

Statutes and Rules of the Pan-African Psychology Union (PAPU)

Section I. Nature and Objectives

Preamble

On 22 July 2012 representatives of various psychology organisations in Africa met at the 30th International Congress of Psychology (ICP 2012) in Cape Town, the first ICP to be held on African soil since the first ICP was held in 1889. These representatives adopted the Cape Town Declaration - committed to the establishment of the Pan-African Psychology Union to promote the development of psychology as a science and practice in our countries, Africa and the World - which was roundly acclaimed by the delegates of 103 countries at the ICP 2012 Opening Ceremony that evening.

Article 1: Name

The Pan-African Psychology Union, hereinafter referred to as PAPU, is the representative body for the science and profession of psychology in Africa.

Article 2: Mission

PAPU's mission is to be a collaborative union of psychological societies and psychologists in Africa committed to scholarship and human development in our communities, countries, Africa and the World.

Article 3: Principles

The Cape Town Declaration recognised:

- 3.1 Psychology has the potential to serve as a key driver in human development in our communities, countries, Africa and the World;
- 3.2 The critical role of psychology in policy development, advocacy, continuing professional development, teaching, research, publication, outreach services and other forms of intervention;
- 3.3 The strength of psychology as an agent for change, development and empowerment of individuals and communities; and
- 3.4 The value of mutual collaboration towards the achievement of these principles.

Article 4: Objectives

The objectives of PAPU include the following:

- 4.1 To advance psychology as a science, profession and as a means of promoting human wellbeing.
- 4.2 To exchange ideas and scientific information between psychologists, psychological organisations and university departments in the various African countries through research, publications, communications and meetings.
- 4.3 To facilitate cooperation between scientists and practitioners working in psychology across Africa.
- 4.4 To foster excellence in standards for education, training, research and the applications of psychology in Africa.
- 4.5 To enable the development of psychology organisations and universities through activities that capacitate the development of psychology in our countries.

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- 4.6 To encourage the maintenance of the highest standards of ethics, conduct and lifelong education of psychologists in our countries and across Africa.
- 4.7 To engage in policy development processes that are relevant to social enhancement, psychosocial wellbeing, psychological practice, and national development in our countries and across Africa.
- 4.8 To be an important source of advice to institutions, universities, organisations, government ministries and departments on matters of behaviour, psychosocial wellbeing and mental health.
- 4.9 To disseminate psychological knowledge and professional skills in the public interest and to document and make available information and expertise on scientific and professional psychology.
- 4.10 To encourage the development of emerging psychologists and engender future leadership in psychology in our countries.
- 4.11 To collaborate with other international, regional, and national organisations in matters of mutual interest.
- 4.12 To promote the reputation of psychology and psychologists as well as the protection of their interests.

Article 5: Funds and Non-Profit Status

- 5.1 PAPU may receive funding and/or contributions from governments, private and other sources for its general functioning or for the accomplishment of any of its objectives.
- 5.2 PAPU shall operate on a non-profit basis in accordance with the incorporation requirements of the country in which it is incorporated.
- 5.3 PAPU shall not distribute economic benefits among its members and/or Executive Committee members, and no member shall be entitled to any PAPU funds, except for reimbursement of actual costs or expenses reasonably incurred on behalf of PAPU and which shall in all instances be pre-authorised by relevant PAPU Officers.

Article 6: Duration

- 6.1 No limit shall be set to the duration of PAPU. Its dissolution shall only be decided by a two-thirds vote of the Assembly, whether at a meeting or by mail ballot.
- 6.2 In the event of the dissolution of PAPU, any remaining assets (after all liabilities are met) shall be transferred to an international or regional organisation of psychology whose objectives are compatible with those of PAPU, and shall be decided by a two-thirds vote, as referred to in 6.1 above.

Article 7: Language

English as the language of communication in PAPU should not preclude other major languages (including signing) regularly used in psychological discourse in Africa from being used at the Assembly, the Executive Committee, Council and other committees and meetings, provided the costs of any necessary translation are not prohibitive.

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Article 8: Interpretation

In these Statutes and Rules words have the meanings assigned to them. The Executive shall be the final arbiter in the event of any issue arising from the interpretation of these statutes.

