

# CANADIAN PSYCHOLOGICAL ASSOCIATION

## Clinical Psychology Section By-Laws

**REVISED VERSION: MARCH 25, 2007**

**PRESENTED AND APPROVED AT THE ANNUAL BUSINESS MEETING OF THE  
CLINICAL SECTION, JUNE 7, 2007, CPA ANNUAL CONVENTION  
APPROVED BY THE CPA BOARD OF DIRECTORS, FEBRUARY 2008**

### **I. Name**

1. The organization shall be called the Section on Clinical Psychology, hereinafter referred to as “the Section.”

### **II. Purpose**

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

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

- a. Provide members with information about current activities, events, research and practice developments in clinical psychology.
- b. Organize sessions at the annual CPA Convention that are of interest to members.
- 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. Recognize the outstanding contributions of Section members to the development of the discipline through the creation of such awards as the Section deems appropriate.

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

- a. To support the professional development of students.

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**

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

Association.

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

#### **IV. Membership**

1. Full membership in the Section is open to all Fellows, Members, and Student, Foreign and Special Affiliates of CPA.
2. There shall be three categories of membership within the Section: Fellow, Member and Student Member.
3. 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 annual dues.
4. Fellows shall be Members of the Section recommended for the status of Fellow by the Executive Committee of the Section, and who pay the annual dues set by the Section.
  - a. Recommendations to the Executive Committee to consider a Member for Fellow status shall be based upon the Member's having made an outstanding contribution to the science and/or profession of Canadian clinical psychology.
  - b. Recommendations for Fellow status shall be made by the Fellows and Awards Committee of the Section, which shall solicit recommendations from the membership of the Section.
  - c. Recommendations shall include the endorsement of at least three Members or Fellows of the Section, as well as supportive evidence of the Member's contributions.
5. Student members shall be Student Affiliates of CPA.
6. Fellows and Members may exercise full voting rights, and may nominate, vote and hold office on the Executive Committee except Student Representative. Student Members may exercise full voting rights, and may nominate, vote and hold office as the Student Representative. Each Fellow, Member and Student Member is entitled to one vote. All members of the Section are entitled to receive publications of the Section.
7. 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 Fellows, Members and Student Members.
8. 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.

9. 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.

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

11. 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. The officers of the Section shall consist of a Chairperson, Chairperson-Elect, Past-Chairperson, Secretary-Treasurer, Member-at-Large and a Student Representative.

a. The officers shall be collectively referred to as the Executive Committee of the Section.

b. All officers, except the Student Representative, shall be registered psychologists or licensed for supervised practice. All officers, including the Student Representative, shall reside in Canada.

3. No Member or Fellow may run simultaneously for more than one elected position on the Executive Committee.

2. Terms of office

a. The offices of Chairperson, Chairperson-elect, and Past-Chairperson shall each be one year and non-renewable.

b. The Chairperson shall be a Fellow or Member of the Section and shall take office the year following the year of election to the office of Chairperson-Elect.

c. The Chairperson-Elect shall be a Fellow or Member of the Section. He or she shall be elected annually by a vote as hereinafter provided. In the year following the year of election as Chairperson-Elect, he or she shall become, ipso facto, Chair of the Section.

d. The offices of the Secretary-Treasurer and Member-at-Large shall each be two years, elected on an alternate year basis, that may be renewed.

e. The office of the Student Representative shall be one year, that may be renewed.

f. All offices shall be based upon a year that begins with the date of one Annual General

Meeting and runs until the next.

g. If the Chairperson resigns or is unable to fulfil the term of his/her office in a preceding year, the Chairperson-Elect who completed that term as acting Chairperson shall serve as chair for their regular term of office.

h. If a Chairperson-Elect resigns or is unable to fulfil the term of his/her office, that office shall remain unfilled for the remainder of that year and nominations for both the Chairperson and the Chairperson-Elect shall be obtained in the succeeding election.

### 3. Nominations

a. Nominations for vacant positions on the Executive Committee may be made up to the time of the annual election, either by e-mail to the Past-Chairperson or in person at the Annual General Meeting, as determined by the Section. In any given year, nominations shall normally be open for the offices of Chairperson-Elect, Student Representative and either Secretary-Treasurer or Member-at-Large.

**b.** Nominations shall include, at minimum:

**i.** A statement from the candidate indicating his/her willingness to stand for office.

**ii.** A brief biographical statement from the candidate.

**iii.** A letter of nomination signed by at least three Members or Fellows of the Section.

c. A slate of candidates for all offices shall be struck by the Executive Committee.

**i.** The Past-Chairperson shall coordinate elections for the Executive Committee.

**ii.** The Executive Committee shall include in its deliberations for the slate of officers such factors as representation of sexes, geographical areas of Canada, and areas of practice within Clinical Psychology.

**iii.** Any nomination signed by at least five percent of the membership of the Section shall be automatically placed upon the election ballot.

d. In the event of there being more than one candidate for any office, the Past-Chair of the Executive Committee shall obtain election statements from each of the candidates and shall conduct an election.

