

By-laws of The Australian Association for Psychological Type

PART 1 - Name

The name of the Association shall be the AUSTRALIAN ASSOCIATION FOR PSYCHOLOGICAL TYPE INCORPORATED (AusAPT). The Association is incorporated in New South Wales through the Department of Consumer Affairs and constituted under and subject to the Model Rules for the Incorporation of Associations (hereinafter referred to as the Constitution). All members are subject to the Constitution and these by-laws.

PART 2 - Purpose/Objects

2.1 The Association will promote knowledge and use of psychological type, within Australian society, and in particular for those who use Psychological Type professionally. The Association will maintain a fiscally responsible, smoothly functioning, self supporting national organization to:

2.1.1 FOSTER UNDERSTANDING

Foster the study and understanding of human behaviour and individual differences and to encourage the application of personality type in various areas of human relationships.

2.1.2 ACCEPTANCE OF DIFFERENCES

Promote personal and interpersonal growth and development and the acceptance of individual differences.

2.1.3 CONSTRUCTIVE USE OF TYPE

Promote the constructive use of differences using psychological type theory and type application.

2.1.4 ETHICAL USE

Advocate and ensure as far as our association is concerned, the ethical use of psychological type and psychological type instruments.

2.1.5 QUALITY SERVICE

Provide quality membership service through education, in theory and application of psychological type.

2.1.6 NETWORK

Provide a network for those using psychological type, especially the MBTI®.

2.1.7 ACTIVITIES

Initiate and support developmental activities for type practitioners at a national level.

2.1.8 INFORMATION

Provide information and identify resources of interest to type practitioners.

2.1.9 RESEARCH

Encourage and support type research in Australia.

2.1.10 EDUCATION

Provide educational materials, arrange seminars and conferences, and otherwise seek to expand public and professional awareness in these areas.

2.1.11 MEMBERSHIP DIVERSITY

Strive to obtain, cultural and type diversity in membership.

2.1.12 INTERNATIONAL LINKS

Support the development of and participate in an international council for psychological type to foster the professional and ethical use of psychological type in other nations.

PART 3 - MEMBERSHIP

3.1 TYPES

Given the purpose and objects of the Association there shall be three categories of membership, ordinary, organisation, and honorary. The membership register will be maintained by the National Committee of Management.

3.1.1 ORDINARY MEMBER

An individual may be admitted to ordinary upon written application, and payment of the prescribed fee. All admissions to ordinary membership are subject to endorsement by the National Committee of Management. Every person becoming a member of the Association shall receive a copy of the Constitution, By-laws and Code of Ethics of the Association.

3.2 REGISTER OF MEMBERS

3.2.1 REGISTER OF ORDINARY MEMBERS

- a. The National Committee of Management shall arrange for a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- b. Particulars shall also be entered into the Register, of deaths, resignations, terminations and reinstatements of membership and any further particulars as the National Management Committee or the members at any general meeting may require.

3.2.2 REGISTER OF ACCREDITED MEMBERS

In addition to the normal membership register, a separate register of accredited members will be maintained. Inclusion on this register is for those persons who intend to use Psychological Type professionally to be eligible for inclusion as an accredited member of AusAPT Inc., a member shall have attained the required qualification as set down by the suppliers of materials to become a registered purchaser of the MBTI instrument. To be eligible for inclusion as a professional member of AusAPT, a member shall have the required qualification as set down by the suppliers of materials to become a registered purchaser of the MBTI instrument.

3.2.3 ORGANISATION MEMBERSHIP

An Organisation membership is one taken out by an Organization. A subscriber member has no participatory nor voting right. Organisation members are entitled to receive all the journals and other publications of the Association.

3.2.4 HONORARY MEMBER

The National Management Committee may at its discretion, grant honorary membership to a member whose services to AusAPT it wishes to recognise. The Association shall bear the costs of the honorary membership conferred. An honorary member shall be eligible to attend meetings of the Association, vote, hold office, serve on committees and enjoy all other rights and privileges of general membership as defined in these by-laws.

3.3 FEES

3.3.1 MEMBERSHIP RATES

The annual subscription rates for members shall be determined by the National Committee of Management in consultation with local regions. All payments for membership shall be paid to the National Committee. When the period of membership remaining in the first year of joining is six (6) months or less, then a reduction in fee is applicable.

3.3.2 NOTIFICATION OF MEMBERSHIP

Upon the acceptance or rejection of an application for any category of membership, the Secretary shall inform the applicant in writing of such acceptance or rejection.