Section II. Membership

Article 9: Types of Membership

- 9.1 PAPU shall consist of National Members, Category Members, Department Members, Regulatory Members and Individual Members as specified below and who shall abide by the Statutes and Rules of PAPU.
- 9.2 Membership shall be by written application to the PAPU Secretary, providing the statutes, articles of association or other founding documents, together with the relevant rules and ethical code.
- 9.3 Membership shall take effect on payment of the first annual dues.
- 9.4 A member is in good standing when the dues receivable for the current year are paid up before the start of the Assembly.
- 9.5 A National Member shall be a national society of scientific and/or professional psychology or a federation or association of such societies; National Members shall hold 50% of the votes at an Assembly.
- 9.6 A Category Member shall be a society of any field/s of psychology; Category Members shall hold 15% of the vote at an Assembly.
- 9.7 A Department Member shall be any department of psychology at a recognised university; Department Members shall hold 15% of the votes at an Assembly.
- 9.8 A Regulatory Member shall be a psychology registration and/or licensing body; Regulatory Members shall hold 15% of the votes at an Assembly.
- 9.9 National, Category, Department and Regulatory Members shall inform PAPU within one month of any significant changes to their statutes, constitution, articles of association or other founding documents, and ethical code or professional conduct rules.

Article 10: Individual Members

PAPU may have the following, mutually exclusive, classes of Individual Members:

- 10.1 Full Members, who are practitioners or academics with at least a Masters qualification in psychology; Full Members shall hold 5% of the vote at an Assembly.
- 10.2 Associate Members, who hold a university degree in psychology or a related field recognised by the Assembly and who are active within the discipline of psychology.
- 10.3 Postgraduate Members, who are studying postgraduate psychology at university and who are active in any field of psychology recognised by the Assembly, who shall hold such membership for a maximum four-year period.
- 10.4 Student Members, who are studying undergraduate psychology at university and who are active in any field of psychology recognised by the Assembly. On application to the Treasurer, a Student Member, who shall hold such membership for a maximum four-year period, may be exempt from dues.

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- 10.5 Elders, who were once Full or Associate Members and who have retired and are no longer working full-time in the discipline. On application to the Treasurer, an Elder Member may be exempt from dues.
- 10.6 All members shall abide by the Statutes and Rules of PAPU and shall promote PAPU's objectives.

Section III. Governance

Article 11: Powers of the Assembly

- 11.1 The Assembly is the highest authority within PAPU and shall convene at least once in three years.
- 11.2 The Assembly is presided over by the President and, should the need arise, by the President-Elect, the Past President or another member of the Executive Committee.
- 11.3 The Assembly shall conduct any business that it deems fit, including:
 - 11.3.1 Determining PAPU policy;
 - 11.3.2 Changing the Statutes;
 - 11.3.3 Establishing the Rules;
 - 11.3.4 Receiving Financial and other Reports of the Executive Committee;
 - 11.3.5 Admission of the members of PAPU;
 - 11.3.6 Electing the members of the Executive Committee and the Officers;
 - 11.3.7 Determining the membership dues.
- 11.4 The Assembly shall determine the venue of at least the next Assembly and shall consider, inter alia, rotation, cost and convenience.

Article 12: Composition of the Assembly

- 12.1 Consistent with Article 9, the Assembly is composed of the National Members, the Category Members, the Department Members, Regulatory Members, Full Members and the Executive Committee, all of whom are voting members.
- 12.2 Representatives of the National Members, Category Members, Department Members, and Regulatory Members are nominated by these members for no more than three consecutive Assemblies.
- 12.3 At least three weeks before an Assembly, National, Category, Department and Regulatory Members shall inform the PAPU Secretary in writing of the names of their delegates and any alternate delegates.
- 12.4 The Assembly may include invited guests and Associate, Elder, Postgraduate and Student Members as observers.

Article 13: Executive Committee

- 13.1 The Assembly shall elect an Executive Committee, for a three-year term, to manage the affairs of PAPU.
- 13.2 The Executive Committee shall comprise the five Officers mentioned below and up to six regular members elected by the Assembly.

