



Policy Guidelines: Entering into Relationships with External Organisations

Any collaboration or relationship between the Society and another organisation must serve to advance the Society's Objects:

"to promote the advancement and diffusion of a knowledge of psychology pure and applied and especially to promote the efficiency and usefulness of Members of the Society by setting up a high standard of professional education and knowledge."

This is the starting point for any consideration of a proposal and unless there is a clear case no collaboration or other relationship can be established.

3.1 Memoranda of Understanding (MoU)

The Society already has a clear policy on MoUs.

- They are important symbolic agreements between the Society and other representative national membership organisations for psychology and are not legally binding.
- MoUs must be accompanied by a document which will specify activities by which the MoU can be operationalized
- They require Trustee approval.

3.2 Memoranda of Co-operation (MoC)

- These are agreements to co-operate in clearly defined areas with national or international organisations working in cognate areas to the Society.
- They may be proposed by Member Networks, Society Committees or Boards, but will only be entered by the Board of Trustees on behalf of the Society. Any proposal must include evidence of due diligence in terms of the legal status and aims and objectives of the external organisation, an analysis of any costs associated with the agreement and an indication of how these will be funded, and a risk assessment.
- These require Trustee approval and an annual report must be made to the Trustees on activities undertaken within the MoC.

3.3 Membership of other bodies

- Member Networks, Society Committees or Boards may propose that the Society joins national or international organisations.
- Any proposal must include evidence of due diligence in terms of the legal status and aims and objectives of the organisation, an analysis of any costs associated with membership or affiliation and an indication of how these will be funded, and an indication of how the Society will be represented within the organisation. It must be made clear whether the Society will be expected to have any role within the governance of the other organisation and an assessment of associated risks carried out.
- These require Trustee approval and an annual report must be made to Trustees reporting on activities and assessing the value of continued membership or affiliation

3.4 Reciprocal Access Arrangements

- These are identified as a priority in the Society's Strategic Plan ("Work with psychological societies internationally and with professional bodies in cognate areas in the UK to establish reciprocal access arrangements")
- They will be based on admission to Membership or Subscribership and individuals taking advantage of these arrangements will have access to Society benefits and services, including professional development events, at the appropriate member or subscriber discount.
- If there is any sharing of data proposed, the data protection issues must be fully explored and resolved to ensure legality.
- As these matters fall within the remit of MSB, the Board has authority delegated from the Trustees to enter into these arrangements, provided that there is evidence of due diligence in terms of the legal status and aims and objectives of the organisation, and an analysis of costs associated with any discounted fees. MSB will receive an annual report on these arrangements.

3.5 Partnership and coalition arrangements

- These are agreements to work with other organisations on a specific area of shared interest or concern.
- They may be proposed by member networks, Society Committees or Boards, but will only be entered into by the Board of Trustees on behalf of the Society.
- The arrangement will require approval by the Trustees, who will only grant approval provided they are satisfied that the purpose of the partnership or coalition falls within the objects of the Society and will help the Society achieve its aims; there is a reasonable likelihood of success; and it is worth the effort and resources involved.
- Any proposal must include evidence of due diligence in terms of the legal status, aims and objectives of the organisations it is proposed to partner with.

- The proposal should include an analysis of any costs associated with the arrangement, an indication of how these will be funded and a benefits and risk assessment. It should also set out the roles and responsibilities of the various organisations.
- If the proposal requires any transfer of funds from the Society, checks will be run on the financial status of those involved.
- Arrangements will be made to ensure there is no 'funds leakage' to purposes that are not in accordance with the purposes of the Society.
- Once approved by the Trustees a partnership agreement will be drawn up. This will be a legal agreement between the organisations which will establish:
 - The purpose of the partnership or coalition, including a statement of its aims and objectives
 - The governance arrangements for the collaboration
 - The dates for which the partnership will be in place, including a planned end date
 - The financial arrangements including the financial obligations of each partner
 - The manner in which funds for the purposes of furthering the aims of the partnership will be processed
 - The entity which will hold the legal responsibility for contracting with third parties
 - The liabilities, accountabilities and reporting responsibilities of all partners
 - The arrangements with respect to any intellectual property rights
 - How the Society is to be represented and the arrangements for that
 - The process by which the arrangement may be terminated
- Normally, the hosting or founding partner of the coalition or partnership arrangement will be responsible for setting out the terms of the agreement. If no acceptable agreement is provided, or the Society is the hosting or founding partner, then the Society will provide a formal agreement for signing. If the hosting partner proposes an agreement which does not encompass the Society's terms as set out above then further negotiation will be required so as to ensure inclusion of these provisions else the agreement will not be signed.