CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

OPERATING REGULATIONS FOR CPA SECTIONS

Updated: July 2025

Contents

ABOUT CPA HEAD OFFICE

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ACKNOWLEDGEMENTS :
The CPA extends its thanks to Dr. Carole Sinclair, who in her capacity as Chair of the CPA's Committee on Sections developed the first iteration of a Section Operations Manual in May 1993. In a review of its governance procedures by the CPA's Board of Directors, the Section Operations Manual was changed to Section Operating Regulations in April 2024 and is maintained by the CPA's Head Office Staff.

YEAR-AT-A-GLANCE

Note: Section responsibilities are bolded1

MONTH	TASK
JANUARY	• 1st instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • Annual Section Financial Report to be provided to Chairs by Head Office • CPA Head Office will ensure all Section Executives are Full Members in good standing (i.e. PAID members) in accordance with CPA membership renewal • Nominations for CPA Awards & President New Researcher Awards (Deadline January 31) • Nominations for Fellows (Deadline January 31)
FEBRUARY	• Using information provided by CPA Head Office, Section Chairs are asked to contact their Section Executives if CPA membership is not in good standing • Submit Section Newsletter for consideration as Best Section Newsletter Award (Deadline February 1) • Convention: Section Review Coordinator reviews program schedule for upcoming convention • Winter CPA Board Meeting
MARCH	• Convention Department sends Section Invited Speaker registration fee waiver forms to the speaker (forms must be completed for registration fees to be waived)
APRIL	• Virtual Section Chairs Meeting (Following CPA Winter Board Meeting) • Call for Section annual highlights for the CPA Annual Report sent to Section Chairs (template provided) (due 4 weeks before convention) • 2nd instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • Call for nomination for CPA Board of Directors • Convention Department to send Section Chairs the catering menu and order form for Section Annual Meeting and Reception
MAY	• If not already submitted, submit to Head Office Section annual highlights for CPA Annual Report (4-6 weeks before AGM)

1 The CPA will provide ongoing reminders to Sections Chairs and Executive throughout the year re: the above requirements and timelines. Section Chairs and/or Executives who fail to fulfill their roles and responsibilities as outlined above may be asked to resign from their position, at the direction of the CPA's CEO.

JUNE	• Pre-Convention Board meeting • Meeting of Council of Sections (during Annual Convention)† • CPA Annual Convention • CPA Annual General Meeting • Section Annual Meetings • At Section Annual Meetings discuss possible nominations for Invited Speakers for the following year's Convention • Post-Convention meeting of the Convention Committee • Post-Convention Board meeting • CPA Head Office to be notified of any changes to Section Chairs (Deadline June 30) • List of Section's executive officers to CPA Head Office (Deadline June 30)
JULY	• Convention Department begins to close books (June-August)
AUGUST	• Section Chairs to receive invoices for Convention catering and Invited Speaker expenses (if applicable); accounts to be debited upon approval
SEPTEMBER	• CPA Head Office sends out notice requesting information on changes to Section Membership fees • CPA Head Office to be informed of any changes to Section membership fees (Deadline September 15)
OCTOBER	• 3rd instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • Submissions System opened early October - Nominations for Featured Speakers to be submitted through the Convention Submission System • Fall Board meeting
NOVEMBER	• Deadline for Submissions for Section Convention Program (Including Section Annual Meeting, Reception, and Section Featured Speaker) (Deadline Early December) • CPA membership renewal sent out
DECEMBER	• Virtual Section Chairs Meeting (Following CPA Fall Board Meeting) • Deadline for providing the Convention Department with Invited Speaker acceptance confirmation, photographs and abstracts (Deadline Early December) • Convention: Deadline for submissions for general Convention Program (Deadline Early December) • Convention: Section review of submitted abstracts • Call for nominations for Fellows • Call for nominations for CPA Awards

† To offset costs and facilitate attendance at the Section Chairs meeting, the CPA will cover one night's accommodation for each Section Chair (or 1 Section Representative) to attend the Section Chairs meeting.