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- 13.3 The Officers of the Union are the President, President-Elect, Past-President, Secretary, and Treasurer.
- 13.4 The Executive Committee shall serve from the termination of the Assembly until the next Assembly, provided that the outgoing Officers brief and do a hand-over no later than the first meeting of the incoming Executive Committee at the termination of the Assembly.
- 13.5 No member of the Executive Committee may serve on the Executive Committee for more than nine consecutive years.
- 13.6 The President shall Chair the Executive Committee. Another Officer shall assume the chair should the President be unavailable at the start of the meeting.
- 13.7 The Executive Committee shall meet at least annually, telephonically, electronically or face-to-face.
- 13.8 The Executive Committee shall have the power in exceptional circumstances to remove from office or from the Executive Committee any member whose conduct is judged to be unacceptable. The President or any two other Officers shall appoint a three-person committee to investigate the situation and to provide a report to the Executive Committee with their recommendations within no more than 60 days. Any decision must be supported by a two thirds vote of the Executive Committee.

Article 14: The Duties and Powers of the Executive Committee shall be:

- 14.1 To report and be accountable to the Assembly, the highest governing body in PAPU.
- 14.2 To approve the annual budget.
- 14.3 To monitor the progress on any of the projects and activities conducted by or under the auspices of PAPU.
- 14.4 To call an Assembly at least once every three years, by providing at least six months' prior notice to members.
- 14.5 To call a special meeting of the Assembly in an emergency, and in exigent circumstances to alter the time and place of a regular meeting as the Assembly may have determined.
- 14.6 To call a Special Assembly upon the written request of at least one third of the National, Category, Department and Regulatory Members. At least two months' notice shall be provided to all members, stating the specific purpose of such Special Assembly.
- 14.7 To present a report to each meeting of the Assembly, which shall be circulated to members at least three weeks in advance of the Assembly.
- 14.8 To appoint members of committees (including of a disciplinary nature), to promote the objectives of PAPU and to establish and appoint work groups.
- 14.9 To appoint the auditors and to review the reports of the auditors.
- 14.10 To delegate to an Officer or the Officers to act on its behalf.
- 14.11 In general, subject to the superior authority of the Assembly, to make all decisions necessary for PAPU's operation and the realisation of its objectives, in the intervals between meetings of the Assembly. The Officers shall meet at least quarterly, telephonically, electronically or face-to-face.

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Article 15: The Duties and Powers of the President shall be:

- 15.1 To preside at all meetings of the Assembly, Executive Committee, Council and Officers. If the President is unable to do so, the President-Elect or another Officer shall preside; alternatively, the meeting may choose its own presiding officer.
- 15.2 To coordinate strategic planning and implementation of strategic priorities.
- 15.3 To appoint chairs of committees and work groups in consultation with the President-Elect.
- 15.4 To represent PAPU generally and as required by the Executive Committee and Officers.
- 15.5 To perform the customary duties of the office of President of PAPU.

Article 16: The Duties and Powers of the President-Elect shall be:

- 16.1 To deputise for the President when required to do so.
- 16.2 To authorise particular expenditure in accordance with the adopted budget and general instructions from the Executive Committee.
- 16.3 To collaborate with the President on PAPU planning and implementation of strategic priorities.

Article 17: The Duties and Powers of the Past-President shall be:

- 17.1 To support the presidency and Executive Committee.
- 17.2 To carry out any duties assigned by the President or the Executive Committee.

Article 18: The Duties and Powers of the Secretary shall be:

- 18.1 To keep PAPU's records.
- 18.2 With the approval of the President, to call and arrange meetings of the Executive Committee or to arrange for a vote of its members by mail ballot.
- 18.3 To prepare the agenda for meetings of the Assembly, the Executive Committee, Council and Officers in consultation with the President.
- 18.4 To serve as the Union's authorised signatory for contracts and legal documents.
- 18.5 To keep minutes of meetings, and to provide a draft thereof to the presiding officer within a fortnight after the meeting, so that the minutes may be dispatched timeously to the relevant members.
- 18.6 In general, to perform the customary duties of the office of Secretary.

