

By-Laws of the Section on Sport and Exercise Psychology of the Canadian Psychological Association

**Revision June 2011, Approved Sport/Exercise Section
Approved February 8, 2012, CPA Board of Directors*

I. Name:

1. The organization shall be called the Section on Sport and Exercise Psychology, hereafter 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 the “CPA”) are met and interests are served. The purpose of this Section is to promote the development of Sport and Exercise Psychology as a special interest area in Psychology. It aims to be an information/networking conduit for psychologists and psychology students working with athletes, coaches, parents, sports organizations, and/or other sport science professionals in clinical/counselling, research, and/or teaching/educational roles.
2. In pursuance of this purpose, the Section is expected to:
 - a. communicate and provide information to members about current activities, events, research and practice developments in the area via email, newsletter, or webpage;
 - b. organize sessions and activities at the Annual CPA Convention that are of interest to members; and
 - c. represent the interests of the Section within CPA, when applicable, through initiating such activities as position papers, policy statements, and special meetings; and make representations or agencies with the approval of the Executive Committee of the CPA Board of Directors;
3. The Section may also engage in the following activities:
 - a. recognize contributions to sport and exercise psychology through the creation of such awards as the Section deems appropriate;
 - b. promote and support initiatives related to the research, education, and training in sport and exercise psychology;
 - c. liaise with the annual CPA convention fun run;
 - d. educate and inform the public, sports community, and psychologists in other disciplines about the research in, and the practice and delivery of psychological services provided to athletes and other sports professionals;
 - e. advocate, where appropriate, for sport science professionals, coaches, athletes, and sports organizations, regarding ethical concerns;
 - f. liaise, when possible, with non-psychology specific organizations who regulate the practice of services to athletes that are not otherwise governed by the profession of psychology; and

- g. distinguish the specialized services, issues, and training required by psychology-track students and practitioners who are regulated by the various laws and ethical principles relevant to the profession of psychology and sub-specialization of sport psychology.
4. The Section shall have access to the CPA Board of Directors through the Executive Committee for consideration of issues of concern to the Section involving matters relevant to the relationship of the Section of the Canadian Psychological Association to the whole or component parts thereof, or concerning agencies or activities external to the Canadian Psychological 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 CPA.
2. Approval to establish the Section within the CPA 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 CPA By-VII.3

IV. Membership

1. Full membership (hereinafter referred to as “Full Members”) in the Section is open to all Members and Affiliates of CPA who hold one of the membership categories associated with CPA at the time of membership application. Presently, these include: Full Member, Retired Member, Honorary Life Fellow/Life Member and several Affiliate categories (i.e., International Affiliate, Student Affiliate, International Student Affiliate, and Special Affiliate). “Student Members” include the Student Affiliate and International Student Affiliate categories of CPA.
2. Associate membership (hereinafter referred to as “Associate Members”) in the Section is open to those who do not meet the requirements for full membership, i.e., who are not CPA members as defined by the categories listed in IV(1), but who nevertheless declare an intention to pursue the stated purposes of the Section. Criteria for Associate membership are defined by the Section as follows: education or research in sport and exercise psychology, or a history of employment in an occupation relevant to sport and exercise psychology. Applications for Associate membership shall be reviewed by the Executive Committee of the Section and recommendations to accept or deny their membership in the Section will be made by a majority vote of the Executive Committee.
3. Members of the Section who are full members of CPA as listed in IV(1) may exercise full voting rights and nominate. Each full member and affiliate is entitled to one vote. Generally, only Full Members of the Section that hold regular, non-affiliate membership with CPA, other than Student Affiliates of CPA may hold office in accordance with V. In exceptional cases, other Affiliates of CPA (i.e. International, Student International, and

Special Affiliate) may hold select positions of office pursuant to V(5). Associate members of the Section, that are not CPA members, may enjoy full privileges of membership except they may not vote, nominate, or hold office in either CPA or the Section. Associate members may enjoy other privileges of Section membership.

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.
5. The Section shall establish annual dues. Annual dues adequate to carry out the purposes of the Section shall be established by a majority of vote of members present and voting at the Annual General Meeting (AGM). Differential section dues may be set for Full Members, Student Members, and Associate Members.
6. Any member (i.e. Full Members and Associate Members) 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.
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 (i.e. Full Members and Associate 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.
8. Any member suspended from the CPA under its By-Law XI shall be deemed to be suspended from the Section.
9. Members (i.e. Full Members and Associate 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 position 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 six officers of the Section shall consist of a Chairperson, Chairperson-Elect, Past-Chairperson, Secretary-Treasurer, Director-at-large, and a Student Representative. In the event of vacancies, one Member-at-Large position may be appointed to serve on the executive in place of these positions until the time of the next AGM pursuant the conditions in V(5).

