



A.P.A. Inc NSW
1400033
Incorporated In NSW, January 16 2014

Working Guidelines

2018

Revised February 2018

1 MEMBERSHIP OF APA 3
2 FINANCES..... 7
3 ORGANISATIONAL 9
4 ACTIONS 10

MOTIONS PASSED AT THE ANNUAL GENERAL MEETINGS OF THE ASSOCIATION OF PROFESSIONAL ASTROLOGERS INC. THAT ARE STILL CURRENT

This first edition of the APA Working Guidelines compiles all of the policy decisions made at the AGMs from the inception of the organisation in 2000.

Any full meeting of the APA can change any of these policy decisions. However, until that time the following points are the official policy and therefore need to be complied with during the course of the day to day running of the APA Inc.

The listings are in chronological order of subject matter within each section, with minute references after the motion. Words in brackets are not part of the original minutes but have been added by the secretary for clarification.

1. MEMBERSHIP OF APA

- a That members can apply to join the APA under appropriate category: Counselling, Research, Media, etc. That associate members must be actively working towards membership of the APA. **2004/8.4**
- b That the APA accepts the qualifications of the APAI accredited schools as a base for assessment. **2005/8.3**
- c That membership application to include a statutory declaration or a statement signed by an APA member who has sighted the original documents to accompany photocopies if these are sent instead of original documentation. **2005/8.6**
- d That on submission of a written supervision plan to the APA an accredited psychologist, social worker, counsellor or psychotherapist may be approved as a supervisor towards an applicant's required supervision hours for membership. **2006/8.5**
- e That associate level of the APA is available to applicants that have fulfilled approved astrological qualifications and are working towards full APA membership. This would be for an initial period of 12 months with an extension available if required and there would be no voting rights. **2006/8.8**
- f That an explanation and guidelines as to the nature of supervision and requirements for membership be placed on the APA website. **2006/8.4**
- g That APA approved supervisors must have at least five years of professional practice in their specialized fields. **Nov 2006/7.3.1**

- h That the APA appoints a Membership Convenor. **Jan 2008/8.1**
- i Those supervisory arrangements are registered with the Membership Convenor prior to Supervision taking place. **Jan 2008/8.2**
- j. If membership of the APA lapses a member would have to re-apply. If a member asks for leave of absence from paying membership this would need to be requested officially to the committee and be approved. **2007/ 8.11**
- k. That the successful completion of the 38 hours of training from the Mental Health Academy as outlined in the attached document, MHA Units for APA Membership, be accepted as fulfilling the counselling requirement for APA membership. **2018 / 10.4.1**
- l. That APA members be notified by email when any APA Committee members resign and Committee positions become vacant and seeking nominations for any vacant positions. [2018 10.6]

Fellow Membership

APA members who have made outstanding contributions to the APA and astrology in Australia may be granted the honour of Fellow Member. Regulations for the granting of such honour may be made by the Committee from time to time. Such regulations shall be advised to all members. Such members may use the additional letters "FMAPA" to denote such honour whilst they remain a member of the association. This level is recognised as the highest in terms of professionalism in astrology in Australia and holders may advertise as such.

Regulations for Awarding Fellow Membership

1. Fellow Membership is awarded only for outstanding contributions to the APA and astrology within Australia.
2. Fellow Membership may be granted only at Annual Meetings.
3. The nomination of an APA member for Fellow Membership is required to be made in writing by an APA member and seconded by another member.
4. The nomination must provide evidence that can be confirmed of the nominated member's outstanding contributions to the APA and astrology in Australia.
5. Criteria for the evidence of outstanding contributions to the APA and astrology in Australia include

- a) membership and continuous active contributions of a minimum of 10 years to the APA
 - b) confirmable evidence that these active contributions have furthered the Objects and Purposes of the APA as set down in the APA Constitution
 - c) upholding and promoting the ethics and standards of the APA and astrology to the highest standard
 - d) demonstrated professionalism within astrology
6. Nominations for Fellow Membership shall be made in writing and submitted a minimum of 60 days prior to the Annual General meeting to the Secretary.
 7. On receipt of the written nomination the Secretary shall forward the nomination to the APA Committee, in confidence, for deliberation in regards to the nomination meeting the above criteria (5).
 8. A vote within the Committee will be held as to the recommendation for Fellow Membership being placed on the agenda of the next Annual General Meeting for a vote by all members.
 9. If the Committee votes are equal the President shall cast the deciding vote.
 10. If a nomination is found not to meet the criteria and declined the nominator will be advised by the Secretary at the earliest possible time.
 11. If a nominated member is a Committee member they will be excluded from being required to vote and will also be excluded from being required to vote on the nomination at the Annual General Meeting as will any member being nominated
 12. The nomination must be accepted by a vote of the general membership at an Annual General Meeting before being granted.

