Global Organisation for Humanitarian Work Psychology
Interim Executive Committee Report
(September 2012 – 2013)

Submitted to Membership: 18 September 2013

Interim Executive Committee Members:

Chair:	Ishbel McWha
Coordinators:	Kristen Kirkland
	Alex Gloss
	Jeff Godbout
Outgoing-Chairs:	Mary O'Neill Berry
	Stuart Carr
	Leo Marai
Student Representative:	Vacant

Summary of Report:

Purpose of Interim Executive Committee:
- Develop organisational systems and structures to help the Global Task Force for Humanitarian Work Psychology (GTF) transition into a permanent organisation, the Global Organisation for Humanitarian Work Psychology (GOHWP).
- Focus on the governance and logistics of getting the organisation up and running, to enable future leadership teams to focus their attention on HWP-focused projects and initiatives.

Action Items Completed (See Section D):
- Communication strategy finalised and approved;
- New website developed and launched (www.gohwp.org) with online public and members-only discussion forums to facilitate communication;
- PayPal account set up for donations;
- By-laws finalised and approved (including structure of new Executive Board and definition of humanitarian work psychology);
- Creating a system for maintaining membership rolls and information;
- Establishing a new student membership category;
- Create a list of HWP-related references and resources for the website;
- Develop content for the website;
- Establish a working group to develop an HWP-focused curriculum, to be made available to members via the website.

Key Recommendations for Incoming Executive Board (See Section E)
- Continue to develop:
  - Code of Ethics;
  - Registration procedures/systems;
  - Establish membership dues.
- Consider new initiatives in the following areas:
  - Advocacy
  - Strategic partnerships

A. Purpose of Report

The purpose of this report is to provide the GOHWP membership an update on the progress made by the Interim Executive Committee over the past 12 months, since elected.

B. Background

The Interim Executive Committee was elected in September 2012 as the first leadership committee of the newly formed Global Organisation for Humanitarian Work Psychology (GOHWP), which was established as an expansion of the former Global Task Force for Humanitarian Work Psychology (GTF).

At a meeting at the International Congress of Psychology in Cape Town, South Africa, in July 2012, it was decided that an Interim Executive Committee would be elected for a period of 6-12 months in order to oversee the transition from the GTF to the more permanent GOHWP. The Interim Executive Committee would by necessity focus its efforts on the governance and logistics of getting the organisation up and running, to enable future leadership teams to focus their attention on HWP-focused projects and initiatives. This included the following tasks:
   a)   Set organisational by-laws,
   b)   Formalise the definition of humanitarian work psychology, and
   c)   Consider, but not necessarily resolve, central financial and legal issues like the formal registration of the organisation and the collection of dues.

It was agreed that this committee would consist of:
   a)   A current chair;
   b)   The existing co-chairs (Leo Marai, Stuart Carr, and Mary O'Neill Berry) of the GTF as outgoing co-chairs;
   c)   3 co-coordinators;
   d)   A student representative.

C. Goals for the Interim Executive Committee

In line with the remit agreed upon at the Cape Town meeting, the Executive Committee identified three goals, responsibility for each of which was allocated to one of the three coordinators:

   Goal 1.   ***Developing systems for keeping people informed***
       a.   Develop a communication strategy, including norms and guidelines;
       b.   Establish communication through a group list (e.g., a Google group), as well as a system for communicating through existing online presence;
       c.   Establish website structure which is sustainable, including potential domain name change (www.gohwp.org).
   Goal 2.   ***Organisational structure***
       a.   Finalise by-laws;
       b.   Finalise a code of ethics, building on previous work by Ethics Committee;
       c.   Make a decision about registration/formalization;
       d.   Create a system for maintaining membership;
       e.   Develop a plan for collecting dues.
   Goal 3.   ***Value creation for members***

     a.   Build and regularly update a list of HWP references;
     b.   Develop content for website, including profiling projects to profile on the site, information on how to get involved, HWP career development section, facilitating research projects;
     c.   Develop a guide for students, practitioners, and researchers who want to get involved in HWP.

