



the british
psychological society
promoting excellence in psychology

The Rules of the Society

October 2019





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ISBN: 978-1-85433-775-7

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The Rules of the Society

1. (1) These Rules are subject to the Charter and Statutes of The British Psychological Society and shall be read in conjunction with the Charter and Statutes. If any inconsistency exists between these Rules and the Charter and Statutes, the Charter and Statutes shall prevail.
- (2) No Rule shall have the power to vary any of the powers and responsibilities contained within the Charter and Statutes.
- (3) In these Rules words defined in the Charter and Statutes shall have the same meaning.
2. In these Rules the following words have the following meanings:

Terms of Reference of Representative Council	Shall mean the terms of reference of the Representative Council
Terms of Reference of Trustees	Shall mean the terms of reference of the Trustees.
Schedule of Subscriptions	Shall mean the annual schedule which details the subscription rates payable by members at the rates prevailing as of the first of January of each year and published on the Society's website.

ADMISSION, RESIGNATION AND EXPULSION OF MEMBERS

3. The application of every candidate for admission as a Member shall be:
 - (1) Approved by a Committee authorised by the Trustees;
 - (2) Made on a form determined by the Trustees;
 - (3) Accompanied by an undertaking in a form approved by the Trustees signed by the candidate;
 - (4) Accompanied by payment of fees which are appropriate to that grade of Membership.
4. Any Member whose subscription remains unpaid at the end of the payment period may, after due notice has been sent to their address as shown in the List of Members, be removed from Membership of the Society in accordance with the Member Conduct Rules.
5. The transfer of a Member shall not become effective until the appropriate fees and subscriptions payable on such transfer have been paid, and if such fees and subscriptions remain unpaid at the end of six months after the date when it was decided that the transfer should be made, the transfer may be rendered void by a resolution of a Committee authorised by the Trustees.
6. Any Member may resign from the Society by depositing at the office of the Society a notice in writing signed by them stating their wish to resign.

7. Any Member who shall resign or be expelled from the Society, or shall otherwise cease to be a Member of the Society, shall forthwith return to the office of the Society all such books, papers or other property of the Society, or for which the Society is responsible, as they may have in their possession, or as may have been entrusted to them, and they shall remain liable for the payment of all moneys due from them at the date of their resignation, expulsion or cessation of Membership.
8. No transfer shall be made in the case of a Member payment of whose annual subscription is in arrears.
9.
 - (1) Any Member considering themselves qualified and wishing to be awarded the title of either Associate Fellow or Fellow shall make an application to the Honorary General Secretary in the form determined by the Board of Trustees.
 - (2) Associate Fellows of the Society, in addition to meeting the requirements of Statute 8, shall satisfy one of the following requirements:
 - a.
 - (i) be eligible for full membership of one of the Society's Divisions; and
 - (ii) have to the satisfaction of the Trustees been successfully engaged in the professional application of a specialised knowledge of psychology for an aggregate of at least two calendar years full-time, or for an aggregate of such a period part-time as the Trustees shall consider equivalent to two calendar years full-time; or
 - b.
 - (i) possess a research qualification in psychology, awarded by an authority recognised by the Trustees; and
 - (ii) have to the satisfaction of the Trustees since first being eligible for Graduate Membership pursued research or otherwise engaged in the application, discovery, development or dissemination of a specialised knowledge of Psychology for an aggregate of at least four calendar years full-time, or for an aggregate of such a period part-time as the Trustees shall consider equivalent to four calendar years full-time; or
 - c. by the publication of works of a psychological nature or the exercise of specialised psychological knowledge or otherwise satisfy the Trustees that they have achieved standards or made contributions not less than those implied in (b)(i) or (b)(ii) above.
 - (3) Applicants for Associate Fellowship shall, at the time of application, be engaged in work of a psychological nature either full-time or part-time to the satisfaction of the Trustees. The Trustees may waive this requirement in such cases as they at their absolute discretion think fit.
10.
 - (1) Fellows of the Society, in addition to meeting the requirements of Statute 9, shall:
 - a. either be an Associate Fellow or satisfy the Board of Trustees that they possess the requirements for Associate Fellowship; and
 - b. satisfy the Board of Trustees that they have the following additional higher qualifications:
 - (i) has been engaged in work of a psychological nature (other than undergraduate training) for a total period of at least ten years; and

- (ii) possesses an advanced knowledge of psychology in at least one of its fields; and
 - (iii) has made an outstanding contribution to the advancement or dissemination of psychological knowledge or practice either by their own research, teaching, publications or public service, or by organising and developing the work of others.
11. An applicant holding a qualification that makes them eligible for Membership shall not be eligible to be a Subscriber. Any existing Subscriber who becomes eligible for Membership shall forthwith notify the Honorary General Secretary of that fact and on becoming so eligible shall cease to be a Subscriber.

