop member engagement activities
g. work with the .

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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;
c. coordinate EAOHP publishing together with the Executive Committee;
d. disseminate Academy activities through social media and external outlets.

SECTION 8

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 9

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;
b. 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 10

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 11

The Conference Chair shall:

Along with the Executive Committee, 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 14

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 Secretary 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 Secretary no less than one month prior to the start of voting.

SECTION 15

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

SECTION 16

In the case of death, incapacity of 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 17

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 themselves unfit to continue in office, shall be liable to have their term of Office terminated. The procedure for the termination is reported in Article 2.

SECTION 18

Members may call a vote on the expulsion from Office of an Office holder. A letter must be lodged to the Secretary acting on behalf of the Executive Committee containing no fewer than fifty signatories. In case such vote is called against the Secretary, 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 their discretion. An extraordinary meeting of the Executive Committee may be called at any time with one month's 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 them in case of absence.

SECTION 22

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

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 has a second and casting vote. Any decision shall be made by a show of hands. A declaration by the President 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 or an appropriate and secure online voting platform. Members can vote by either returning their completed ballot to the Secretary; vote online in the members Area of the EAOHP website; or vote online in an online voting platform where this is used. 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 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 8 – 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, and the Trustees.

SECTION 2

The resources of the Academy consist of contributions of:

- members (including membership fees from conference registrations)
- supporting institutions (sponsorship)
- proceedings of publications (direct sales, royalties etc.) research grants and advisory fees.

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

ARTICLE 9 – TRUSTEES

SECTION 1

The trustees, as part of the Executive Committee and 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 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 them 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 their 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 10 - AMENDMENTS TO CONSTITUTION

SECTION 1

Modifications to the constitution of the EAOHP may be proposed by the Executive Committee or by at least 50 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.