D. Action Items Completed:

Goal 1.   Developing systems for keeping people informed

     a.   Develop a communication strategy, including norms and guidelines;

A communication strategy was developed and shared with the membership. This strategy can be found in **Appendix I**.

     b.   Establish communication through a group list (e.g., a Google group), as well as a system for communicating through existing online presence;

Considerable research into various different email group options was undertaken, with consideration for the size of the organisation, the functionality needed for effectively communicating with members, and the ability to provide members the flexibility to select the frequency with which they received messages. As a result of this research it was decided that establishing a system of online discussion Forums on the new website (see below) would be more effective than an email group.

     c.   Establish website structure which is sustainable, including potential domain name change (www.gohwp.org).

A new website (www.gohwp.org) was developed and launched at a meeting at the Society for I-O Psychology (SIOP) conference in Houston, April 2013. In order to develop this website donations were solicited from members. To manage these funds in a transparent way we have set up a GOHWP PayPal account, which is overseen by the Chair. Funds spent by committee members are first approved by the Chair, and reimbursed on presentation of a receipt. A financial breakdown of those donations received, how the funds have been spent, and the remaining funds, can be found in **Appendix II**.

Specialist help was required in order to develop this website, and one of GOHWP's members, Doug Maynard, offered to volunteer as the Web Manager for the organisation. We are extremely grateful to Doug for all the time and effort he has put into developing the website.

Goal 2.   Organisational structure

     a.   Finalise by-laws;

Building on the draft by-laws developed by the GTF, we have revised and streamlined the by-laws for GOHWP. The by-laws were circulated to the membership for feedback in August 2013, and a vote to formally approve them will be taken during the elections to be held in October 2013.

A key change to the by-laws is the structure of the new Executive Board. Due to the workload experienced by the Interim Executive Committee we have recommended expanding the size of the board. In addition, to maximise flexibility within the board we have proposed the board consist of six (6) general Executive Board Members, one (1) Chair, one (1) Vice-Chair, and one (1) Student Representative.

Humanitarian work psychology is defined in the by-laws as:

"Humanitarian work psychology concerns the synthesis of organisational, industrial, work, and other areas of psychology with deliberate and organised efforts to enhance human welfare.

This definition includes activities that are not only traditionally associated with humanitarian assistance and international development, but also with the promotion of the International Labour Organization's (ILO) concept of decent work as well as poverty-reduction more generally."

The definition is kept broad in order to encapsulate all types of HWP work which is being undertaken around the world, and the second paragraph is included in order to highlight the two facets to HWP – the psychology of humanitarian work, and the need to make work psychology more humanitarian (e.g. through decent work for all). Important in this definition is that HWP occurs in all settings and countries in the world – not only in lower-income settings.

A copy of the by-laws can be found in **Appendix III**.

b. Finalise a code of ethics, building on previous work by Ethics Committee;

Building on the research undertaken by the GTF ethics sub-committee into developing an appropriate code of ethics for GOHWP we identified two potential codes which we could either adopt as-is, or adapt to the needs of our organisation. These were the New Zealand Psychological Society, and People in Aid. However, based on expert advice from Joel Lefkowitz, it was concluded that developing a code of ethics at such an early stage of the organisation may be premature. We therefore put this discussion on hold, with a recommendation to the incoming Executive Board to consider this issue.

c. Make a decision about registration/formalization;

In order to decide about registration/formalisation of GOHWP a number of important issues were considered:
- Which country to register in
- Tax and legal implications of registration
- Social implications of registration (i.e. with which part of the world do we want to appear 'aligned' with?)
- Practicalities of the global nature of our membership
- Cost of registration, and how to cover this cost (e.g. through member dues?)
- The importance of registration for a) protecting the Executive from liability (financial and other), b) enabling the organisation and its members to apply for grants and other funding.

As a result of our research we are recommending the incoming Executive Board consider registering GOHWP in New Zealand (see **Section E** below).

d. Create a system for maintaining membership;

Creating a system for keeping track of GOHWP members was a key priority for the Interim Committee. This includes the process of applying to be a member of GOHWP, as well as ensuring the membership list is updated on the GOHWP web Forums, and providing an effective way for members to leave the organisation if desired. In order to do this we developed an online application form, based around previously agreed-upon requirements of membership (which have now been written into the GOHWP by-laws). Applications are reviewed bi-monthly by one of the coordinators, and brought to the Interim Executive Committee for discussion (if needed) and approval.