Article 19: The Duties and Powers of the Treasurer shall be:

- 19.1 To keep the PAPU accounts.
- 19.2 To bank all dues, funds, grants, donations and money received on behalf of PAPU.
- 19.3 To present a budget and statement of accounts annually to the Executive Committee, and to each meeting of the Council and Assembly, which shall be circulated at least three weeks in advance of these meetings.
- 19.4 To make payments on the authority of the President-Elect or the Executive Committee in accordance with the budget.
- 19.5 To maintain proper and up-to-date records of all classes of members referred to in Section II.
- 19.6 To collect annual dues from the relevant members in terms of Section II.
- 19.7 To collaborate with the auditors in the conduct of any audit.

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Article 20: The Council

- 20.1 There shall be a Council to advise and make recommendations to the Executive Committee.
- 20.2 The Council shall comprise the Executive Committee and a representative of each National Member.
- 20.3 The Executive Committee may refer matters to the Council for consideration and recommendation.
- 20.4 The Council shall meet at least once between Assemblies.

Article 21: Amendments

- 21.1 Any member in good standing referred to in Section II may propose and second amendments to the Statutes by submitting such amendments to the Executive Committee at least 60 days prior to an Assembly.
- 21.2 The Executive Committee shall circulate written notice of proposals to amend the Statutes to Members at least three weeks prior to the Assembly at which the amendments are to be considered.
- 21.3 Amendments to the Statutes require a two-thirds majority of a quorate Assembly.
- 21.4 A statutory amendment by mail vote may be conducted by the Executive Committee to be ratified at the following Assembly, with a two-thirds majority of responding Members.
- 21.5 Rules which are not subject to the requirements of Article 21 may be changed by a simple majority vote of the Assembly.

Rules

1. Rationale

Rules setting out the operational and management procedures by which PAPU affairs shall be conducted in accordance with the Statutes shall be enacted, amended or repealed by majority vote of an Assembly, provided that no Rule shall amend any provision of the Statutes.

2. Interim Rules

The Executive Committee may in exigent circumstances promulgate Interim Rules, save those that relate to the Executive Committee's own accountability, which shall have the status of Rules. The Executive Committee shall notify all members of such Interim Rules, which must be ratified by a simple majority of the following Assembly.

3. Dues

- 3.1 Membership dues shall be determined by the Assembly and shall be receivable in terms of Article 9 of the Statutes.
- 3.2 Membership dues are payable by all National, Category, Department, Regulatory, Full and Associate Members.
- 3.3 Elders, Postgraduate and Student Members pay nominal dues.
- 3.4 Elders and Student Members may, in terms of Article 10, apply to be exempt from dues.
- 3.5 Determination of the dues may be guided by the prevailing dues assignment system used by the International Union of Psychological Science and its affiliates.

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4. Quorum

- 4.1 Quorum for the Assembly and Council shall be achieved when at least one-third of the National Members entitled to vote is present.
- 4.2 When the Assembly is not in session, or if the quorum at a meeting is not reached, the President may arrange for voting by mail ballot, which may be conducted by post, fax, email, or another recognised form of written communication. Approval of an issue voted upon by mail ballot shall not be valid unless at least 40% of the possible votes are received.
- 4.3 Quorum for the Executive Committee or the Officers shall be achieved when a majority of members of these structures is present.

5. Voting

- 5.1 Except as otherwise required by the Statutes or Rules, questions coming before the Assembly shall normally be decided by a simple majority of those delegates present and entitled to vote.
- 5.2 Voting shall be by a show of hands, unless there is a resolution that voting be by secret ballot.
- 5.3 In the Assembly, National Members shall hold 50% of the votes; Category, Department, and Regulatory Members shall each hold 15% of the vote.
- 5.4 A delegate may not carry the vote of a National and/or Category and/or Department and/or Regulatory Member at the same time, save with the consent of the Assembly, but shall be entitled to her/his own vote if s/he is a Full Member. A delegate representing a National, Category, Department or Regulatory Member may be any member described in Article 10 of the Statutes.
- 5.5 Only members in good standing in terms of Article 9 may vote at the Assembly.
- 5.6 To ensure that each membership category enjoys its optimal voting rights in terms of 5.3 above, the Assembly shall agree a formula for the voting and representation at an Assembly.
- 5.7 No delegate shall represent a National, Category, Regulatory or Department Member at more than three consecutive Assemblies.