INTRODUCTION: SECTION OPERATING REGULATIONS

Policy Statements:

1. The Chief Executive Officer ("CEO") and Board of Directors ("**Board**") of the Canadian Psychological Association (the "**Association**" or "**CPA**") establishes Section Operating Regulations, in conformity with the CPA By-laws‡ to, among other things, define the operation, conduct, and dissolution of Sections.
2. Section Chairs or Executive found to be in violation of the Section Operating Regulations, the CPA's By-laws, the CPA's Governance and Operating Policies, or the CPA's Code of Conduct may be consequenced in accordance with the severity of (or repeated nature of) the violation – this may include a discussion with the CEO and/or President, verbal or written warning, probation, or being asked to resign or removed from their position as Section Chair or Section Executive.
3. The Section Operating Regulations are intended to complement CPA's By-laws, Articles, and the *Canada Not-for-profit Corporations Act* (the "**Act**"), which each govern the Association.
4. Capitalized words that are used, but not defined in these Section Operating Regulations, have the meanings given to them in the CPA's By-laws.
5. The Section Operating Regulations consist of various policies that are grouped under thirteen categories.

Roles and Responsibilities:

1. The CEO and Board have the authority and responsibility to approve, modify, rescind, and monitor any of these Section Operating Regulations.
2. The CEO is responsible for ensuring that all Section Operating Regulations are reviewed at least every two (2) years.
3. The CEO will provide regular updates to the Board and the Sections on work done to create and/or update the Section Operating Regulations.
4. The CEO ensures that various Head Office Staff are available to provide administrative and operational support to the Sections.

‡ http://www.cpa.ca/aboutcpa/by-laws

5. The CEO will inform Section Chair or Executive, the Director representing the Council of Sections and the CPA's Board when a Section Chair or Executive is found to be in violation of the of the Section Operating Regulations, the CPA's By-laws, the CPA's Governance and Operating Policies, or the CPA's Code of Conduct.

1. CPA Head Office Assistance for Sections

Date Updated	July 2025

Several staff within the CPA's Head Office and on the CPA's Board of Directors are available to provide support, administrative and/or operational, to the Sections.

Sections Administrator

In January 2014, the CPA created the position to provide support to the Sections. This position reports to the CPA's CEO. The Sections Administrator can provide support on all Section-related matters. For help, please email sections@cpa.ca.

Chief Executive Officer (CEO)

The CPA's CEO oversees all matters related to Sections within CPA's Head Office in an Executive Office liaison capacity and can be reached at executiveoffice@cpa.ca. The Council of Sections, a management committee of the CPA, reports to the CEO, who provides updates to the Board of Directors.

Director, Membership and Marketing

Questions regarding CPA membership and Section promotion/marketing can be directed to the CPA's Director, Marketing and Membership (lverrucci@cpa.ca).

Director, Events AND Events Specialist

Questions regarding the CPA's Annual National Convention, particularly matters related to each Section's program within the Convention program (including but not limited to: submission, review, ranking, scheduling, catering, AV, registration, travel, etc.) can be directed to the CPA's Events Director or Events Specialist (convention@cpa.ca).

Communications Specialist

Questions regarding the CPA's media relations, social media, and overall communications functions can be directed to the CPA's Communications Specialist (media@cpa.ca).

Director, Policy and Public Affairs

Questions regarding the CPA's policy and public affairs activities can be directed to the CPA's Director, Policy and Public Affairs (publicaffairs@cpa.ca).

Finance Coordinator

The CPA's Finance Coordinator is primarily responsible for all the Sections' banking. They work hand in hand with the Sections Administrator and can be reached at (sectionfinances@cpa.ca).

Webmaster
The CPA's Webmaster is available to assist the Sections with maintaining their webpages – either by doing edits, consulting on graphic design matters, uploading documents and/or creating pages. At any point, a Section Chair can contact the CPA's Webmaster for assistance (webmaster@cpa.ca).

Chair of the Council of Sections
In addition to the above, there is a CPA Board Director elected by the Section Chairs to serve as the Chair of the Council of Sections. The Chair is responsible for bringing any issues to the Board, providing Section Chairs with an update following each Board meeting, and organizing the annual Section-Board meeting (with assistance from CPA Head Office staff) which takes place in-person during the CPA's annual national convention.

2. The Role of Sections within CPA

Date Updated	July 2024

Policy Statements:

1. Matters pertaining to the discipline of psychology as a whole are the responsibility of the Board of Directors of the Canadian Psychological Association (CPA).

2. The Association is guided by a Mandate, Vision, Mission, and Strategic Plan, each of which provide a shared sense of purpose and vision for the CPA, and a road map to achieve that vision.