It had previously been agreed that eligibility for membership would be limited to those 'normally' working or studying in the area of industrial/organisational/work psychology or a closely related area, or those who are engaged or planning to engage in HWP and are accredited, enrolled, or associated with an organisation/discipline to that end. Students should 'normally' be studying at least the postgraduate level (honours/masters or above). However, due to the increasing interest from undergraduate students, who generally have little or no experience in industrial/organisational/psychology, we established a student membership category. Students who meet the criteria for full membership may apply to be full members,

but the new category enables those with an interest in HWP to get involved, and in doing so will help nurture the next generation of humanitarian work psychologists. Student members may participate in meetings and committees but will not have voting rights in the organisation beyond electing the Student Representative.

> e. Develop a plan for collecting dues.

Our recommendation is to set dues using a sliding scale to accommodate those in lower-income settings, and students. A plan for dues should be developed in conjunction with decisions around registering the organisation. As mentioned, we solicited a request for donations from members to help cover costs associated with developing the new website. In order to manage these funds we have set up a PayPal account, which is overseen by the Chair. Funds spent are first approved by the Chair, and reimbursed on presentation of a receipt. A financial breakdown of funds received and spent can be found in **Appendix II**.

> *Goal 3. Value creation for members*
> a. Build and regularly update a list of HWP references;

A comprehensive list of HWP references and resources has been collated and is available on the GOHWP website (www.gohwp.org). Every effort to keep it updated is made, and members are invited to update us directly if we have missed anything.

> b. Develop content for website, including profiling projects to profile on the site, information on how to get involved, HWP career development section, facilitating research projects;

The majority of the past 12 months has been spent developing the website, which turned out to be a much more time-consuming task than expected. We have built in various avenues on the site for content development, but the content itself needs further development. This is a key recommendation for the incoming Executive Board. One example is the blog area, where we think it would be good to showcase the stories of members – including how they got involved in HWP, and their advice for those interested in working in the area.

> c. Develop a guide for students, practitioners, and researchers who want to get involved in HWP.

We began working on these guides, however as we did so the need for an HWP curriculum emerged from within the membership, so we shifted our focus slightly in order to accommodate this need. A Curriculum Working Group was established and is working on gathering and developing resources which members could use when teaching a course on HWP. These resources will be made available on the GOHWP website, along with a sample curriculum.

E. Key Recommendations for Incoming Executive Board

1. **Code of Ethics**: Consider the timeliness of developing a Code of Ethics.
2. **Registration**: Further to the considerations we outline in Section D (above), we recommend registering the organisation in New Zealand.
3. **Member Dues:** In conjunction with decisions about registration, consider whether minimal dues should be collected from members. Our recommendation is to utilise a system similar to Psychologists for Social Responsibility and the International Association for Applied Psychology whereby there is a sliding scale to accommodate those from lower-income settings and students. We also recommend a system whereby members can opt-out of paying dues because of financial hardship. While we recognise the need to cover costs associated with running the organisation

(namely registration costs, and website maintenance costs) we believe it is important that potential members not be precluded from joining the organisation for financial reasons.

4. While the focus of the Interim Executive Committee has necessarily been on establishing organisational systems and structures, a number of other issues have emerged over the past 12 months which we believe should be addressed in the near future:

   a. **Advocacy**: we need to continue efforts to raise awareness of HWP within our own discipline and related disciplines. This includes approaching new organisations and professional associations related to I-O psychology and HR, presenting at such conferences, and publishing in their journals and magazines;

   b. **Strategic partnerships**: Related to a. we suggest identifying organisations with whom to develop strategic partnerships. These can include I-O related organisations like the Alliance for Organisational Psychology, but also (and importantly) humanitarian and development organisations as well as work-related organisations, e.g. the ILO, so that such organisations can understand the potential value of I-O psychology to their work. This can assist with job creation for HWP, as well as create demand for research by HWPs;

