

MODEL BY-LAWS FOR
SECTIONS OF THE
CANADIAN PSYCHOLOGICAL ASSOCIATION

Amended by the CPA Board of Directors
November 2009

Mandatory
By Reason of

I. NAME

By-Law VII

1. The organization shall be called the Section on (state the Name in full), hereinafter referred to as Athe Section@.

II. PURPOSE

By-Law VII.1

1. Sections are the primary agents through which the particular and special needs of members of the Canadian Psychological Association (hereinafter referred to as ACPA@) are met and interests are served. The purpose of this Section is to promote the development of (Name of Section) as a special interest area in psychology.

2. In pursuance of this purpose, the Section is expected to:

- a) provide information to members about current activities, events, research and practice developments in the area;

NOTE:

Policy

The Model By-Laws for the Sections of the Canadian Psychological

By-Law VII.4

Association is to be used as a guiding model by the Sections in developing their respective By-Laws. The By-Laws of the Sections must also receive individual approval from the Board of Directors.

These Model By-Laws for Sections of the Canadian Psychological Association are formulated to assist Sections in developing Section By-Laws which will comply with requirements of CPA, while at the same time serving the special interests of members. Those items which are mandatory are presented in bold type and referenced on the left-hand column to CPA By-Laws and CPA Policies. The remaining items have some flexibility in how they address the various clauses in By-Law VII on SECTIONS. The recommended options are based on similarity to CPA operations, on *Procedures for Meetings and Organizations* by M.K. Kerr and H.W. King, and on common practice. Sections may modify optional clauses to represent their needs.

- b) organize sessions at the annual CPA Convention that are of interest to members;

By-Law VII.8

- c) represent the interests of the Section

within CPA through initiating such activities as position papers, policy statements, and special meetings; and make representations, on behalf of its members to external organizations or agencies with the approval of the CPA Board of Directors.

- d) (list here other activities that the Section is **expected** to do)
- e) etc.

3. The Section may also engage in the following activities:

- a) (list here any activities that the Section **may wish** to do)
- b) etc.

By-Law VII.9

4. The Section shall have access to the Board of Directors for consideration of issues of concern to the Section involving matters relevant to the relationship of the Section to the Association as a whole or component parts thereof, or concerning agencies or activities external to the Association. These may in turn be referred to the Board for consideration and action.

III. FORMATION

By-Law VII.1

1. The Section is an agent of the CPA and operates in accord with By-Law VII of the Association.

By-Law VII.2

2. Approval to establish the Section within the Association is granted by the CPA Board of Directors in accord with CPA By-Law VII.2.

By-Law VII.3

3. The Section may be dissolved by the CPA Board of Directors in accord with By-Law VII.3.

IV. MEMBERSHIP

By-Law VII.2

1. Membership in the Section is open to all Members and Student, International and Special Affiliates of CPA.

2. Criteria for Associate Membership:
Associate membership in the Section is open to those who do not meet the eligibility requirements to become 'Member' of CPA but nevertheless declare an intention to pursue the stated purposed of the Section.

Applications for Associate membership shall be reviewed by the Executive Committee of the Section and a recommendation made to the general membership of the Section.

3. Only those members of the Section who are members of CPA may exercise full voting rights, and may nominate, vote and hold office in CPA and/or the Section. One vote is accorded to each member for any given decision. Only Members and Student Affiliates of CPA are eligible to make posts to any electronic mailing list affiliated with, or operated by CPA. This includes any Section electronic mailing lists run under the auspices of CPA or its website.

Associate members of a Section cannot vote, nominate, or hold office in either CPA or the Section. Associate members may enjoy other privileges of Section membership. Only Members of CPA enjoy benefits of membership in CPA.

4. Any member of CPA shall be admitted to full membership in the Section upon application to CPA or to the Section and upon stated commitment to the purposes of the Section and upon payment of the annual dues.

By-Law VII.5

5. The Section shall establish annual dues. Membership fees adequate to carry out the purposes of the Section shall be established by a majority vote of members present and voting at the Annual General Meeting. Differential dues may be set for Full members, Student members, and Associate members.

6. Any member may resign from membership in the Section by giving written notice to the Secretary-Treasurer of the Section. Membership dues are not refundable following resignation.

By-Law III.2

7. Any member of CPA whose fees are six months in arrears shall be deemed to have resigned from CPA and therefore is no longer eligible to be a member of the Section. Members whose Section membership fees are six months in arrears shall be deemed to have resigned from the Section, and are therefore not permitted to vote, to make nominations, or to hold office in the Section.

By-Law XI.

8. Any member suspended from the CPA under its By-Law XI shall be deemed to be suspended

from the Section.

9. Members whose conduct is considered by the Executive Committee of the Section to be contrary to the stated purposes of the Section shall be asked by the Executive Committee to explain or justify their actions. If the members are unwilling or unable to do so, they shall be asked by the Executive Committee to resign from the Section. If they do not resign, the Executive Committee shall give notice of motion, to be considered at the next general meeting, requesting their expulsion from the Section. A copy of this motion shall be communicated to the member concerned in time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. The members concerned shall be given an opportunity to explain their positions at the meeting at which the motion requesting their expulsion is considered. Approval of such a motion shall require a two-thirds majority of votes cast.