   The ***Mandate*** of the Association is to:

   - Improve the psychological health and welfare of all Canadians.
   - Promote excellence and innovation in psychological research, education, and practice.
   - Promote the advancement, development, dissemination, and application of psychological knowledge.
   - Provide high quality services to members.

   Vision: The Association envisions a society that values and applies psychological science for the benefit of persons, communities, organizations, and peoples.

   Mission: The Association will serve the public and the CPA's membership by advancing psychological science, practice, and education through research, advocacy, and collaboration.

   To ensure the CPA is meeting its mission and responsibilities, the CPA is guided by a ***Strategic Plan*** that sets out clear goals, objectives, and activities for 2025-2030. To this end, priorities for the CPA for 2025-2030 are as follows:

   a. be the national voice and thought leader for psychology.
   b. advocate for the role, need, and contribution of psychology to improve our health, social, and economic well-being.
   c. promote psychology's value, unique role, and impact to the public.
   d. support, promote, and grow a profession, discipline, and association that is diverse, equitable, inclusive, and accessible.
   e. foster a profession, discipline, and association that, using calls to action and justice, supports Indigenous knowledge and practices, and is accountable to reconciliation with Indigenous Peoples.

The CPA develops its Mandate, Vision, Mission, and a Strategic Plan with input from the CPA's Head Office Staff, Board Directors, Board Partner Representatives, CPA's membership, and relevant external parties. The Strategic Plan is reviewed as part of the annual planning process and revisions are made as necessary regarding its implementation. A major review of the Mandate, Vision, Mission, and the Strategic Plan is completed at least once every five (5) years.

3. The CPA actively encourages groups of psychologists with common interests to share those interests within the context of the objectives of the Association – such groups are termed *Sections*. As interests in a topic area evolve, Sections may change, merge with other Sections, and even be disbanded from time to time.

4. In accordance with By-Law 8.01, the Section is an agent of the CPA and operates in accord with By-Law 8 of the Association. They are the primary agents through which the particular and special needs of members are met and interests served, and have the power to:
   - initiate and undertake activities of relevance to its members
   - draft position papers on topics of relevance to the Section
   - initiate policy statements in areas of expertise
   - organize meetings within the CPA
   - make specific representation to external organizations or agencies only if it has received the approval of the board of directors to do so, or it may recommend that the Association make such representation.

5. As per By-law 8.05, a Section does not have the power or authority to:
   - contract a loan, open a line of credit, or issue a guarantee without the prior approval of the board of directors;
   - make any expense or disbursement, or incur any contractual liability which is in excess of the amounts approved by the board of directors from time to time;
   - represent or act on behalf of the Association in any manner or thing, except with the express consent of the board of directors of the Association.

3. Forming a Section within the CPA

Date Updated	July 2025

In accordance with By-Law 8.02, approval to establish a Section within the CPA may be granted by the Board of Directors when a group of at least 25 CPA Members (or Fellows whose CPA membership is in good standing) submit a petition which includes a statement of purpose and goals of the proposed Section.

In addition, the petition should include:

- the proposed name of the Section;
- the name of the founding Chairperson(s);
- the name of any other founding officers.

Lastly, the petition should include the signatures of the petitioners. It should be forwarded to the Board of Directors through the Chair of the Council of on Sections via the CPA's Sections Administrator at sections@cpa.ca.

Prior to formal approval, proposed Sections may request a one-hour block of time for a business meeting at the next CPA Convention. Such a request should be directed to the CPA's Events Department by November 1st of the calendar year before the next Convention (convention@cpa.ca).

4. Section Terms of Reference

Date Updated	July 2025

Within one year of obtaining approval to establish a Section, a Section is required to pass Terms of Reference (by email vote or at the Section's annual business meeting held during the CPA's annual national convention) in conformity with the Terms of Reference template.

The Terms of Reference template can be obtained from the Sections Administrator at sections@cpa.ca. Section Terms of Reference must completely parallel the example Terms of Reference structure and only the text highlighted in yellow can be modified. Any questions related to the completion of the Terms of Reference template can be directed to the Sections Administrator.

These Section-passed Terms of Reference shall be forwarded to the CEO for first approval via either the Chair of the Council of Sections or via the Sections Administrator; CEO-approved Terms of Reference will then be shared with the Board.

CPA Head Office retains a copy of all approved Section Terms of Reference.