   c. **Marketing**: as well as raising awareness of HWP within the discipline, we need to develop a marketing strategy to build the organisation itself. While there has been a considerable momentum behind the HWP movement, to date, it is critical to proactively engage undergraduate students, academics, practitioners and researchers in order to integrate HWP within the discipline and to gather new members and ensure interest in HWP continues to grow, and GOHWP grows with it;

   d. **Social Marketing and Communications**: consider how to streamline the organisation's website, LinkedIn and Facebook pages, and consider establishing a GOHWP Twitter account;

   e. **Website Content**: One way to encourage involvement in HWP-related activities is to provide content on our website which describes how to get involved. This can include areas where members are afforded the opportunity to network and create linkages with others – including potential research collaborations. It can also include profiling individuals who have succeeded in developing HWP-related careers so that newcomers can understand how they might get involved, as well as HWP-related projects which have found success through obtaining funding, or obtaining recognition.

   f. **Regional Chapters**: The idea of establishing regional GOHWP chapters has been discussed on various occasions in order to facilitate development of GOHWP regionally, and to nurture potential leaders around the globe. It would also help to strengthen GOHWP presence in some areas of the world which remain under-represented in our membership. Our recommendation is that these chapters could be encouraged to evolve naturally where members would like to establish them, and that a key individual in the chapter (the Chapter Chair) would liaise directly with one of the Executive Board Members.

Appendix I: Communications Strategy

**Global Organisation for Humanitarian Work Psychology
Communications Plan and Policy**

In line with the goals and values of the Global Organisation for Humanitarian Work Psychology (GOHWP), we propose the following plans and policies in regard to communication.

   I.   <u>**Overview: this policy and plan is meant to address:**</u>

A. Setting of plans and strategies;
B. Outline of the development of an online network;
C. Settings of communication policies.

II. **Development of the online network:**

A. **Goals**: we propose to build an online network made up of multiple online platforms and accounts with networking sites. This network will help to:
    1. Connect and support our members' efforts (Goals 1a, 1c, and 3);
    2. Promote diverse representation from local communities (Goal 1b);
    3. Promote HWP as a field (Goal 2).

B. **Components and their envisioned purpose**:
    1. Website: the plans for the website can be divided into short term (<12 months) and long term (12+ month) timeframes:
        i. Domain name: The domain name will be www.gohwp.org (with www.globalhwp.org) as an alternative. The old www.humworkpsy.org domain should be retained (at a price of approximately $10/year) and should re-direct to the new address.
        ii. Short-term:
            a. Hosting: The website will be hosted on a major hosting service (e.g., GODADDY or 1and1) which will cost approximately $5-10/month. This service includes the cost for a domain name, the hosting of the website, and the use of software necessary for maintenance.
            b. Maintenance: The website will be maintained jointly by Doug Maynard and Alex Gloss. Content will be developed and sources from members and the executive committee.
            c. Short-term functionality: In the first 12 months, the website will have the following functions/information:
                1) Basic information, including:
                    i) Goals, values, definition of HWP;
                    ii) Past, present, and future of HWP;
                    iii) Demographics of membership;
                    iv) Profile of leaders;
                    v) Profile of major projects;
                    vi) Resources/guides for undergraduates & graduates;
                    vii) List of resources:
                        a) Publications;
                        b) Relevant organizations;
                        c) Opportunities – scholarships, journals, etc.
                    viii) Links to other parts of our online network (e.g., to LinkedIn, Facebook, etc.).
                2) An updated newsfeed to list recent publications, events, announcements, etc.

      3) A forum for members and the public to discuss and collaborate. This forum might be somewhat basic in its functionality (i.e., not highly customizable).

      4) A way for people to make financial donations to a Pay Pal account.

  iii. Long-term functionality: after 12 months (or if possible, before), we aim to have the website include additional functionality. The costs associated with this added functionality are unclear at this stage.

    a. A more customizable and robust forum;

    b. A space for members to create private profiles (viewable only by other members) and pay annual dues.