3.5 DISCIPLINARY PROCEDURE

3.5.1 CODE OF ETHICS

The National Committee of Management shall be responsible for implementing and updating the Code of Ethics of the Association and overseeing the ethical behaviour of the members of the Association.

PART 4 - Powers and Duties of the National Committee of Management

4.1 The powers and duties of the National Committee of Management are set out in the Constitution.

4.2 Nomination and Election of Members of the National Committee of Management

At the first meeting after each Annual General Meeting, the following shall be elected;

4.2.1 Members are eligible for nomination and election to the National Committee of Management provided that they have:

- a. At least one year of continuous membership of the Association.
- b. Previous involvement in the organisational aspects of the Association (e.g. held office, served on a committee) at the Regional or National level.
- c. And continue to be a financial member of the Association.

PART 5 - National Committee of Management and Regional Committees

5.1 NATIONAL COMMITTEE OF MANAGEMENT AND REGIONAL COMMITTEES

5.1.1 NATIONAL COMMITTEE OF MANAGEMENT AND REGIONAL COMMITTEES

The Association shall consist of a National Committee of Management and Regional Committees. The Regional Committees shall be located in and comprise members ordinarily resident in Australia or its Territories.

The Regional Committees shall be subject to the direction of the National Committee of Management as prescribed in the Constitution.

5.1.2 CONSTITUTION

All members and committees shall be bound by the Constitution (model rules) and shall pursue the objects and conduct the business of the Association in accordance with the Constitution and Bylaws of the Association and not otherwise.

5.2 ROLES AND RESPONSIBILITIES OF THE OFFICE BEARERS OF THE ASSOCIATION

5.2.1 PRESIDENT

The President shall be the chief executive officer of AusAPT and chair the National Committee of Management. In this capacity, the President shall preside over the meetings of the Association and otherwise represent the interests of AusAPT. The President shall sign all leases, mortgages, deeds and other written instruments and may sign cheques and promissory notes on approval of the National Committee of Management. The President shall also present an Annual Report and see it is properly submitted to the Secretary and perform other special tasks as delegated by the National Committee of Management.

- To oversee the affairs of the Association.
- Be responsible for the Biennial National Conference.
- Be responsible for the overall operation of the Association's journal.
- Be responsible for the ethical and standard practices of the Association.
- Be the spokesperson for the Association apart from the areas of legal responsibility of the Treasurer and Secretary.
- Promote the maintenance of the ethical use of the MBTI.

The President may delegate these powers to committees or individuals.

5.2.2 IMMEDIATE PAST PRESIDENT

The Immediate Past President shall be a member of the National Committee of Management and perform other such tasks as assigned by the President or the National Committee of Management.

- To assist in the smooth transition of responsibilities to the incoming committee.
- To inform the President of trends that affect the Association.
- To assist in the formation and development of new regions.
- To assist the President in the promotion of the Association.

5.2.3 VICE-PRESIDENT

- To support the President
- To deputise for the President where appropriate.
- To liaise/oversee some special projects, e.g. The Journal and research.

5.2.4 SECRETARY

The Secretary shall be a member of the National Committee of Management, oversee the maintenance of all organizational records and property of AusAPT and perform such other responsibilities as may be assigned by the President of the National Committee of Management. In addition, the Secretary shall carry out resolutions, review the minutes of all meetings and proceedings of the National Committee of Management and of the Association to ensure that they reflect the decisions, requirements and resolutions of the National Committee of Management.

Be the "Public Officer" of the Association (if resident in N.S.W.)

Before each meeting -

- Prepare an agenda in consultation with the President.
- Check the minutes of the last meeting for "business arising".
- Arrange correspondence in order and summarise longer letters.
- Co-ordinate any reports to be presented such as from sub-committees and the Treasurer.
- Arrange meeting venue.
- Arrange media publicity.
- Prepare and dispatch notice of meeting.
- Bring minute books, reports, documents and correspondence, a copy of the Association's rules.
- Prepare an attendance register.
- Bring paper and pencils if there is to be a paper ballot.
- Check the physical setup of the venue.

At each meeting -

- Keep a role of members present or circulate an attendance book.
- Circulate the agenda and other reports.
- Read or report on the minutes and correspondence.
- Keep minutes of the meeting.
- Inform the President on the state of the quorum.
- Assist the President in the counting of votes.