A copy of the approved Terms of Reference should also be placed in the Section's repository found in the Section Management area of the CPA's membership database.

The Section Terms of Reference will regulate among other things, the following:

a. the admission of persons to the Section and the qualification for and the conditions of membership;
b. the suspension and termination of membership from the Section and by the member;
c. the Section fees and dues of members;
d. the election or appointment, functions, duties and removal of officers;
e. the time for and the manner of election of directors of the Section;
f. the time and place and the notice to be given for the holding of meetings of members;
g. the quorum at meetings; and
h. the conduct in all particulars of the Section.

Section Terms of Reference may be amended by approval of a motion by a two-thirds majority of votes cast at the Annual Business Meeting of the Section or by electronic vote, provided, that at least thirty days of notice is given for such a motion, **and** that the amendments receive subsequent approval by the CPA's CEO.

5. Section Membership

Date Updated	July 2025

5.1 Eligibility for Section Membership

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

Information on the eligibility requirements for each of these categories can be found here: https://cpa.ca/membership/becomeamemberofcpa/membershiptypes/

The Section also accepts Section Associates (see below).

Criteria for Section Associate

Associate status in the Section is open to those who do not meet the eligibility requirements to become a ‘Member’ or ‘Affiliate’ of the CPA but nevertheless declare an intention to pursue the stated purposed of the Section, as well as to individuals who meet the requirements to become a ‘Member’ or ‘Affiliate’ of the CPA but have expressed desire to only be an Associate of the Section.

5.2 Section Membership Privileges

Only those members of the Section who are Members of the CPA may exercise full voting rights, and may nominate, vote, and hold office in the CPA and/or the Section. One vote is accorded to each member for any given decision.

Affiliates§ and Section Associates cannot vote, nominate, or hold office in either the CPA or the Section. Affiliates and Section Associates may enjoy other privileges of Section membership.

Only Members and Student Affiliates of the CPA are eligible to make posts to any electronic message board/list affiliated with or operated by the CPA. This includes any Section electronic mailing lists run under the auspices of the CPA and/or its association management software.

Individuals may be admitted to the appropriate membership type in the Section upon application/renewal of membership with the CPA, upon stated commitment to the purposes of the Section, and upon payment of all Association and Section annual dues.

§ An exception is made in the case of the Section for Students for which all students members in the Section are Student Affiliates.

5.3 Suspension / Expulsion of Section Members

Any Member suspended or expelled from the CPA under By-law 3.06 or in accordance with the CPA's Operating Regulations shall be deemed to be suspended from the Section.

Section Members, Affiliates, and Associates 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 they 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 Section Business 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.

6. Section Dues and Fee Invoicing

Date Updated	July 2025

In accordance with By-law 8.06, the Section shall establish annual dues (aka section membership dues), which will be collected by the CPA's Head Office.

Section membership dues adequate to carry out the purposes of the Section shall be established by a majority vote of members present and voting at the Section's Annual Business Meeting. Differential dues may be set for Full Members, Student Affiliates, and Section Associates. The Section must charge a minimum of $2 per Full Member and $1 per Student Affiliate to cover the CPA administration fees. Section membership dues can be changed by the Section through an email vote or through a vote at the Section's Annual Business Meeting. Sections can choose to subsidize the costs of dues for Student Section Affiliates.

A list of all Sections and their designated membership fees will be included in the annual CPA membership renewal sent to CPA Members, along with a request for an indication of which Section(s) the CPA member wishes to join. The CPA membership renewal statement also will indicate the Section(s) a member joined in the previous year, together with the fees due for maintaining membership in the Section(s).

Changes in Section membership fees must be reported directly to the CPA's Sections Administrator (sections@cpa.ca) no later than September 15th for the new fee to be included in the annual CPA membership renewal statement.

Three times per year, January, April and October, the Finance Coordinator direct deposits into the Section's bank account the total collected as Section fees during the quarter (minus a CPA administration fee for each member: $2.00/section member/special or international affiliates and $1.00/student/international students).

Any Member, Affiliate, or Associate may resign from membership in the Section by giving written notice to the Chair of the Section. Section membership dues are not refundable following resignation.

6.1 Section Bookkeeping

In response to direct feedback from Sections regarding the difficulties in transferring signing authority from one Section Chair to the next and managing the administrative burden of overseeing the Section's financials, the CPA Head Office moved to a centralized banking system in 2014, in which all Section bank accounts were held at one centralized bank.

