



ASSOCIATION OF HEADS OF
PSYCHOLOGY DEPARTMENTS

CONSTITUTION

1. NAME

- (i) The Association of Heads of Psychology Departments (AHPD).

2. AIMS

- (i) To support and enhance the academic discipline of Psychology by exchanging information and taking action on issues of common interest to Heads.

3. MEMBERSHIP

- (i) Membership is open to Departments of Psychology in Higher Education Institutions (HEIs) within the United Kingdom and the Republic of Ireland.
- (ii) Membership shall be determined by the Committee, following these principles:
 - a) Membership is open to Departments (or equivalents such as divisions, schools, faculties) whose primary function is Psychology teaching and/or research.
 - b) Membership is supported by the HEI and confers voting status on matters arising within AHPD. Membership requires HEIs to notify AHPD of relevant changes in personnel.
 - c) Member departments must pay an annual membership fee (see section 7 below).
- (iii) Members are represented at AHPD meetings by the Head of Department (or equivalent, such as subject lead, dean, etc), but may be represented by a substitute (e.g., Deputy Head).

4. GENERAL MEETINGS

- (i) The Association will hold a minimum of 3 General Meetings each academic year (typically in Oct/Feb/May), including an Annual General Meeting with an Annual Report from the Chair.
- (ii) Additional meetings of the Association shall be held at the discretion of the Committee, or the Committee can obtain the views of members digitally, as best serves the Association.
- (iii) An Extraordinary General Meeting can be requested of the Committee, if supported by more than 20% of the members of the Association.
- (iv) Meetings dates will be confirmed by the Committee with at least 21 days' notice, and decisions taken by vote require a quorum of at least 30% of the members of the Association to be present.
- (v) Any member who wishes to move a resolution at an Annual General Meeting shall give the Secretary at least 14 days' notice in writing and the name of the member who seconds the motion.

5. VOLUNTARY OFFICERS

- (i) There shall be a Chair of the Association who will take the chair at General Meetings and at Committee meetings of the Association. The Chair should be the Head of a Psychology Department or equivalent at the time of appointment.
- (ii) There shall be a Vice-Chair of the Association who will perform the duties of the Chair in the absence of the Chair and serve as a member of the Committee.
- (iii) There shall be a Treasurer of the Association who shall be responsible for financial affairs and who shall submit a Statement of Accounts to the Committee and at the Annual General Meeting.
- (iv) There shall be a Secretary of the Association who shall be responsible for the summoning of General Meetings, the convening of meetings of the Committee, the preparation of business for such meetings, the recording of the proceedings of such meetings and the expedition of business arising therefrom. The Secretary is also responsible for the maintenance of a register of members.

- (v) The Chair shall be elected by a ballot of the Association membership to serve for a period of three years and shall be eligible for re-election for a further three years. Thereafter, they will not normally be eligible for re-election until after an interval of two years.
- (vi) The Vice-Chair, Treasurer and Secretary shall be elected by the Committee to serve for a period of 3 years and shall be eligible for re-election for a further 3 years. Thereafter, the officer will not normally be eligible for re-election to the same position until after an interval of 2 years.
- (vii) Following resignation of an officer, the vacancy shall be filled by election at the next following General Meeting, or by electronic ballot.

6. VOLUNTARY COMMITTEE

- (i) There shall be a Committee of the Association drawn from present or past members which shall be responsible for the administration of the Association subject to this Constitution.
- (ii) The composition of the Committee shall be as follows:
 - a) The Officers of the Association (as defined in section 5 above).
 - b) The Ordinary Members of the Committee.
- (iii) The Ordinary Members of the Committee shall be three current Heads, elected by ballot on the same terms as the Chair (see section 5(v) above).
- (iv) In addition, a maximum of five co-options to the Committee shall be allowed, at the discretion of the Committee. The co-options will be current Heads or ex-Heads, or representatives of related HEI bodies (e.g., British Psychological Society, etc.).
- (v) To be quorate, a minimum of 50% of the membership of the Committee must be present.
- (vi) All members of the voluntary committee shall attend at least two out of three meetings per annum unless exceptional circumstances preclude this.

7. FINANCE

- (i) The Committee shall recommend rates of subscription for membership of the Association for approval. The subscription year will start on 1st January. New members joining on or after 1st January in any year shall enjoy privileges of membership immediately on payment of the annual subscription which shall last until 31st December of that year. Members who have not paid their annual subscription by 1st July shall be assumed to have resigned their membership.
- (ii) The Association must use membership fee funds to support the Association and for no other purpose.
- (iii) The Treasurer shall put all proposals for spending, saving or raising funds before the Committee. Payments must be approved by the Treasurer and at least one other member of the Committee.
- (iv) All monies of the Association not required to meet the current expenditure of the Association may be placed on deposit with a bank or building society, to ensure the long-term sustainability of the Association. Beyond membership fees, the Association shall have no other power to borrow or otherwise raise money for the purposes of the Association.
- (v) The accounts of the Association shall be audited at least once each year by an auditor who shall be appointed by the Treasurer. An audited statement of accounts for the preceding financial year shall be submitted by the Committee to the Annual General Meeting.

8. AMENDMENT OF CONSTITUTION

- (i) The provisions of this Constitution may be amended, repealed, or added to by a Resolution at an Annual General Meeting or an Extraordinary General Meeting of the Association, or by postal or electronic ballot and carried by the vote of not less than two-thirds of the members voting thereon, but not otherwise.

9. DISSOLUTION OF THE ASSOCIATION

- (i) In the event of the dissolution of the Association, all funds and assets of the Association remaining after the dissolution shall be returned (in equal shares) to the Psychology Departments represented at the time of the dissolution.

(Revised May 2024)