NOTICES

12. Notices to Members or any other person entitled to receive such notice may be given by email, post or by means of the Society's website (provided, in the latter case, that all relevant persons are alerted to the fact that, in a particular case or cases, notice will be given by this means) and may be included with, or be part of, a publication of the Society.
13. Where any document or information is sent by or to the Society:
- (1) By email, it is deemed to have been received on the same day that it was sent;
 - (2) By means of website, it is deemed to have been received when the material was first made available on the website;
 - (3) By post, it is deemed to have been received 48 hours (including Saturdays, Sundays and Public Holidays) after it was posted.
14. Every Member shall from time to time notify the Society of their email address and postal address.

SUBSCRIPTIONS

15. Each Member shall pay an annual subscription in accordance with the rates approved by the Trustees, adopting a method of payment approved by the Society as available to Members (which shall include the opportunity to pay by instalments) PROVIDED THAT no annual increase in core subscription fees may exceed the increase in the Retail Prices Index (as determined on 1 September of the year prior to the subscription year) plus 3 per cent without a membership ballot.
16. Each Subscriber shall pay to the Society an annual subscription as determined by the Board of Trustees.
17. (1) Fees payable on transfer to a higher grade of Membership or on award of a title shall be determined by the Board of Trustees from time to time.
- (2) There shall be no fees charged for transfer to Honorary Membership or the award of the titles Honorary Fellow or Honorary Life Member.

18. The Trustees shall determine the cost of purchase of journals and other goods and services to Members and Subscribers.
19. (1) Members who have been Members of the Society for at least thirty years and are not in employment of any kind, shall on application and in a form determined by the Trustees, be exempt from further payment of subscriptions and fees and be entitled to continue to receive without further payment those Journals to which they have subscribed for the five years immediately prior to their availing themselves of this privilege. Members so exempt shall retain all the rights and privileges of Membership.
- (2) Members who have been Members for less than thirty years, and who have retired, and are no longer in paid employment of any kind, shall be entitled, on application in a form approved by the Trustees, to a reduction in subscriptions and fees to the level of a recent Graduate.
20. A Committee authorised by the Trustees to do so may in any special case reduce or remit any payment, transfer fee or annual subscription, or the arrears of annual subscriptions, of any Member or Subscriber.

THE BOARD OF TRUSTEES AND REPRESENTATIVE COUNCIL

21. (1) The Representatives of Member Networks of the Society shall be appointed to the Representative Council by the respective Member Network Committee concerned, and shall retire at the Annual General Meeting next following their appointment.
- (2) There shall be one representative from each Member Network.
22. The Representative Council shall have the power to co-opt up to six Members to attend and participate in meetings of the Representative Council. All such co-opted members of the Representative Council shall retire at the end of the first meeting of the Representative Council following the Annual General Meeting following their appointment.
23. The Representative Council shall appoint annually and by secret ballot a Chair Elect from amongst its members at its first meeting following the Annual General Meeting. The Chair Elect in the following year will become Chair and the following year will become Vice Chair.
 - (1) Nominations for the Chair Elect must be in writing, supported by two proposers who are members of the Representative Council and signed by the person nominated.
 - (2) The Chair of the Representative Council will automatically become an observer at meetings of the Board of Trustees.
24. (1) The Representative Council, at its first meeting following the Annual General Meeting, shall elect for a three year term of office at least two and up to five of its members to serve as co-opted members of the Board of Trustees.
- (2) Nominations for these posts must be in writing, supported by two proposers who are members of the Representative Council and signed by the persons nominated.