- a. All six officers shall be a member of CPA throughout their terms of office.
- b. These six officers shall be collectively referred to as the Executive Committee of the Section.
- c. The management of the Section shall be the responsibility of the Executive Committee.

2. Terms of Office

- a. The offices of Chairperson, Chairperson-Elect, and Past-Chairperson are elected officers of the Executive Committee pursuant to the election process listed in V(4). The term for each elected office is normally one year (or two years) ending at the close of the Annual General Meeting. In exceptional cases (i.e. absence of nominations or interested parties for executive positions), a longer term, but generally no longer than 4 years, is accepted.
- b. The Chairperson must be a Full Member of the Section, be eligible to hold office pursuant to IV(3), and shall take office the year (or two years) following the election to the office of Chairperson-Elect. The position will be taken when the previous Chairperson has completed their one or two year term. The term of the Chairperson is normally two years ending at the AGM.
- c. The Chairperson-Elect must be a Full Member of the Section, be eligible to hold office pursuant to IV(3), and shall be elected annually (or every second year) by a vote as hereinafter provided. The Chairperson-Elect shall become the Chair of the Section in accordance with V(2b), normally two years after election when the term of the Chair ends, and at the time of the AGM.
- d. The previous Chairperson will move into the position of Past-Chairperson for the elected term of the Chair-Elect and/or duration of the Chairperson pursuant to V(2a;b;c).
- e. A Secretary-Treasurer or a Secretary and a Treasurer shall either be elected by Full Members of the Section pursuant to V(4) or appointed annually (or bi-annually) by the Executive Committee in the absence of nominations pursuant to V(3) or V(5). The Treasurer must be a Full Member of the section and be eligible to hold office pursuant to IV(3). The Secretary must be a Full Member and eligible to hold office pursuant to IV(3). The term for either position is one year or two years ending at the close of the Annual General Meeting. If two years, this position starts in staggered years to that of the term of the Chair (ie. Chair elected for two years starting in 2009, ending 2011; secretary elected 2010, ending 2012). One year positions will end at the AGM but may be renewed according to V(5) in the absence of nominations.
- f. A Director-at-large shall either be elected by Full Members of the Section pursuant to V(4) or appointed annually (or bi-annually) by the Executive Committee in the absence of nominations pursuant

to V(3) or V(5). The Director-at-large must be a Full Member and eligible to hold office pursuant to IV(3). The term for this position is one year or two years ending at the close of the Annual General Meeting. If two years, this position starts in staggered years to that of the term of the Chair (i.e. Chair elected for two years starting in 2009, ending 2011; Director-at-large elected 2010, ending 2012). One year positions will end at the AGM but may be renewed according to V(5) in the absence of nominations.

- g. The Student Representative must be a Student Member as listed in IV(1) and is elected by the Student Members of the Section pursuant to V(4). The term for the student representative is one year ending at the close of the Annual General Meeting. This position may be renewed according to V(5) in the absence of nominations.
- h. In accordance with V(5), a Member-at-Large position may be appointed by the Executive Committee during or after the AGM. The position will continue up until the next AGM for a maximum of one year.
- i. All positions shall begin at the date of the AGM and end at the date of the next AGM for the terms according to V(2), with the exception of vacancies or appointments in accordance with V(5) in the event of no nominations.

3. Nominations

- a. Nominations will usually begin at the time of the conference submissions (i.e. November) and may be made up to one month prior (i.e. May 1st) to the time of the AGM. A notice of nominations and deadlines will be provided to members no later than two months prior to the AGM. In the event of vacancies, nominations may continue up until the time of the AGM.
- b. A notice of deadlines at the start of the nomination period as noted in V(3a) will be provided to members, along with information pertaining to what needs to be provided for nominations in accordance in V(3d). Nominees should also be notified to prepare their election statements in advance in accordance with V(3h) in the event an election occurs.
- c. In any given year, nominations may be open for one or more of the offices of Chairperson-Elect, Student Representative, Director-at-large, and the Secretary-Treasurer or separate Secretary and Treasurer positions. Self-nominations are accepted.
- d. Nominations shall be sent to the Past-Chairperson and shall include, at minimum:
 - (i) A statement from the candidate indicating his/her willingness to stand for office and the position of interest.
 - (ii) A brief biographical statement from the candidate.

- e. Incomplete nominations missing either of the two criteria noted in V(3d) will not be accepted.
- f. In the event of a single nomination for any of the elected positions, that individual will normally be appointed by acclamation.
- g. In the event of there being more than one candidate for any office, election statements of no more than 250 words will be obtained from each candidate one day following the nomination deadline and an election will be conducted pursuant to V(4).
- h. In the absence of nominations, arrangements can be made by the Section Executive Committee to appoint individuals to hold the vacant positions pursuant to V(5).