2. <u>Online e-mail list(s):</u>

  i. GOHWP will plan to maintain and monitor the following online groups. Management of these groups by the communications coordinator and other leaders will be necessary to promote wide participation from a diverse audience, appropriate behaviour, and an established set of norms.

  ii. *Povio*: this existing community centred on a pro-social organizational psychology can be used to make announcements to and hold public discussions with an audience that includes, but is not limited to, our members.

    a. Povio is currently housed on Massey's servers. To ensure greater control and functionality, its list of members can be migrated to the GOHWP Forums.

    b. Anyone can join, but the group will be moderated – meaning that one of its managers will have to approve the message before it is sent out.

    c. The description for the group is as follows:

      Povio is an e-mail list devoted to the discussion of issues at the intersection of organisational psychology and humanitarian aid and international development and, more generally, to issues relating to the pro-social application of organisational psychology.

    d. The welcome message, which addresses the policies of the group is as follows:

      Welcome to the new Povio! In an effort to improve Povio, we have made some changes to the old e-mail list:
      First, we have migrated the group to the GOHWP Forum. This allows you greater control and customization over what messages you receive and it allows you to easily view old messages.

    e. Remaining questions:

      1) Should the group's archives be public?

3. <u>Accounts on networking sites:</u> GOHWP will plan to maintain a regularly monitored and updated presence on:

  i. Facebook

        ii.   Linked-In
        iii.   Twitter
        iv.   My SIOP.

4. E-mail accounts:
    i.   We propose to keep a unified set of e-mail addresses that will help to enhance the professional image of GOHWP (all with the domain ending: @gohwp.org).

III.   **Communication policies:**
    A. Communication from the executive:
        1. When speaking on behalf of the executive, members of the executive committee should use the central e-mail address, but should still sign their own name with the following signature format:

                First Last (e.g., Alexander Gloss)
                Position (e.g., Co-Coordinator)
                Global Organisation for Humanitarian Work Psychology
                www.gohwp.org

        2. When communicating as an individual, members of the executive committee should use their personal e-mail addresses.
        3. No member should speak on behalf of the entire organisation without the explicit approval of the Chair.
        4. No executive committee member should speak out on behalf of the whole executive or the organization without prior approval from the Chair.

    B. Communication with members:
        1. When communicating to the general membership, members and the executive should use their official e-mail addresses.
        2. Meetings and minutes:
            i.   General meetings should be announced at least one month in advance.
           ii.   Executive committee meetings should be announced at least one week in advance.
           iii. The proposed agenda for meetings should be circulated when meetings are announced.
           iv. Meeting minutes should be circulated no later than one week following the meeting and feedback should be collected no more than two weeks after.

    C. Communication norms: All communications, including those on online platforms (e.g., e-mail lists, fora, networking sites), should be in line with our organizational values and should not be directed towards personal financial gain. Executive committee members and particularly the coordinator charged with communications will help to communicate, promote, and enforce these norms.

Appendix II: GOHWP Financial Breakdown Sept 2012-Sept 2013

1. Income

Donations from 13 members, to a total of US$529.14

2. Expenditure

US$10.34 (domain names)
US$83.40 (web hosting – 1 year)
US$57.64 (GOHWP business card sized flyers, for conferences)
US$151.38

3. Current Balance

US$377.76

4. Expected Expenditure

Existing ongoing costs: US$115.69/year. Consisting of:
- Domain registration (gohwp.org, globalhwp.org, gohwp.com and humworkpsy.org): US$32.29/year
- Web Hosting - Web Hosting Hub: US$83.40/year

Expected costs: ~US$300. Consisting of:
- Professional website editing software ~ US$250
- Miscellaneous website expenses ~ US$50

Appendix III: GOHWP Bylaws

Bylaws of the Global Organisation for Humanitarian Work Psychology

<u>ARTICLE I: NAME AND PURPOSE</u>

Section 1 – *Name*

Global Organisation for Humanitarian Work Psychology (herein referred to as 'the organisation')

Section 2 – *General Definition of Humanitarian Work Psychology*

Humanitarian work psychology concerns the synthesis of industrial-organisational (I-O), work, and other areas of psychology with deliberate and organised efforts to enhance human welfare.