Since that time, we further transitioned to an internal bookkeeping model where all accounts were closed and transferred into one Sections account. The CPA finance department issues all payments on behalf of each of Section and oversees all the bookkeeping on behalf of the Section. Quarterly financial statements are provided to the Sections; Sections wishing to know their current cash balance outside of the quarterly financial statements can contact the CPA at sectionfinances@cpa.ca.

As always, each Section has full control over how funds in their account are spent provided they fall under the list of eligible expenses (see below). Section Chairs and Treasurers provide written instruction to the finance department for disbursement of funds. Directions for payments should be sent to the Sections Administrator at sections@cpa.ca for initial review; expenses eligible for payment will be forwarded to the Finance Coordinator for processing. Note that the Sections must also provide an email contact for the person receiving the payment so that they can be contacted to provide their EFT details; alternatively, Sections may provide the payee with the link to the EFT payment form (which can be obtained from the Sections Administrator). Permission to access and use funds for the purposes of eligible expenses is not required by the CPA's Head Office Staff; should the Section wish to use their funds for a purpose not identified as eligible, the Section should contact the CPA's Section Administrator.

Reimbursement of expenses and invoice payment can take up to 30 days from the day notice is received by the CPA's Finance Coordinator. Note that when submitting for reimbursement of expenses or payment of invoices, all receipts and contact info for the recipient should be provided.

Sections should maintain a budget of their planned expenditures for the coming year should it be required as part of the CPA's annual auding procedures. With the exception of the Section for Students which is required to have its annual budget approved by the Board each fall, Sections are not required to submit a budget for approval.

6.2 Surplus Accumulation

Generally speaking, Sections should not retain excessive surpluses from year to year – the dues collected from Section Members are expected to be spent in furtherance of the goals and objectives of the Section, as outlined in the Section's Terms of Reference and as approved by the CPA's CEO and/or Board. While having some money in the bank is always wise, in recent years, excessive surplus accumulation has attracted the attention of Canada Revenue Agency – if a not-for-profit entity such as a Section is acquiring surplus funds, it calls into question the Not-for-Profit status of that entity and the larger entity to which the Section belongs (in this case, the CPA).

Sections may only hold a maximum of $5,000 in their bank accounts at year end. In some special cases, the Section may be saving dues from multiple years to pay for a future event or purchase – this is allowed, but this plan should be transparent to the Section Members, be approved by the CPA's Section Administrator, CEO, and Board, and reported upon each year in the annual report. Sections are not permitted to engage in fund-raising for the purposes of supporting a charity, political campaign, or organization; see “Section Use of Funds” for additional information on eligible and ineligible expenses.

At the end of the calendar year, surplus funds over $5,000 will be transferred to a Section Support Fund to be used for special Section-related initiatives (such as travel bursaries for student affiliates to attend the CPA’s Annual National Convention) as designated by the CPA’s CEO and/or Board.

6.3 Use of Section Funds

The CPA and the Sections are governed by the Canada Not-for-profit Corporations Act (CNCA). Section membership dues are to be used in the service of the collective section membership.

Eligible Section Expenses

Section dues/funds can be used for the following purposes:

- Food and beverage for the Section’s annual business meeting at the CPA’s annual national convention
- Food and beverage for the Section’s reception (individual and/or joint) at the CPA’s annual national convention
- CPA convention registration fee for the Section Chair (as noted below, this cannot be transferred to another Section Executive if not used by the Section Chair)
- Up to $500.00 of their dues to offset to help offset registration/travel/accommodation expenses for the Section’s Student Representative to attend the CPA’s annual national convention.
- CPA convention-related travel awards, student awards, best poster awards, etc.
- Section research grants or research support (e.g., research assistant for an approved section initiative)
- Miscellaneous administrative expenses (e.g., section zoom account, supplies
- Section translation (e.g., Section newsletter)
- Honorarium, travel, and accommodations for one Section Featured Speaker in accordance with the CPA’s travel policies
- Certain special projects or initiatives that have received approval from the CEO or Board (e.g., as noted in Surplus Accumulation for a future event or purchase)

Items not on this list of eligible expenses and which are not prohibited as per the list below should be brought to the attention of the Sections Administrator for approval by the necessary entity (i.e., Sections Administrator, CEO, Board). The Section membership should also be informed of the Section’s intended and approved used of funds for initiatives outside of those identified above.