Honorary Life Members

This level is reserved for very special recognition of persons who have made outstanding contributions to the APA and astrology over a significant number of years. Regulations for the granting of such honour may be made by the Committee from time to time. Such persons may use the additional letters "HLMAPA" to denote such honour.

Privileges of Honorary Life Members

An honorary life member shall be entitled to all the privileges that may be granted to a fellow member for his life time and shall be exempt from any obligation to pay any entrance fee, subscriptions or levies payable pursuant to this Constitution. Honorary life members may attend any committee meeting or other meeting and may take part in any discussion there at but shall not have voting rights at

committee meetings.

Regulations

1. Life Membership is awarded only as very special recognition of persons who have made outstanding contributions to the APA and astrology over a significant number of years.
2. Life Members: 2 may be elected at each Annual Meeting but there shall be a limit of 4 persons who may hold Life Membership at any time.
3. The nomination of an APA member for Life Membership is required to be made in writing by two APA members and the nomination must provide evidence that can be confirmed of the outstanding contributions of the member to the APA being nominated.
4. Criteria for the evidence of outstanding contributions to the APA and astrology include
 - a. proactive contributions and membership in excess of 10 years to the APA
 - b. cited and confirmable evidence that these proactive contributions have furthered the Objects and Purposes of the APA as set down in the APA Constitution
 - c. upholding and promoting the ethics and standards of the APA and astrology to the highest standard
 - d. has exemplified professionalism within astrology
5. Nominations for Life Membership shall be made in writing and submitted a minimum of 60 days prior to the Annual General meeting to the Secretary.
6. On receipt of the two members' written nominations the Secretary shall forward the nominations to the APA Executive, in confidence, for deliberation in regards to the nomination meeting the above criteria (4).
7. If the APA Executive concludes, after deliberation and examination, that the nomination meets all the criteria the written nominations will be provided to all APA Committee members and a vote within the Committee will be held as to the recommendation for Life Membership being placed on the agenda of the next Annual General Meeting for a vote by all members.
8. If the Committee votes are equal the President shall cast the deciding vote.

9. If a nominated member is a Committee member they will be excluded from being required to vote and will also be excluded from being required to vote on the nomination at the Annual General Meeting as will any member being nominated.
10. If a nomination is found not to meet the criteria and declined the nominators will be advised by the Secretary at the earliest possible time.
11. The nomination must be accepted by a vote of the general membership at an Annual General Meeting before being granted.
12. Life Member shall be exempt from any obligation to pay any entrance fee, subscriptions or levies payable pursuant to the Constitution in relation to APA functions, committee meetings and meetings excluding the cost of any meals provided, accommodation costs or travel costs incurred.

2. FINANCES

- a That the financial year runs from the 1st November until the 31st October. **2003/8.5**
- b That Associate membership fee is set at \$25 per annum with full payment on acceptance. **Nov 2006/7.1.3**
- c That all membership and associate membership joining fees be \$50. **Nov 2006/7.1.4**
- d That current financial associate members qualifying for membership will not be required to pay another joining fee. **Nov 2006/7.1.5**
- e That membership fees are due and payable for associate members from the date of acceptance as a full member. **Nov 2006/7.1.6**
- f That membership fees for new members to be on a sliding scale dependant on the date of their acceptance within the year as below

1 st November to 31 st January	= 100%
1 st February to 30 th April	= 75%
1 st May to 31 st July	= 50%
1 st August to 31 st October	= 25% OR payment of full

 membership fees with a renewal date of 31st October of the following year.
Nov 2006/7.1.7
- g That the Treasurer has authorization to pay the ongoing costs of the registration of the APA website domain name and web hosting costs as invoiced with the costs to be reported in the annual financial report.
Nov 2008/8.4
- h Future APA sponsored speakers will receive three nights accommodation at the basic

rate if they choose to stay on site and the speakers' fee as set by the conference (2013/7.12.3.1)

- i** That a maximum grant of \$500 be made available each year for the purpose of furthering the professional interests of the APA membership. Details of the conditions applicable to the grant to be worked out by APA committee/subcommittee [2013/ 7.12.3.1]

- j** That the APA, to encourage professional development by members, consider at the AGM prior to each FAA International Astrology Conference, a subsidy for members who register and attend the conference as delegates. The subsidy will be dependent on the recommendation of the Committee, the financial situation of the APA and the members vote. The subsidy agreed at such an AGM will be paid directly to the Conference for conference fees only.” Nov 2009/ 8.3