This definition includes a consideration of how issues in I-O/work psychology interface with activities that are traditionally associated with humanitarian assistance and international development and also with the promotion of the International Labour Organization's (ILO's) concept of decent work, poverty-reduction, and the humanitarian treatment of all people in their place(s) of work - whether in low-, middle-, or high-income settings.

Section 3 – *Mission Statement and Goals*

a. Mission: Understanding and supporting organised and deliberate efforts to enhance human welfare through the study and application of organisational, industrial, work, and other areas of psychology.

b. Goals

> ***Goal 1.*** To develop, promote and support the field of humanitarian work psychology and its participants, by, among other things:
>
> i. Driving academic research, applied projects, education, and training efforts;
> ii. Promoting representation from local communities across the globe; and
> iii. Assisting in the development, adoption, and observance of best practices within the field of humanitarian work psychology.
>
> ***Goal 2.*** To promote our values in the disciplines, organisations, and societies with which we engage – prominently including the discipline of psychology, the sub-discipline of organisational psychology, and actors involved in enhancing human welfare.
>
> ***Goal 3.*** To promote and engage in humanitarian activities as organisational psychologists, including contributing to poverty reduction and the empowerment of marginalised groups.

c. Values

> i. **Social Justice** – *procedural, distributive, and interactional justice;*
>
> ii. **Self-Determination** – *an opportunity and power to direct one's life;*
>
> iii. **Respect for Diversity** – *respect and acceptance of unique social identities;*
>
> iv. **Cooperation** – *working with existing efforts and priorities;*
>
> v. **Accountability** – *working with and being accountable to those who are subjected to inequality, injustice, and poverty;*
>
> vi. **Empowerment** – *supporting and facilitating marginalised groups to participate fully in society.*

ARTICLE II: ORGANISATIONAL STRUCTURE & LEADERSHIP

Section 1 – *Organisational Form*

The organisation will be a hybrid of a non-profit organisation and a professional association.

Section 2 – *Organisational Structure*

The organisation will be centralised, with leadership by an Executive Board (see Section 4).

Section 3 – *Leadership*

Leadership roles will include the following:

- Chair;

- Vice-Chair;
- Six (6) Executive Board members;
- Student Representative.

Section 4 – *Leadership Terms, Duties and Elections*

a. **Chair**

i. Term

Tenure in the role of Chair will be one year with the opportunity for re-election.

ii. Duties

The Chair is responsible for:

(1) The leadership and continued advancement of the organisation;

(2) Promoting the mission, goals, and values of the organisation;

(3) Overseeing the day-to-day functionality of the organisation;

(4) Delegating tasks to others in order to carry out the above duties;

(5) Chairing regular Executive Board and full membership meetings.

iii. Requirements for Eligibility

To stand as Chair a member must:

(1) Hold full membership of the organisation and be in good standing.

iv. Election and Vacancy

(1) The Chair will be elected by a vote of full members of the organisation;

(2) Elections will be held annually in October, with the term of office beginning 1 November;

(3) The Chair may resign their post by written notice to the Executive Board;

(4) In the case of a vacancy in the position of Chair, the Vice Chair will fill her/his position

b. **Vice-Chair**

i. Term

Tenure in the role of Vice-Chair will be one year with the opportunity for re-election.

ii. Duties

The Vice-Chair is responsible for:

(1) Supporting the efforts of the Chair when appropriate and needed;

(2) Stepping in for the Chair when they are unavailable;

(3) Fulfilling the role of an Executive Board member, as outlined in section 5.3 (below).

iii. Requirements for Eligibility

To stand as Vice-Chair a member must:

(1) Hold full membership of the organisation and be in good standing.

iv. Election and Vacancy

    (1) The Vice-Chair will be elected by a vote of full members of the organisation;

    (2) Elections will be held annually in October with the term of office beginning 1 November;

    (3) The Vice-Chair may resign their post by written notice to the Executive Board;

    (4) In the case of a vacancy in the position of Vice-Chair, the Chair will call for nominations for an interim Vice-Chair from the organisation's membership. The list of nominees will be circulated to the membership for feedback to the Executive Board, and the Executive Board will vote for the Interim-Vice-Chair at the next monthly meeting. If the vacancy arises within 2 months of the next election, the position will remain open until the election.

c. **Executive Board members**

i. Term

Tenure in the role will be two years, with the opportunity for re-election.

ii. Duties

    (1) Executive Board members are elected to general positions and must be willing to fill any of the portfolios that are vacant at the time of the election.

