By-law No. 2

A By-law to provide for the consideration of Extraordinary Applications for membership of a Professional Historians Association

1. This By-law may be cited as the “Extraordinary Applications for Accreditation By-law”.

2. This By-law is binding on each Professional Historians Association (PHA) that is a member of the Australian Council of Professional Historians Associations Inc. (ACPHA). ACPHA will ensure that the By-law operates efficiently by making provision for an ACPHA Selection Committee to decide the eligibility of an Extraordinary Application for accreditation. In doing so, it will:

   a. ensure that suitable members, each of whom must hold accreditation at the Professional Historian level, are appointed to an ACPHA Expert Advice Panel from which members of an ACPHA Selection Committee will be drawn; and,

   b. appoint a designated ACPHA Council member (the ACPHA Accreditation Secretary) to be responsible for assembling an ACPHA Selection Committee in terms of Clause 7.

3. The members of the ACPHA Expert Advice Panel, which is created to provide ACPHA with expert advice, will be appointed each year at the Annual General Meeting of ACPHA. Each PHA will be entitled to have one member on the Panel and, should that member not have been appointed at the AGM, he/she may be appointed at any time after the AGM. Each Panel member will be eligible to remain on the Panel, subject to his/her continuing PHA membership, until the ACPHA AGM that follows his/her appointment. He/she will also, subject to continuing PHA membership, be eligible for further terms of appointment on the Panel. Membership of the ACPHA Expert Advice Panel will not be open to members of either the ACPHA Accreditation Appeal Panel or the primary ACPHA Committee (the committee that controls and manages the affairs of the Council in accordance with its objectives).

4. A person who is recognised by the profession as an historian but does not have the tertiary qualifications identified in the National Standard for the Accreditation of Professional Historians in Australia may seek accreditation from a PHA if his/her qualifications and experience appear to be equivalent to those identified in that document. The submission of an Extraordinary Application will be an uncommon event. It will request exemption from compliance with the National Standard and will therefore be comparable to an Appeal that might otherwise have been lodged under ACPHA By-law No. 3 if the person had been deemed to be ineligible for accreditation. A person wishing to submit an Extraordinary Application should therefore do so in the full knowledge that no appeal is
possible and that he/she is able to demonstrate to the satisfaction of ACPHA that:

(a) he/she is recognised by the profession as an experienced and practising historian; and,

(b) his/her qualifications and experience are equivalent to those identified in the National Standard criteria for the category of accreditation that is being sought.

5. A person who intends to submit an Extraordinary Application may approach a PHA for guidance and, if in a position to do so, he/she may approach PHA members to obtain the two references, or two referees’ names, that must accompany the application. He/she is not entitled to seek a recommendation or endorsement of any other kind from either a PHA or a PHA member. Nor is he/she entitled to approach either ACPHA or an ACPHA committee member for guidance or endorsement.

6. A person who wishes to submit an Extraordinary Application will present the application and all supporting documentation to the PHA in the state/territory in which he/she resides, or, if no PHA exists there, to the PHA nearest his/her place of residence. The PHA will then refer the application to ACPHA for determination. In this By-law, a PHA that refers an Extraordinary Application to ACPHA is identified as the referring PHA.

7. Each Extraordinary Application will be considered by an ACPHA Selection Committee consisting of the ACPHA Accreditation Secretary and two ACPHA Expert Advice Panel members (the first chosen by the referring PHA and the second by the ACPHA Accreditation Secretary). Challenges to the composition of the ACPHA Selection Committee will not be allowed.

8. On receipt of an Extraordinary Application, the ACPHA Accreditation Secretary will:

(a) ensure that the application conforms with Clause 4 of this By-law and with all other relevant requirements identified in both ACPHA By-law No. 1 and the prescribed application form; and,

(b) undertake any inquiries necessary to clarify the status of either overseas or Australian qualifications; and,

(c) complete a standard assessment form to provide a precis of the information that was submitted, thereby showing that the application conforms with Clause 4 of this By-law; and,

(d) assemble an ACPHA Selection Committee in accordance with Clause 7; and,

(e) present copies of both the completed assessment form and all documentation submitted by the applicant to the other members of the ACPHA Selection Committee and, if requested to do so, respond to any questions they raise prior to or during the deliberations.

9. The ACPHA Selection Committee will be chaired by the ACPHA Accreditation Secretary and will conduct its proceedings simply and expeditiously. The Committee may inform itself in such manner as its members think fit. Its deliberations will occur only by way of a review of documentation, with the Committee members discussing the issues by cost-efficient means.

10. The Chair of the ACPHA Selection Committee will seek ratification of the Committee’s decision by presenting a written report to ACPHA, advising the Council of the Committee’s decision and, with reference to Clause 2, the grounds
on which the accreditation is or is not recommended. If the accreditation is recommended, the report will identify the category and sub-category of the National Standard in which the applicant's qualifications and experience are seen to be equivalent to those identified in that document.

11. On receipt of the ratification, the ACPHA Accreditation Secretary will write to both the applicant and the referring PHA, advising them of the decision. That decision will be final. The applicant will not be entitled to ask the members of the ACPHA Selection Committee to discuss or review the decision. Nor will he/she be entitled to either submit a second Extraordinary Application or lodge an appeal against the accreditation decision.

12. An ACPHA decision on an Extraordinary Application will not, in any way, set a precedent. Having been influenced by factors unique to the applicant, it will not be a measure of any other person’s eligibility for accreditation.

It is noted that this By-law, which was endorsed by ACPHA on 7 August 2004, is subject to periodical review.

Issued by Dr Cathie Clement, ACPHA Accreditation Secretary 26 August 2006