- k** That the Treasurer has authorization to pay the ongoing costs of the registration of the APA website domain name and web hosting costs as invoiced with the costs to be reported in the annual financial report.” Nov 2009/ 8.4

- l** “That the APA committee have a scholarship program to assist students towards obtaining professional qualifications via the FAA Exam System by paying exam fees on application by the student. The maximum assistance per year will be two exam fees for two students.” Nov 2009/ 8.5

- m** That the APA considers part funding of inter- state airfares, dependent on the distance travelled, incurred by nominated committee members who attend Annual General Meetings on the years that do not coincide with the FAA International Astrology Conference. The part funding will be an agenda item at each such Annual General Meeting for a decision and dependent of funds being available Nov 2009/ 8.6

- n** That the APA Grant that is currently \$500 annually become \$1,000 every second year, beginning in 2014. [January 2014]

- o** That the APA Grant include provision for subsidizing supervisor training for eligible members, if not already covered. [January 2015, 9.1.3]

- p If funds are available the APA subsidizes the airfares of the Committee members attending the meeting from interstate if they are not being reimbursed by other Associations in recognition of their contributions to the A.P.A. [2016/8.1]
- q That a request by a FAA State Association for a funding grant for the provision of group Supervision for prospective Associate Members by an approved APA supervisor be included into the APA Grant guidelines. [2018 10.1.3]
- r That when the Standards Committee is mentioned in reference to Membership applications it refers to the current Executive Committee. Should a Standards Committee be required for any other purpose this will include the current Executive Committee and those Fellow and Life Members who wish to serve. [2018 10.5.1]
- s That APA members be notified by email when any APA Committee members resign and Committee positions become vacant and seeking nominations for any vacant positions. [2018 10.6]

3. ORGANISATIONAL

- a That the APA Constitution be on the APA website for the benefit of members.
Jan 2006/8.7
- b That the APA hosts own web site with a link to the FAA. **Jan 2006/8.9**
- c That a member be appointed to follow media interests and enquiries.
Nov 2006/8.1
- d That an APA Standards committee including the President is formed and a mandate drawn up. **Nov 2006/8.3**
- e That an ongoing record of working guidelines be established and maintained. **Nov 2006/8.7**
- f That the APA, to encourage professional development by members, consider at the AGM prior to each FAA International Astrology Conference, a subsidy for members who register and attend the conference as delegates. The subsidy will be dependent on the recommendation of the Committee, the financial situation of the APA and the members' vote. The subsidy agreed at such an AGM will be paid directly to the Conference for conference fees only.
Nov 2008/8.3 The subsidy currently stands at \$75.00
- g That the Agenda for the APA AGM be included in the December Newsletter. Jan 2012/8.3 (Note: Agenda items to be sent to the Secretary by 1 November of each year.
- h That the APA Agenda be provided to the Newsletter Editor by the 10th of December each year. Jan 2012/8.3.1

i That the AGM minutes will be posted on the APA website in the Members' section.
Jan 2012/8.3.2

j That a Grant Committee be formed that includes one member of the APA Executive plus 2 other APA members to be appointed at each AGM. (2013/8.1.2)

k That the role of State Liaison Officer be removed as the role of Membership Convener along with digital technology has made this role redundant [2016/7.1]

4. ACTIONS

a That the APA set up an information stand at the FAA conference. **2005/8.7.3**

b That where applicable a Professional Development block for APA members to be integrated within the FAA conference. **2005/8.7.1**

c That a maximum grant of \$500 be made available each year for the purpose of furthering the professional interests of the APA membership. Details of the conditions applicable to the grant to be worked out by the APA committee/subcommittee. **2010/8.1.1**

d That speakers from Australia and overseas, whether sponsored or invited to speak under the umbrella of the APA at Conferences or Seminars are:

- Actively involved in the astrological community and hold FAA or equivalent qualifications or
- Have professional standing in their field. **2011/8.6**

e That the **Criteria for the APA Student Conference Sponsorship Information and Guidelines** be accepted" [information included as an attachment to the Agenda and the December Newsletter] **January 2014 / 8.3**

f That the APA accepts the guidelines and protocols outlined in the document, **The APA Exam Scholarship Program.**" [Note: This document has been included as an attachment with the Agenda and the December Newsletter] **January 2014 / 8.4**

g That the Association of Professional Astrologers Incorporated (ACT) AO3483 is wound up and all assets be transferred to Association of Professional Astrologers Incorporated (NSW) that has the same aims and purposes. **January 2014 / 8.6.1**