    (2) At the first meeting of the new Executive Board portfolio(s) of work will be divided up amongst the Board members. Portfolios might include one or more of the following areas:

- Web manager;
- External relations;
- Communications;
- Treasurer;
- Secretary;
- Marketing;
- Programs;
- Advocacy;
- Membership.

iii. Requirements for Eligibility

To stand as an Executive Board member a member must:

    (1) Hold full membership of the organisation and be in good standing

iv. Election and Vacancy

    (1) Executive Board members will be elected by a vote of full members of the organisation;

(2) Elections will be held annually each October with three Board Members being elected each year. The term of office will begin 1 November;

(3) Executive Board members may resign their posts by written notice to the Chair;

(4) In the case of a vacancy, the Chair will put out a call to the organisation's membership for nominations as an Interim-Board Member. The list of nominees will be circulated to the membership for feedback to the Executive Board, and the Executive Board will vote on the Interim-Board Member at the next monthly meeting. If the vacancy arises within 2 months of the next election, the position will remain open until the election.

d. Student Representative

i. Term

Tenure in the role will be one year, with the opportunity for re-election.

ii. Duties

The Student Representative is responsible for:

(1) Representing the needs and perspectives of the student membership to the Executive Board

(2) Interacting and engaging with the student membership

iii. Requirements for Eligibility

To stand as Student Representative a member must:

(1) Be a student for 9 months or more of the term of office

(2) Hold either full membership or student membership of the organisation and be in good standing

iv. Election and Vacancy

(1) The Student Representative will be elected by a vote of existing student members of the organisation (both those holding student membership and those holding full membership who are students)

(2) Elections will be held annually in October with the term of office beginning 1 November

(3) The Student Representative may resign their post by written notice to the Chair;

(4) In the case of a vacancy, the Chair will put out a call to the organisation's membership for nominations for an Interim-Student Representative. A list of nominees will be circulated to student members for feedback to the Executive Board, and the Executive Board will vote on the Interim-Student Representative at the next monthly meeting. If the vacancy arises within 2 months of the next election, the position will remain open until the election.

Section 5 – *Nomination Process*

    a. Subject to the outlined Requirements for Eligibility, members wishing to stand for any of the above positions can nominate themselves. Members can also nominate others for any of the positions.

    b. A nomination includes a description of why the member wishes to stand for the position and their experience which supports their nomination. In the case of a member nominating someone else, no supporting documentation is required – the nominee will be contacted by an existing Board member to clarify their desire to stand and to request the above statement.

    c. Members wishing to stand for Chair are required to provide additional information about their vision and approach to leading GOHWP.

    d. Members may be nominated for more than one position concurrently but can only hold one position at a given time, except in the case of an Executive Board member standing as Interim Vice-Chair or the Vice Chair standing as Interim Chair.

Section 6 – *Voting Process*

    a. Each year full members of the organisation get one vote for Chair, one vote for Vice-Chair and up to three votes for Executive Board Members. Members cannot vote for one person to fill a position as an Executive Board Member more than once.

    b. In the instance where a member stands for multiple positions, they will be elected to the highest position and removed from the ballot for the remaining positions. For example, if a member stands for and is elected Chair, but also stands as an Executive Board member, the votes given to their Executive Board nomination will be disregarded, and the nominee with the next highest number of votes will be elected as a member of the Executive Board.

    c. In the instance where more than one person is running for Chair/Vice-Chair and an Executive Board position goes unfilled, the person with the most votes out of this group (and the person after her/him if there is more than one unfilled position) will be offered the opportunity to take that unfilled position.

    d. Each year full members who are students, and student members get one vote for Student Representative.

