

***These amendments were approved by CPA 2013. Since they are just additions, the 2012 approved bylaws will need to be read in conjunction with these, filling in the related sections with these new provisions. The 2012 version will clarify any references or gaps in the following. The key changes relate to having 4 positions rather than 6.***

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## **V. Officers and Executive Committee**

1. The four officers of the Section shall consist of a Chairperson, Past-Chairperson, Secretary-Treasurer, 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 Annual General Meeting (hereafter referred to as AGM) pursuant to the conditions in V(5).

- a. All four officers shall be a member of CPA throughout their terms of office.
- b. These four 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 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 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 when the previous Chairperson has completed their two year term. The term of the Chairperson is normally two years ending at the AGM.
- c. 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 (2a;b;c).
- d. 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 two years ending at the close of the AGM.
- e. 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 AGM. This position may be renewed according to V(5) in the absence of nominations.

- f. 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.

### 3. Nominations

In any given year, nominations may be open for one or more of the offices of the Chair, Student Representative, and Secretary-Treasurer. Self-nominations are accepted.

### 4. Elections

Votes for the Chairperson and the Secretary-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 1<sup>st</sup>).

### 5. Vacancies

- a. In the absence of a new elected Chair to move to the Chairperson's position, the previous Chairperson will continue in that position pursuant to V(2). A Chair 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).
- b. In the absence of the Secretary-Treasurer position, the Chair or Past-Chairperson as voted on by the Executive Committee must assume the duties until appointment of this position is filled.
- c. Vacancies for Secretary may be made according to V(5f).
- d. In the event of vacancies, the order of appointment for Secretary-Treasurer, or Member-at-Large will be as follows: (i) Full Members; (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.
- e. In exceptional circumstances, appointment to the Chair may occur in the following order: i) Full Members; (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

### 6. The Chairperson shall

- a. 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 if necessary. Section meetings should occur at least three (2) times per year, initially in advance of the conference abstract deadline and prior to the annual convention, provided a quorum of three officers is reached, 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.