25. The Terms of Reference of the Representative Council shall be approved from time to time by the Trustees. No changes to the Terms of Reference of the Representative Council shall be made until the Representative Council has had a formal opportunity to review and be consulted upon the suggested changes. Should the Representative Council by resolution oppose the changes suggested by the Trustees, then the suggested changes shall be put to a General Meeting of the Society. The decision of the General Meeting shall be final.
26. Any proposed changes to the Terms of Reference of the Trustees shall be passed to the next meeting of the Representative Council for their view, comment and advice. Any and all proposed changes to the Terms of Reference of the Trustees shall be formally put to a Society General Meeting. The decision of the Society General Meeting regarding any proposed changes to the Terms of Reference of the Trustees shall be final and binding.

BRANCHES

27. (1) A proposal to explore support among membership for the formation of a new Branch shall require the support of at least twenty Fellows, Associate Fellows or Chartered Members, and shall be made by them in writing to the Trustees giving reasons for the proposal.
 - (2) If the proposal is approved by the Trustees, notice of the proposal shall be given to Members living in the geographical area specified.
 - (3) If ten per cent or more of the Members living in the area specified in the proposal, including not fewer than ten Fellows or Associate Fellows, shall indicate their wish to form a Branch, a detailed proposal shall be presented to the Trustees for consideration.
 - (4) If the Trustees agree to the formation of a new Branch, then a resolution will be put to a General Meeting of Members.
28. The First Meeting of a Branch, formation of which has been approved by the Society in a General Meeting, shall be convened by the Honorary General Secretary. Notice of the Meeting shall be given to all Members resident in the area. The Chair, Honorary Secretary (or Honorary Secretary-Treasurer) and Committee of the Branch shall be nominated, elected and appointed by this First Meeting.
29. Each Member resident in the geographical area of a Branch shall be entitled to receive notice of its meetings.
30. If at any time it is desired to vary the boundary of any Branch or Branches, a meeting of the Branch or Branches concerned shall be called for the purpose of considering a resolution to vary the boundaries of the Branch or Branches as the case may be. Resolutions passed at any such Meeting shall be reported by the Branch Honorary Secretary or Honorary Secretaries concerned to the next meeting of the Trustees, and if approved by the Trustees, the resolutions shall immediately take effect.
31. (1) A proposal to close a Branch shall be made in writing to the Trustees and shall require the support of at least twenty Fellows and Associate Fellows, or a Resolution of a General Meeting of the Branch concerned. The Trustees will make and consider such a proposal if the number of members of the Committee of the Branch falls below five.
 - (2) If the proposal is approved by the Trustees, a General Meeting of the Branch shall be convened by the Honorary General Secretary.

- (3) If the meeting supports the proposal, or there is no quorum, the Branch shall be closed forthwith.
 - (4) If the meeting does not support the proposal, it shall be put to a General Meeting of the Society and that decision shall be final and binding.
32. (1) The Trustees shall grant to each Branch permission to incur such expenditure as may be necessary for the work of the Branch, the amount of such expenditure to be determined by the Trustees.
- (2) The Branch Committee shall be responsible for providing the Trustees with annual estimates and for the keeping of a proper account of such expenditure and shall furnish such accounts as the Trustees shall require.
33. A Branch shall have Rules, and it shall be the duty of the Committee of a newly formed Branch to prepare Rules for the Branch. All such Rules shall be subject to the Charter, Statutes and Rules of the Society. To have effect, any Branch Rule shall have been approved at a Meeting of the Branch called for the purpose and shall have been approved by the Trustees.
34. Each Branch shall present an Annual Report, to be contained within the Annual Report of the Society, and made available to all Members.

SECTIONS

35. (1) The proposal to form a new Section shall require the support of at least twenty Fellows, Associate Fellows or Chartered Members and shall be made by them in writing to the Trustees giving reasons for the proposal and stating the aims and purposes intended for the Section proposed.
- (2) If approved by the Trustees, notice of the proposal shall be given to Members of the Society, who shall be invited to notify the Trustees of their wish to become Members of the Section if formed.
- (3) If the Trustees shall find that one per cent, or more, of the Members recorded in the Annual Report presented by the Trustees at the last Annual General Meeting desire to become members of the Section, including not fewer than ten Fellows or Associate Fellows, shall so notify the Trustees, the proposal that the Section be formed shall be put to the vote at a General Meeting of the Society called for that purpose.
36. The First Meeting of a Section, formation of which has been approved by the Society in General Meeting, shall be convened by the Honorary General Secretary. Notice of the meeting shall be given to all Members, and any Member wishing to become a Member of the new Section shall be entitled to attend. The Chair, Honorary Secretary (or Honorary Secretary-Treasurer) and Committee of the Section shall be nominated, elected and appointed by this First Meeting.