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ARTICLE III: MEMBERSHIP

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Section 1 – *Membership:*

- There are two membership levels in the organisation:
  - Full membership: The eligibility for full membership in the organisation is limited to those who are 'normally' working or studying in the area of industrial/organisational/work psychology or a closely related area, or to those who are engaged or planning to engage in HWP and are accredited, enrolled, or

associated with an organisation/discipline to that end. Students should 'normally' be studying at least at the postgraduate level (honours/masters or above).

- o Student membership: Is available for undergraduate students (or those who have graduated with an undergraduate degree within the past two years) with an interest in pursuing HWP. Student members may participate in meetings and committees but will not have voting rights in the organisation beyond electing the Student Representative.

Section 2 – *Becoming a member:*

Prospective members must submit a short document outlining their interest and experience in humanitarian work psychology-related work/study. The Executive Board will nominate an Executive Board member to review the applications. Applicants that do not meet the prerequisites for membership in their application will be asked to submit more information that provides support that they meet the requirements for membership. After further information is collected, the Executive Board will vote on whether or not they are eligible for membership.

Section 3 – *Membership dues*

Dues will be set by a vote of the Executive Committee and will be scaled to accommodate students and members from lower-incomes settings.

Section 4 – *Rights and Duties of members:*

a. Members will not engage in research or projects under the auspices, or make decisions on behalf, of the organisation without the express consent of the Executive Board.

b. Members are required to be actively involved in the organisation. Active involvement means regular participation in meetings and discussions.

c. Members agree to abide by the values and best-practices of the organisation.

Section 5 – *Resignation and termination:*

a. Members may resign at any time by giving written notice to the Chair; or by another method stipulated by the Executive Board;

b. Resignation is not permanent and past members may re-join the organisation at a later time;

c. Membership, including for those in leadership positions, may be revoked by a majority vote of the members of the Executive Board upon finding that the member has knowingly and wantonly violated the values and/or undermined the mission/goals of the organisation.

ARTICLE IV: MEETING & DECISION MAKING

Section 1 – *Meetings*

a. General meetings: At least one general meeting per year will be held; this meeting can take place in a physical location, but the Executive Board must make an effort to provide virtual access to the meeting for members who cannot be physically present.

b. Executive Board meetings: Meetings of the Executive Board will be held virtually, at least once per month.

c. Meetings will be called for by the Chair, or in his/her absence, by the Vice-Chair.

d. Meetings will be run by the Chair, in his/her absence by Vice-Chair, or in the absence of a Vice-Chair by someone else designated for that role.

Section 2 – *Minutes and Notice of Meetings:*

a. Except in extraordinary circumstances, notice of a meeting, including the proposed agenda, will be distributed to all members at least one week in advance of executive board meeting dates and at least one month in advance of general meetings.

b. Minutes of the meeting will be archived by a representative of the Executive Board.

c. Minutes will be distributed to all members within two weeks following a meeting.

Section 3 - *Decision-Making*

Whenever possible, decisions will be made by consensus instead of voting. When voting is needed, unless otherwise noted, votes on important matters will be decided by a majority vote of members that participated in the vote. Unless stipulated elsewhere in the by-laws, all decisions besides an amendment of the by-laws can be made by the Executive Board. However, wherever appropriate and feasible the Executive Board should seek feedback for its decisions through online discussion with the general membership.

ARTICLE V: AFFILIATES AND OTHER GROUPS

Section 1 – *Affiliates*

a. The Executive Committee will maintain a list of individuals and organisations that can be considered affiliated with the organisation – that is a list of those individuals/organisations without expertise/focus on humanitarian work psychology but who have an important voice concerning humanitarian work (e.g., those in other disciplines, organisations, community members, etc.).

b. Affiliates may participate in meetings and committees but will not have voting rights.

Section 2 – *Other Groups*

Further groups can be formed as needed by a vote of the membership.

ARTICLE VI: ADOPTION AND AMENDMENTS

The adoption of, and amendments to, the by-laws must be formally presented to members electronically, and members must be given a minimum of two weeks to review the by-laws before voting for their approval. A two-thirds vote of members that participated in the vote is needed to adopt and/or amend the by-laws. When adopted and/or amended, the by-laws will be posted electronically in a place where all members can view them. All amendments to the by-laws will take effect immediately.