6. Termination of Membership

Membership in PAPU may be terminated by:

- 6.1 Resignation subject to a one year notice, or
- 6.2 Non-payment of two dues, whether in successive years or not, providing that the member concerned has been given notices of dues receivable, and a final notice that termination of membership is to be considered by the Assembly, or
- 6.3 A vote of exclusion adopted by not less than a two-thirds vote of the Assembly, after particulars have been presented and an opportunity given for a discussion thereof.
- 6.4 A motion for termination of membership in PAPU shall be made the first order of business. The vote on such a motion shall take effect immediately.
- 6.5 A National, Category, Department or Regulatory Member which is in the process of dissolving itself shall immediately notify PAPU in writing of this to avoid liability for the dues.

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7. Nominations and Elections

- 7.1 The Past President shall chair the Elections Committee which shall include at least two other persons approved by the Assembly and who will not stand for elections.
- 7.2 At least six months in advance of an Assembly, the President shall request nominations for President-Elect, Secretary, Treasurer, and Executive Committee members from National, Category, Department and Regulatory Members holding voting rights in the Assembly. Each nomination must be accompanied by a one-page *curriculum vitae* of the person nominated and by a signed statement expressing that person's agreement to be nominated and to serve if elected. Nominations shall be submitted to the Past President by a deadline not less than three months in advance of an Assembly.
- 7.3 The Elections Committee shall collate all nominations received. Upon unanimous decision, it may request additional information on a nomination.
- 7.4 At least 60 days in advance of an Assembly, the Elections Committee shall send a first report to National, Category, Department and Regulatory Members. This report shall include full information on all nominations received in good order. A National, Category, Department or Regulatory Member may request the Elections Committee to provide further information on a nomination.
- 7.5 The Assembly may not receive additional nominations, except when there are no nominations for a particular position. In that case, the Elections Committee shall present an updated second report to the Assembly ASAP and no later than the beginning of the elections.
- 7.6 Election of the President-Elect, Secretary, Treasurer and Executive Committee members shall be in accordance with the following procedures:
 - 7.6.1 All elections shall be conducted by secret ballot. Each Delegate entitled to vote in the Assembly has as many votes as positions to be filled in a ballot.
 - 7.6.2 Should additional nominations be required in terms of Rule 7.5, these shall be from among Delegates in the Assembly and must be nominated by an Assembly Delegate and seconded by at least two further Assembly Delegates. In order to be valid, each nomination must include a one-page *curriculum vitae* and the written agreement by the person nominated in accordance with Rule 7.2 above.
 - 7.6.3 Where additional nominations are required in terms of Rule 7.6.2 above, following completion of these nominations, the Elections Committee shall present a final report no later than the beginning of the election.
 - 7.6.4 Election of the President-Elect shall take place immediately after the report of the Elections Committee.
 - 7.6.5 The President-Elect, Secretary and Treasurer shall be elected by a simple majority of the votes cast, and may require multiple ballots, with the name of the previous lowest standing candidate removed from the list of names on each successive ballot.
 - 7.6.6 Election of up to six members of the Executive Committee shall then be held, with due consideration to Rule 7.6.9. Duly nominated candidates who are not elected as President-Elect, Secretary or Treasurer are automatically added to the list of candidates for the Executive Committee should they consent and if they have not already served nine consecutive immediately prior years on the Executive Committee.

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If in the election of these six members of the Executive Committee two or more candidates from the same country receive an absolute majority of votes, only the candidate with the highest number of votes shall be elected, subject to Rules 7.6.8 and 7.6.9.

- 7.6.7 No speeches favouring any candidate shall be made although factual information of a biographical nature may be presented with respect to candidates to be elected when deemed desirable by the President and when Assembly members ask for it. Each candidate for President-Elect, Secretary and Treasurer shall be provided the opportunity to make a brief statement to the Assembly immediately prior to the elections. The President or other presiding officer shall ensure that no statement exceeds three minutes.
- 7.6.8 No more than two persons from the same country shall serve on the Executive Committee.
- 7.6.9 The Executive Committee shall comprise at least one person from each of the following regions: a) North and West Africa, b) Central and East Africa, and c) Southern Africa.

Adopted at the Inaugural Assembly of PAPU held in Durban on 15 September 2014.

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