

Psychological Association of the Philippines (PAP)
Guidelines for Creating Special Interest Groups (SIG) and Regional Chapters
2013

Creation of SIGs

1. SIGs may be created either from within or outside Specialty Divisions.
 - A. These SIGs fall under the jurisdiction of a Specialty Division chair and co-chair when they are organized within a given Specialty Division.
 - B. When the SIG cuts across more than one existing specialty divisions, it will fall under the purview of the Internal Relations Officer of the PAP.
2. SIGs are encouraged to organize meetings and activities that Specialty Divisions typically put together.
3. Requirements before a group is approved by the PAP Board as an SIG:
 - A. The SIGs is led by a bona fide PAP member or a core group of conveners, all of whom are bona fide PAP members.
 - B. A written letter of request for the recognition of the SIG addressed to the PAP Board.
 - C. Documentation of the description and rationale for the creation of the SIG, and the initial members (i.e., detailing the profiles and organizational affiliation).
 - D. Documentation of the various activities that the group has organized in the past three years.
4. The process of the recognition of an SIG:
 - A. After the submission of the formal written request and other requirements for the recognition of the SIG, the matter will be discussed in the soonest scheduled PAP board meeting.
 - B. Upon the approval of the SIG by the PAP board, the core group is informed of this decision. This process involves the following:
 - 1) A newly recognized SIG is initially given probationary status ranging from one to three years.
 - 2) A list of recommendations for the SIG will be given by the PAP board.
 - 3) The SIG will be required to address the recommendation points by the time they renew their application.
 - 4) Meanwhile, the status of the SIG will be promulgated on the PAP website and other (national and/or local) gatherings.
 - C. Three months prior to the expiration of the SIG's probationary status, a formal written request plus documentation reflecting how the recommendations were addressed is submitted for the PAP board's perusal. This item will be discussed in the next PAP board meeting.
 - D. The SIG's probationary status can either be upgraded to a regular status or further extended.

Creation of Regional Chapters

1. With the goal of affirming and encouraging the activities of psychometricians/psychologists in different parts the country, the PAP would like to encourage and recognize the organization of local and/or Regional Chapters of the organization.
2. Regional Chapters can emerge from any of the following:
 - A. Formally or loosely organized groups of psychometricians/psychologists and (undergraduate and graduate) students of psychology;
 - B. Psychometricians/psychologists who come together regularly to share knowledge and practices; or
 - C. Psychometricians/psychologists who wish to network with colleagues and students within their locality/region.
3. Affiliating with the PAP have the following gains for both the PAP and the regional group:
 - A. Recognition by the national organization;
 - B. Awarding of CPD points for regional events;
 - C. Relative ease in inviting guest speakers;
 - D. Presence (physical and/or symbolic) of the national organization in regional events; and
 - E. Possible assistance of the PAP secretariat in administrative matters (e.g., marketing the event, registration and payments, etc.).
4. Requirements before a group is approved by the PAP Board as a Regional Chapter:
 - A. There is currently no other group recognized by the PAP in the given locality/provincial region.
 - B. The core group of officers of the chapter consists of at least 5 people who are all regular members of the PAP.
 - C. The core group of officers are affiliated with at least 3 different institutions that are registered within the same geographic region.
 - D. A written letter of request for the recognition of the regional/local chapter addressed to the PAP Board.
 - E. Documentation of the proposed structure of the regional/local chapter, detailing the profiles, organizational affiliation, and functions of the core group of officers.
 - F. Documentation of the various activities that the group has organized in the past three years.
5. The process of the recognition of regional/local chapters:
 - A. After the submission of the formal written request and other requirements for the recognition of the regional/local chapter, the matter will be discussed in the soonest scheduled PAP board meeting.
 - B. Upon the approval of the regional/local chapter by the PAP board, the core group is informed of this decision. This process involves the following:
 - 1) A newly recognized chapter is initially given probationary status ranging from one to three years.

- 2) A list of recommendations for the chapter will be given by the PAP board.
 - 3) The chapter will be required to address the recommendation points by the time they renew their application.
 - 4) Meanwhile, the status of the chapter will be promulgated on the PAP website and other (national and/or local) gatherings.
- C. Three months prior to the expiration of the chapter's probationary status, a formal written request plus documentation reflecting how the recommendations were addressed is submitted for the PAP board's perusal. This item will be discussed in the next PAP board meeting.
- D. The chapter's probationary status can either be upgraded to a regular status or further extended.

Recognition of an SIG as a Specialty Division

1. Requirements before an SIG is approved by the PAP Board as a Specialty Division:
 - A. The SIG has been officially acknowledged and promulgated to the members of the PAP through at least one of the following means:
 - 1) Announcement in a general assembly of PAP members or in a plenary session within an annual PAP convention;
 - 2) Inclusion of the SIG in the list of specialty divisions and SIGs in the PAP website;
 - 3) A formal letter of acknowledgement of the SIG by the PAP board, and duly signed by the Internal Relations Officer and noted by the President.
 - B. The SIG has been actively meeting for at least three years.
 - C. A written letter of request for the creation of a new Specialty Division addressed to the PAP Board.
 - D. At least 3% of the total registered members of the PAP have signified interest in joining the new Specialty Division.
 - E. Documentation of the various activities that the SIG has organized in the past three years.
2. A board resolution is made to affirm the creation of a new Specialty Division.
3. This resolution paves the way for the creation of a new specialty certification, which will be subsequently defined.