4. Elections

- a. Elections will commence, at the earliest, one day after the nomination deadline and one month prior (i.e. May 2nd) to the Annual General Meeting. At this time, the Past-Chairperson or designated executive member shall distribute to members the names of candidates for office, their affiliations, election statements of the candidates, and instructions for election ballots in accordance with V(4b;c).
- b. Votes for the Chairperson-Elect, Director-at-large, and the Secretary-Treasurer or separate Secretary and Treasurer may be cast by Full Members by mail or e-mail to the Past-Chairperson and one other executive member in the absence of a Web-form system, otherwise by secure Web-form ballot up until 1 week prior to the AGM (i.e. June 1st). In the case where the Past-Chairperson or another current executive officer has been nominated for a position in this election, that executive officer or officers shall not collect ballots.
- c. Votes for the Student Representative may be cast by Student Members listed in IV(1) by mail or e-mail to the Student Representative and Past-Chairperson in the absence of a Web-form system, otherwise by secure Web-form ballot up until 1 week prior to the AGM (i.e. June 1st). In the case where the student representative is re-nominated in this election, one other executive member shall serve as the second person to collect ballots by mail or e-mail.
- d. Votes will be tabulated by the Past-Chairperson (for non-student Executive positions) and Past-Student Representative (for the Student Representative position), unless in conflict due to a new nomination as noted in V(4b,c), in which an alternate executive member will tabulate the votes. Winners of the election shall be based on a majority count of the ballots cast, and will be communicated to the Chairperson of the Executive Committee within 2 days from the vote tabulation (i.e. June 3rd or at least two days prior to the Section AGM to ensure the votes are tabulated

before this meeting if the AGM date has changed). Election results will be announced to the Section Members at the AGM.

- e. In the case of ties, the final voting for nominees shall be conducted at the Annual General Meeting by majority vote of Full Members present at that meeting. In the case of a subsequent tie, a second vote by a quorum of the pre-AGM Executive Committee will complete the election for that position.
- f. Election ballots will be retained by the Past-Chairperson for up to 1 month after the AGM (i.e. July 1st).
- g. In the event of vacancies, appointments can be ratified at the AGM and voted on by a majority vote of Full Members present at the AGM. Additional vacancies shall be filled pursuant to V(5).

5. Vacancies

- a. Vacancies that occur on the Executive Committee shall be filled by appointment of Full Members described in IV(3) by the Executive Committee for a period of time leading up to the next AGM.
- b. In the absence or resignation of a Chair-Elect to move to the Chairperson's position, the previous Chairperson will continue in that position pursuant to V(2). A Chair-Elect shall be sought and appointed when possible up to the time of the next AGM, at which time nominations and elections will occur pursuant to V(3) and V(4).
- c. A vacancy in the office of the Past-Chairperson pursuant to V(5b) or due to resignation and in the absence of a new Chair pursuant to V(2a), shall normally be filled by the next immediate Past-Chairperson who will remain in that role until there is a successor.
- d. In the absence of the Treasurer position, the Chair, Chair-Elect or Past-Chairperson as voted on by the Executive Committee must assume the duties until appointment of this position is filled.
- e. Vacancies for Secretary and Director-at-large may be made according to V(5f).
- f. In the event that executive positions are not filled according to V(1), V(2), V(3), V(4), and V(5a;b;c;d;e), a Director-at-large, Member-at-Large position or Secretary may be appointed in accordance with V(5g;h;i) by the Executive Committee to achieve a minimum of four or five officers of the Executive Committee.
- g. Members who are Affiliates of CPA (i.e. Special affiliate and International affiliate), in accordance with IV(3) may hold office as an appointed Director-at-large, Member-at-large or Secretary. These CPA Affiliates may not normally hold the position of Chair, Chair-Elect, or Past-Chairperson. CPA Affiliates may not hold the position of Treasurer or have signing rights at any time.
- h. In the event of vacancies, the order of appointment for Secretary, Director-at-large, or Member-at-Large will be as follows:

- (i) Full Members who are CPA Student Affiliates and are Canadian Graduate students in psychology, usually at the Doctoral level;
 - (ii) Full Members who are CPA Special Affiliates residing in Canada and work in a field related to sport or exercise psychology;
 - (iii) Full Members who are CPA International Affiliates (non-students) in psychology as per CPA by-law II; and
 - (iv) Full Members who are Student Affiliates and are Canadian Graduate students in a field related to sport or exercise psychology, usually at the Doctoral level.
- i. In exceptional circumstances, appointment to the Chair or Chair-Elect may occur in the following order:
 - (i) Full Members who are CPA Student Affiliates and are Canadian Graduate students in psychology, usually at the Doctoral level; or
 - (ii) Full Members who are CPA International Affiliates (non-students) in psychology.
 - j. Full Members who are CPA Student affiliates and are Canadian Graduate students in psychology or a related field, usually at the Doctoral level, or CPA Special affiliates in a field related to sport or exercise psychology may be elected or appointed by the Executive Committee in accordance with V(1) or may hold other positions in the event of vacancies pursuant to V(5f).
6. 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. This should include, but is not limited to, ensuring that these By-Laws are carried out and within the timelines stated herein as well as the co-ordination of the Section's involvement in the CPA Annual Conference.
 - b. Preside at general meetings of the Section and chair meetings of the Executive Committee or may appoint a member of the Executive Committee, normally the Past-Chairperson or Chair-Elect, if necessary. Section meetings should occur at least three (3) times per year, initially in advance of the conference abstract deadline, mid-year, and prior to the annual convention, provided a quorum of three officers is reached in the case of a full six member executive or a majority if fewer offices (i.e. 3/5 or 3/4 executive officers can attend), and one mandatory meeting at the CPA annual conference regardless of quorum. Correspondence via email on matters may also supplement these meetings. However, votes by simple majority on new business matters should normally occur only during formal meetings (i.e. live or by conference call) with quorum to exercise the Executive Committee's powers, and items

may be resolved with majority votes by e-mail to the Executive Committee if previously discussed during formal meetings or in the case of an urgent timeline. These votes should normally be noted in the minutes.

- 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.
7. The Chairperson-Elect shall:
- a. Be available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
 - b. Learn the duties of Chair and the functions of the Section in preparation for becoming Chair at the end of that term.
 - c. Fulfill the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office and the Past-Chair or other Executive Members familiar with the Section are unavailable.
8. The Past-Chairperson shall:
- a. Transfer duties of the Section and ensure fulfillment of the By-Laws within this transfer of position.
 - b. Co-ordinate elections and votes in accordance with V(4) and V(5).
 - c. Fulfill the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office.
 - d. Perform duties assigned by the Chairperson or when requested to do so by the Executive Committee or by the general membership.
9. The Secretary-Treasurer shall:
- a. Issue notices and agenda, co-ordinate meeting dates and times, and prepare, maintain, and distribute the minutes of general meetings and of the Executive Committee meetings.
 - 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 good standing. 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.

- 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. Maintain books of the accounts which shall be made available for inspection by members at any reasonable time on request.
 - 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.
 - g. Fulfill the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office and the Past-Chair or other Executive Members familiar with the Section are unavailable.
 - h. In the event of separate roles as a Secretary and Treasurer, the roles will be divided, specifically with the Secretary performing duties according to V(9a,b) and the Treasurer performing duties according to V(9c,d,e).
10. The Director-at-large shall:
- a. Be available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
11. The Student Representative shall:
- a. Represent the interests of sport and exercise psychology students as they relate to ongoing initiatives of the Section.
 - b. Liaise with the CPA Student Section.
 - c. Perform other duties assigned by the Chairperson or requested by the Executive Committee of the general membership, which may include:
 - (i) Maintaining and developing the student webpages of the sport and exercise psychology section;
 - (ii) Developing and/or co-ordinating events for the student sport and exercise psychology members.
12. The signing officers of the Section shall be the (1) Chairperson and (2) the Secretary-Treasurer or Treasurer in the case that the Secretary and Treasurer roles are separate. In exceptional circumstances (i.e logistics of banking across provinces), there may be one signing officer. However, all expenses/disbursements are to be agreed upon by the Executive Committee.
13. 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 (i.e. the general membership of the Section or the Executive Committee. Notice must be given to the officer in question once it is received by any member of the Executive Committee and indicate the motion to remove that person from office. The

individual concerned shall be given an opportunity to speak to the body that elected or appointed them before such a motion is put to a vote.

14. Officers shall not be entitled to any remuneration whatsoever, except for a reasonable reimbursement of expenses incurred in the performance of their duties.

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. The 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 normally be 13 full members. (The guideline for a quorum is twice the number of the Executive Committee plus one.). However, the executive may continue business as usual with those executive members that are present at the AGM and any general membership.
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.

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 Section may include the Convention Program Committee, Professional or Scientific Affairs Committee, Awards Committee, Practice/Training Guidelines Committee, Communications 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 the 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.
3. Committee Chairs may attend executive meetings pertaining to matters related to their committee duties and that require an executive decision. Alternatively, a request for such decisions can be made in writing and the executive shall respond in writing regarding the decision to the matter brought forth.

VIII. Amendments

1. These By-Laws may be amended by approval of a motion by a two-thirds majority of votes cast by email at designated times during the year or at the Annual General Meeting of the Section. Normally, at least thirty days notice

is given for such a motion and that the amendments receive subsequent approval by the Board of CPA.

2. These By-Laws will be effective upon approval from the Board of CPA within one year of the Section being established or re-established and until amendments are approved by the CPA by which the new By-Laws will be in force.