37. (1) Membership of a Section shall be confined to Members of the Society. The first Members of a new Section shall be those Members of the Society who shall attend the First Meeting of the Section together with any Member who, though not present at the First Meeting, shall have given notice in writing to the Honorary General Secretary of their desire to become a Member of the Section prior to the First Meeting.
- (2) To become a Member of a Section after the First Meeting of the Section, a Member shall apply for admission to the Section as is hereinafter provided.
- (3) A person not already a Member of the Society may stand for admission as a member of a Section at the same time that they stand for admission as a Member of the Society, but such a candidate shall not be deemed admitted as a member of the Section unless they are admitted as both a Member of the Society and a member of the Section.
38. A candidate for admission to membership of a Section shall apply to the Honorary Secretary of the Section concerned stating their qualifications. If the Section Committee, at a meeting of the Section Committee, shall approve the application, they shall admit the applicant and it shall be the duty of the Section Honorary Secretary to inform the Honorary General Secretary of the names of the candidates so elected. The application shall be in a form as the Trustees shall from time to time determine.
39. In every case where a Section Committee shall not admit a candidate, it shall be the duty of the Section Honorary Secretary to report the name of the candidate to the next meeting of the Trustees together with a statement of the grounds on which the Section Committee has withheld admission, whereupon the Trustees shall decide whether the candidate shall be admitted. The decision of the Trustees shall be final.
40. If the membership of a Section shall fall below fifty, or if the number of Fellows or Associate Fellows who are members of the Section shall fall below ten, a General Meeting of the Section shall be held to consider abolition of the Section.
41. (1) If at any time it is desired to abolish any Section or Sections, to subdivide any Section or Sections, or to amalgamate two or more Sections, a Meeting of the Section or Sections concerned shall be called for the purpose of considering a resolution to abolish or to subdivide or to amalgamate the Section or Sections as the case may be.
- (2) Resolutions passed, at any such meeting, shall be reported by the Section Honorary Secretary or Honorary Secretaries concerned to the next Meeting of the Trustees, and, if approved by the Trustees, the resolutions shall immediately take effect. But should the Trustees formally express disapproval of any or all of the said resolutions, these resolutions shall be considered by a General Meeting of the Society. The decision of this Meeting shall be final and binding.
42. The Trustees shall grant to each Section permission to incur such expenditure and expenses as may be necessary for the work of the Section. No Section may incur expenditure and expenses beyond the estimated level of income for that Section or any reserves that the Section may have accrued. The Section Committee shall be responsible for keeping proper accounts of all monies expended and shall provide to the Trustees such financial information as may be required in order that proper Annual Accounts can be prepared and audited.

43. Subject to the approval of the Trustees, a Section may, by resolution at a General Meeting of the Section properly convened and held, impose or vary a fee payable in respect of membership of the Section. Any imposition or change of fee shall be submitted for approval by the Trustees by 31st August of the year previous to that in which the imposed or changed fee will operate.
44. A Section shall have Rules, and it shall be the duty of the Committee of a newly- formed Section to prepare Rules for the Section. All such Rules shall be subject to the Charter, Statutes and Rules of the Society. To have effect, any Section Rule shall have been approved at a Meeting of the Section called for the purpose and shall have been approved by the Trustees.
45. Each Section shall present an Annual Report, to be contained within the Annual Report of the Society, and made available to all Members.