V. OFFICERS AND EXECUTIVE COMMITTEE

1. There shall be at least three elected officers, among them being, the Chairperson, Chairperson-Elect, the Past-Chairperson each of whom is a Member of CPA throughout their terms of office. The term for each elected office is one year (or two years) ending at the close of the Annual General Meeting. A Secretary-Treasurer shall either be elected or appointed annually (or bi-annually) by the Chairperson. These four officers comprise the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee.
2. Nominations for vacant positions on the executive may be made up to the time of the annual election, either by e-mail to the current or past Chairperson or designated Chief Returning Officer, or in person at the annual Section Business Meeting, as determined by the Section. Voting for these positions may also take place prior to the Section Business Meeting by mail, e-mail, or secure Web-form ballot. If electronic voting is used, the election shall be ratified by the members present and voting at the Section Business Meeting. Should the Section wish, the actual voting for electoral officers can be done at the Section Business Meeting.

3. The Chairperson shall:
 - a) Provide the overall supervision and administration of the affairs of the Section and ensure that all policies and actions approved by the general membership or by the Executive Committee are properly implemented.
 - b) Preside at general meetings of the Section and chair meetings of the Executive Committee.
 - c) Represent the Section on the CPA Committee on Sections, to the CPA Board of Directors, and to external bodies. (CPA By-Law VII.7 states: The Section shall elect or appoint a representative to sit on the Committee on Sections of the Association and shall regulate through the Section By-Law the method of appointment or election and the terms of office.)
 - d) Provide an annual report to the members and to the CPA.
4. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
5. The Past-Chairperson shall:
 - a) Fulfill the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office.
 - b) Perform duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
6. The Secretary-Treasurer shall:
 - a) Issue notices and agenda, and prepare, maintain, and distribute the minutes of general meetings and of the Executive Committee.
 - b) Work with the CPA Head Office to maintain an up-to-date list of members, including a record of the dues paid by members in order to establish those in

By-Law VII.7

good standing.

By-Law VII.5

Membership dues shall be collected by the CPA Head Office at the time of the annual membership subscription to the Association. The CPA Head Office disburses the dues collected to the Section along with a roster of the names and addresses of Section members. A fee for processing Section dues and memberships is set by the CPA Board of Directors in consultation with the Committee on Sections and with sufficient notice given to allow for the Section to plan a budget.

Policy

- c) Be responsible for the care and custody of the funds and other assets of the Section and for making payments for all approved expenses.
- d) Maintains books of the accounts which shall be made available for inspection by members at any reasonable time on request.

By-Law VII.6

- e) Annually, at least four weeks before the Annual Meeting of the Association, the Secretary of the Section shall submit an Annual Report, which includes a financial statement to the Board of Directors of the Association. The financial statement shall include a budget for the ensuing year which shall be subject to approval by the Board of Directors.
- f) Carry out other duties as may be assigned by the Chairperson.

- 7. The signing officers of the Section shall be the Chairperson and the Secretary-Treasurer.
- 8. Officers shall remain in office until their successors are elected or appointed, unless they resign, or are removed from office by a two-thirds vote of the body that elected or appointed them. Proper notice must be given of a motion to remove a person from office and the individual concerned shall be given an opportunity to speak before such a motion is put to a vote.
- 9. Vacancies that occur on the Executive

Committee shall be filled by appointment by the Executive Committee. A vacancy in the office of Past-Chairperson shall normally be filled by the next immediate Past-Chairperson.

VI. GENERAL MEETING

1. The general membership shall retain all powers of the Section except the management duties delegated in Section By-Law V to the Executive Committee of the Section.
 - a) Communication among Section members may take place at any time of the year by e-mail or mail, and may include motions raised by the Section Executive for Section members to consider and vote upon within a given stated timeframe. If necessary, an email motion may be tabled until the next Annual General Meeting. Motions approved by e-mail or mail vote will be ratified at the Annual General Meeting of the Section and subsequently forwarded to the Board for final approval.
2. An Annual General Meeting shall be held at the time and in the location of the annual convention of the CPA.
3. The Executive Committee of the Section may call a special general meeting by giving at least 30 days notice of the time and place of the meeting and of the specific agenda items to be considered.
4. A quorum for the transaction of business at all general meetings shall be nine full members. (The guideline for a quorum is twice the number of the Executive Committee plus one.)
5. The meetings of the general membership shall be conducted in accordance with the latest edition of *Procedure for Meetings and Organizations*, by M.K. Kerr and H.W. King, Carswell Legal Publications, Toronto.

Policy

VII. COMMITTEES

1. The Executive Committee may appoint standing or other committees as it deems desirable to facilitate the achievement of the purposes of the Section. (Standing committees that Sections may wish to establish include

Convention Programme Committee, Newsletter Committee, Public Information Committee, Scientific Affairs Committee, Professional Affairs Committee.)

2. Terms of reference of standing committees shall be prepared by the Executive Committee of the Section and put before the membership for approval at a general meeting. **Ad hoc** committees may be established by approval of a motion at a general meeting or at a meeting of the Executive Committee of the Section.

VIII. AMENDMENTS

By-Law VII.4

1. These By-Laws may be amended by approval of a motion by a two-thirds majority of votes cast at the Annual General Meeting of the Section, provided that at least thirty days notice is given for such a motion, and that the amendments receive subsequent approval by the Board of CPA.