### 4. Elections

a. Voting for these positions may take place by mail, e-mail, or secure Web-form ballot. If the Executive Committee decides to hold the vote prior to the Annual General Meeting, the Executive Committee shall distribute to all Fellows, Members and Student Members of the Section the names of candidates for office, statements of the candidates and election ballots at least six weeks prior to the next Annual General Meeting.

b. All ballots must be returned by a date two weeks prior to the Annual General Meeting. If electronic voting is used, the elections shall be ratified by the members present and voting at the Annual General Meeting.

c. Should the Section wish, the actual voting for electoral officers can be done at the Annual General Meeting.

d. The Student Representative will be elected by the Section's student members.

- e. The Past-Chair of the Executive Committee shall determine the winner of the election by simple majority count of the ballots cast, and communicate this result to the Chairperson of the Executive Committee.
  - f. The Chairperson of the Executive Committee will not normally vote in any election, but in the event of a tie, the Chairperson of the Executive Committee shall cast the deciding vote.
  - g. The Past-Chair of the Executive Committee shall physically transport election ballots to the next Annual General Meeting of the Section, after which they shall be destroyed upon a simple majority vote of voting members present at the meeting.
5. 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.
  - d. The Chairperson, in consultation with the Secretary-Treasurer, shall submit an annual report to the members and to the CPA.
6. The Chairperson-Elect shall:
- a. In the absence of the Chairperson, preside over business meetings of the Section.
  - b. Chair the Fellows and Awards Committee.
  - c. In the event of the inability of the Chairperson to complete his or her term of office, assume the position of Chairperson of the Section.
  - d. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
7. The Past-Chairperson shall:
- a. In the absence of the Chairperson and Chairperson-elect, preside over business meetings of the Section.
  - b. Coordinate elections for the Executive Committee.
  - c. Perform duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
8. The Secretary-Treasurer shall:
- a. Issue notices, agendas, and prepare, maintain, and distribute the minutes of the 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 dues paid by members in order to establish those in good standing.
  - c. 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.

d. Be responsible for the care and custody of the funds and other assets of the Section and for making payments of all approved expenses.

e. Be the signing officer of the Section.

f. Maintains books of the accounts which shall be made available for inspection by members at any reasonable time on request.

g. Annually, at least four weeks before the Annual Meeting of the Association, the Chairperson and Secretary-Treasurer 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.

h. Maintain the Section listserv:

i. Add and delete members for the listserv as per updated membership lists from CPA.

ii. Approve requests of messages to distribute on the listserv.

i. Perform other duties assigned by the Chairperson or requested by the Executive Committee or the general membership.

9. The Member-at-Large shall:

a. Develop and manage the publication of the Section's Fact Sheets.

b. Perform other duties assigned by the Chairperson or requested by the Executive Committee or the general membership.

10. The Student Representative shall:

a. Represent the interests of clinical psychology students as they relate to ongoing initiatives of the Section.

b. Solicit student submissions for the Section newsletter (Canadian Psychologist).

c. Liaise with the CPA Student Section.

d. Perform other duties assigned by the Chairperson or requested by the Executive Committee of the general membership.

## **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.

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 members.
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.
6. The Chairperson and Secretary-Treasurer shall prepare an agenda for the Annual General Meeting, which shall be distributed at the outset of the meeting.
7. The agenda of the Annual General Meeting shall consist, at minimum, of the following:
  - a. A report of the Chairperson, including the results of the elections and a motion to destroy the election ballots.
  - b. A report of the Secretary-Treasurer.
  - c. The approval of a budget for the next year.
  - d. A report of the Fellows and Awards Committee.
8. The Chairperson may, from time-to-time, and as he or she deems appropriate, call meetings of the Executive Committee to conduct the business of the Section.
  - a. A quorum of the Executive Committee shall be three officers of the Section.

## **VII. Committees**

1. The Executive Committee of the Section may appoint standing or other committees as it deems desirable to facilitate the achievement of the purposes of the Section.
2. The standing committees of the Section shall consist of:
  - a. A Fellows and Awards Committee.
3. All committees of the Sections shall submit reports to the Annual Meeting of the Section.
4. The Fellows and Awards Committee shall consist of the Chairperson-Elect of the Section and two members of the Section to be elected at the Annual General Meeting from those who are not members of the Executive Committee.

## **VIII. Amendments**

1. The Executive Committee may establish policies and procedures consistent with these By-Laws.
2. 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 sixty days notice is given for such a motion, and that the amendments receive subsequent approval by the CPA Board of Directors.
3. By-Law amendments may be requested by:

- a. Majority vote of the Executive Council.
- b. A motion for by-law amendment from the membership, accompanied by a signed petition by at least five percent of the membership of the Section.
  - i. A motion for bylaw amendment must be sent to the Chair at least 90 days prior to the next Annual General Meeting.
3. The Chair shall prepare a notice of bylaw amendments that must be circulated to all members of the Section at least 60 days prior to the Annual General Meeting.
4. Voting members of the Section who do not attend the Annual General Meeting may provide a written proxy vote to the Chair regarding bylaw amendments prior to the Annual Meeting.
5. Amendments made by the Section are subject to approval of the Board of Directors of the CPA.