After each meeting -

- Write up the minutes as soon as possible after meeting.
- Do all things and write letters in accordance with the meeting's wishes.
- Update the membership register.
- Keep the President and other Committee members informed of correspondence which may need attention.
- Other Duties -
 - Maintain the Membership Register and advise the appropriate regional representative of changes to membership.
 - Provide mailing labels for approved activities of the Association.
 - Issue Membership Renewal notices when due.

5.2.5 TREASURER

The Treasurer be a member of the National Committee of Management, be responsible for forecasting the financial position of the organization, providing financial review and approval of all actions having significant budgetary impact and performing such other responsibilities as may be assigned by the President or the National Committee of Management. The Treasurer shall present a budget for the forthcoming fiscal year to the National Committee of Management. In addition, the Treasurer shall provide the National Committee of Management with a semi-annual report of income and expenditures, manage the annual budget preparation process, prepare a statement of income and expenditures to be presented to the Association at the regular Biennial meeting and make it available to each member. The Treasurer shall also provide oversight and guidance to staff members assigned responsibility for collection and disbursement of funds, maintenance of accounts, keeping proper books of account and preparation of reporting documents. Manage the financial affairs of the Association, specifically -

- Complete financial statements according to accepted accounting practice.
- Maintain the Association's books.
- Ensure the auditing of the Association's accounts.
- Bank members' subscriptions.

- Distribute funds to regionals each month.
- Prepare budgets.
- Liaise with regional treasurers and ensure reporting to National Executive 5 times per year.
- Supervise the financial management of the biennial conference and monitor expenditures.
- Organize signatories to the Associations' bank accounts.

5.2.6 REGIONAL REPRESENTATIVES

Regional Representatives are appointed to the National Committee of Management by Regional Committees. They shall -

- Facilitate and gather article/materials for Associations' Journal.
- Provide reports for Teleconferences.
- Represent the Regions' interests on the National Committee.

5.2.7 TERM OF OFFICE

Every member of the National Committee of Management shall hold office for a term of two (2) years, but may from time to time be re-elected, provided that a member elected to fill a vacancy shall hold office for only the unexpired portion of the term of office of his/her predecessor.

5.2.8 CONSECUTIVE TERMS

No particular office bearer of the National Committee of Management shall hold that office for more than two consecutive terms.

PART 6 - Regions of AusAPT

6.1 APPROVAL

Members wishing to form a Region of the Association must apply to the National Committee of Management for approval.

- A new region must have a minimum of 25 members, be financial, conduct regular activities, communicate with members by newsletter regularly and abide by the Constitution of AusAPT Inc.
- The group applying for regional status must demonstrate the ability to accomplish the above for the continuous period of twelve (12) months.

6.2 PROPOSALS

Proposals for formation of local regions of the Association will be considered at the next meeting of the National Committee of Management.

6.3 ELECTION OF OFFICERS

Regions shall elect office bearers for a period not exceeding two (2) years.

PART 7 - Financial and Legal

7.1 FINANCIAL YEAR

The financial year of the Association shall begin on 1st July and close on 30th June in each year.

7.2 LEVEL OF PETTY CASH

The National Committee of Management shall determine the level of petty cash which shall be kept on the imprest system.

7.3 APPROVAL OF EXPENDITURE

All expenditure shall be approved or ratified at the National Committee of Management meeting.

7.4 ANNUAL FINANCIAL STATEMENT

As soon as practicable after the end of the financial year the treasurer shall cause to be prepared statement containing particulars of the income and expenditure for the financial year just ended; and the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

7.5 INCOME AND PROPERTY

The income and property of the Association however derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out here. No income or property shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association. However, nothing contained here shall prevent the payment in good faith, of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return

for any services actually rendered to the Association. Furthermore nothing contained here shall be construed so as to prevent the payment or repayment of any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

7.6 APPLICATION OF INCOME AND PROPERTY

The income and property of the Association whencesoever derived, shall be applied solely toward the promotion of the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of the Association; PROVIDED that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Association or to any member of the Association in return for any services actually rendered nor for goods supplied in the ordinary and usual way of business.

PART 8 - Alteration of By-Laws

8.1 ALTERATION OF BY-LAWS

The National Committee of Management may make, amend or repeal by-laws consistent with the Constitution or these rules for the internal management of the Association and any by-law may be set aside by a general meeting of members. By-Laws of the Australian Association for Psychological Type.