DIVISIONS

46. (1) The proposal to form a new Division must be made by at least twenty Fellows, Associate Fellows or Chartered Members themselves possessing the proposed qualifications for membership, and shall be made by them in writing to the Trustees, giving reasons for the proposal and stating the aims and purposes intended for the proposed Division and the qualifications to be required of members of the Division.
 - (2) If approved by the Trustees, notice of the proposal, together with a statement of the qualifications to be required, shall be given to Members of the Society. Members who believe themselves to be qualified and wish to become members of the Division if formed shall be invited to notify the Trustees, stating their qualifications.
 - (3) If the Trustees shall find that one per cent or more of the Members recorded in the Annual Report presented by the Trustees at the last Annual General Meeting desire to become members of the Division and are qualified, the proposal that the new Division be formed shall be put to the vote at a General Meeting of the Society called for that purpose.
47. The First Meeting of a Division, formation of which has been approved by the Society in General Meeting, shall be convened by the Honorary General Secretary. Notice of the meeting shall be given to those Members who have applied to become Members of the Division and have been found to be suitably qualified by the Trustees. The Chair, Honorary Secretary (or Honorary Secretary-Treasurer) and Committee of the Division shall be nominated, elected and appointed by this First Meeting.
48. After the First Meeting of a new Division, any Member considering themselves qualified and wishing to become a Member of the Division shall apply to the Honorary Secretary of the Division stating their qualifications. If the Division Committee, at a meeting of the Division Committee, shall approve the application, they shall admit the applicant and it shall be the duty of the Division Honorary Secretary to inform the Honorary General Secretary of the names of the candidates so admitted.

49. In every case where a Division Committee shall not admit an applicant it shall be the duty of the Division Secretary to report the name of the applicant to the next meeting of the Trustees, together with a statement of the grounds on which admission has been withheld, whereupon the Trustees shall decide whether the applicant shall be admitted and the decision of the Trustees shall be final and binding.
50. If the membership of a Division shall fall below fifty, a General Meeting of the Division shall be held to consider abolition of the Division.
51. (1) If at any time it is desired to abolish any Division or Divisions, to subdivide any Division, or to amalgamate two or more Divisions, a Meeting of the Division or Divisions concerned shall be called for the purpose of considering a resolution to abolish or to subdivide, or to amalgamate the Division or Divisions as the case may be.

(2) Resolutions passed at any such meeting shall be reported by the Division Honorary Secretary or Honorary Secretaries concerned to the next Meeting of the Trustees, and, if approved by the Trustees, the resolutions shall immediately take effect. But should the Trustees formally express disapproval of any or all of the said resolutions, these resolutions shall be considered by a General Meeting of the Society. The decision of this Meeting shall be final and binding.
52. The Trustees shall grant to each Division permission to incur such expenditure and expenses as may be necessary for the work of the Division. No Division may incur expenditure and expenses beyond the estimated level of income for that Division or any reserves that the Division may have accrued. The Division Committee shall be responsible for keeping proper accounts of all monies expended and shall provide to the Trustees such financial information as may be required in order that proper Annual Accounts can be prepared and audited.
53. Subject to the approval of the Trustees, a Division may, by resolution at a General Meeting of the Division properly convened and held, impose or vary a fee payable in respect of membership of the Division. Any imposition or change of fee shall be submitted for approval by the Trustees, by 31st August of the year previous to that in which the imposed or changed fee will operate.
54. A Division shall have Rules, and it shall be the duty of the Committee of a newly formed Division to prepare Rules for the Division. All such Rules shall be subject to the Charter, Statutes and Rules of the Society, and shall be in a form approved by the Trustees. The Rules of a Division may provide for the establishment and conduct of Groups of Members of the Division in particular places, and of other forms of organisation of Members of the Division. To have effect, any Division Rule shall have been approved at a Meeting of the Division called for the purpose and shall have been approved by the Trustees
55. Each Division shall present an Annual Report, to be contained within the Society's Annual Report, and made available to all Members.

SPECIAL GROUPS

56. (1) The proposal to form a new Special Group must be made by at least twenty Fellows, Associate Fellows or Chartered Members themselves working in the field concerned, and shall be made by them in writing to the Trustees, giving reasons for the proposal and stating the aims and purposes intended for the proposed Special Group and the qualifications to be required of Members of the Special Group.
- (2) If approved by the Trustees, notice of the proposal, together with a statement of the qualifications to be required, shall be given to Members of the Society. Members who believe themselves to be qualified and wish to become Members of the Special Group if formed shall be invited to notify the Trustees, stating their qualifications.
- (3) If the Trustees shall find that one per cent or more of the Members recorded in the Annual Report presented by the Trustees at the last Annual General Meeting desire to become members of the Special Group and are qualified, the proposal that the new Special Group be formed shall be put to the vote at a General Meeting of the Society called for that purpose.
57. The First Meeting of a Special Group, formation of which has been approved by the Society in General Meeting, shall be convened by the Honorary General Secretary. Notice of the meeting shall be given to those Members who have applied to become Members of the Special Group and have been found to be suitably qualified by the Trustees. The Chair, Honorary Secretary (or Honorary Secretary–Treasurer) and Committee of the Special Group shall be nominated, elected and appointed by this First Meeting.
58. After the First Meeting of a new Special Group, any Member considering themselves qualified and wishing to become a Member of the Special Group shall apply to the Honorary Secretary of the Special Group stating their qualifications. If the Special Group Committee, at a meeting of the Special Group Committee, shall approve the application they shall admit the applicant and it shall be the duty of the Special Group Honorary Secretary to inform the Honorary General Secretary of the names of the candidates so admitted.
59. In every case where a Special Group Committee shall not admit an applicant, it shall be the duty of the Special Group Secretary to report the name of the applicant to the next meeting of the Trustees, together with a statement of the grounds on which admission has been withheld, whereupon the Trustees shall decide whether the applicant shall be admitted and the decision of the Trustees shall be final and binding.
60. If the membership of a Special Group shall fall below fifty, a General Meeting of the Special Group shall be held to consider abolition of the Special Group.
61. (1) If at any time it is desired to abolish any Special Group or Special Groups, to subdivide any Special Group, or to amalgamate two or more Special Groups, a Meeting of the Special Group or Special Groups concerned shall be called for the purpose of considering a resolution to abolish, or to subdivide, or to amalgamate the Special Group or Special Groups as the case may be.
- (2) Resolutions passed at any such meeting shall be reported by the Special Group Honorary Secretary or Honorary Secretaries concerned to the next Meeting of the Trustees, and, if approved by the Trustees, the resolutions shall immediately take effect. But should the Trustees formally express disapproval of any or all of the said resolutions, these

resolutions shall be considered by a General Meeting of the Society. The decision of this Meeting shall be final and binding.

62. (1) If at any time it is desired to redesignate a Special Group as a Division, a General Meeting of the Special Group concerned shall be called for the purpose of considering a resolution to redesignate the Special Group and to approve revised qualifications for new members wishing to join the Special Group once it is redesignated as a Division.
 - (2) Resolutions passed at any such meetings shall be reported by the Special Group Honorary Secretary concerned to the next meeting of the Trustees and, if approved by the Trustees, the resolution that the Special Group concerned be redesignated a Division, with revised qualifications for new members wishing to join the redesignated Division, shall be put to the vote at a General Meeting of the Society called for the purpose.
 - (3) If the resolution to redesignate a Special Group as a Division is approved by the Society in General Meeting, the members of the former Special Group shall become the members of the redesignated Division, and the Chair, Honorary Secretary (or Honorary Secretary-Treasurer) and Committee of the Special Group shall become the Chair, Honorary Secretary (or Honorary Secretary- Treasurer) and Committee of the redesignated Division, whereafter the provisions of Rule 54 shall apply.
63. The Trustees shall grant to each Special Group, permission to incur such expenditure and expenses as may be necessary for the work of the Special Group. No Special Group may incur expenditure and expenses beyond the estimated level of income for that Special Group or any reserves that the Special Group may have accrued. The Special Group Committee shall be responsible for keeping proper accounts of all monies expended and shall provide to the Trustees such financial information as may be required in order that proper Annual Accounts can be prepared and audited.
64. Subject to the approval of the Trustees, a Special Group may, by resolution at a General Meeting of the Special Group properly convened and held, impose or vary a fee payable in respect of membership of the Special Group. Any imposition or change of fee shall be submitted for approval by the Trustees, by 31 August of the year previous to that in which the imposed or changed fee will operate.
65. A Special Group shall have Rules and it shall be the duty of the Committee of a newly formed Special Group to prepare Rules for the Special Group. All such Rules shall be subject to the Charter, Statutes and Rules of the Society, and shall be in a form approved by the Trustees.
66. Each Special Group shall present an Annual Report, to be contained within the Society's Annual Report, and made available to all Members.

HONORARY APPOINTMENTS

67. The Trustees may appoint their own members, or other Members of the Society to such other positions within the Society as the Trustees may from time to time decide to establish, tenure of any such position being determined by the Trustees.
68. Editors of the Journals of the Society shall be Members of the Society and shall be appointed by the Committee duly authorised by the Trustees for a term not exceeding six years. Such an appointment having been held shall not be renewable during the six years next following.



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Incorporated by Royal Charter Registered Charity No 229642

INF10/10.2019