Ineligible Section Expenses

Section dues/funds cannot be used for the following purposes:

- CPA membership & affiliate dues
- Honouraria for Section executives
    - Section dues may be used to provide an honorarium to a Section's Featured Speaker at the CPA's Annual National Convention (noting that the CPA provides one fee waiver for one Section Featured Speaker for each CPA Section)
- Convention registration fees & travel expenses for Section executives.
    - However, Sections are permitted to pay for the convention registration of their Chair from their Section dues should they choose. Should a Section Chair not attend the convention, or should they have their convention registration fee waived as a Section Invited Speaker or covered by other means, dues cannot be transferred to another Section Executive.
    - Again, should they choose, Sections are also permitted to use up to $500.00 of their dues to offset to help offset registration/travel/accommodation expenses for the Section's Student Representative to attend the CPA's Annual National Convention.
    - Note that the Student Section budget is approved annually by the CPA Board and may allow for additional travel expenses to be covered for Student Section Executive as identified in their Terms of Reference.
- Sponsorship of non-CPA conferences
- Costs of alcohol
- Costs of entertainment, hospitality, and gifts
- Travel/registration/accommodation costs related to attending a conference
- Costs related to staff awards and recognition
- Education-related costs such as thesis preparation, tuition and course fees, leading up to a degree
- Costs involved in the preparation of teaching materials
- Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility
- Insurance costs for buildings or equipment
- Costs associated with regulatory compliance, including ethical review, biohazard, or provincial or municipal regulations and by-laws
- Monthly parking fees for vehicles, unless specifically required for field work
- Sales taxes to which an exemption or rebate applies
- Costs of regular clothing
- Patenting expenses
- Costs of moving a lab

7. Section Officers and Executive Committee

Date Updated	July 2025

There shall be a minimum three elected officers, among them being, the Chairperson, Chairperson-Elect, the Past-Chairperson each of whom is a Member in good standing of the CPA throughout their terms of office.

A Secretary, Treasurer or Secretary-Treasurer shall either be elected or appointed annually (or bi-annually) by the Chairperson.

A minimum of three officers comprises the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee. (Sections may note other elected officers, inclusive of their responsibilities and terms of office below).

7.1 Section Executive Roles

The table below provides an overview of some of the key tasks for which the various members of a Section Executive are responsible over the course of a year. Note that not all Sections have each of the positions noted below. Information for Section Chairs is available by going to: http://www.cpa.ca/aboutcpa/cpasections/sectionchair/.

Section Position	Tasks
Chair**	• Provide the overall supervision and administration of the affairs of the Section and ensure that all policies and actions approved by the Section's general membership or by the Executive Committee are properly implemented and in alignment with the Section Terms of Reference and the CPA's Section Operating Regulations. • Preside at general meetings of the Section and if applicable, chair meetings of the Executive Committee. • Represent the Section on the CPA Council of Sections. • Attend Council of Sections meeting during the CPA's Annual Convention • Provide an annual report/update to the Section Members and to the CPA's Head Office. • Advise head office of any changes to the list of executive and volunteers (sections@cpa.ca) • Notifies the CPA of any changes in Section membership dues before September 1st so as to be included in the CPA's subsequent membership renewal

*** In some Sections, the Chair may assign any of the noted tasks to a Section Executive or other designated representative*

	Communication Tasks: • Send Emails to Section's membership • Submit Section's annual highlights to the CPA Head Office for the CPA's Annual Report (4-6 weeks before the AGM) • Oversee Section Newsletter (if applicable) • Submit Section Newsletter for Best Section Newsletter Award *(optional)* Section Webpages: • Oversee Section's webpages (submit changes to the CPA's Webmaster for posting - webmaster@cpa.ca) Convention Tasks: (Accessible September through January) • Nominations for featured speakers and submissions to other section program sessions • Identify reviewers • Identify or serve as Review Coordinator (The review system is accessible once all reviews have been completed) • Submit request for catering for Section Annual meeting (if applicable) • <u>Create a submission for:</u> Section Annual Meeting (Section Program) - mandatory Reception (Section Program) - Optional Section Featured Speaker (Section Program) – Optional
Chair-Elect	The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Section's Executive Committee or general membership.
Past Chair	The Past-Chairperson shall: • Fulfil the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office. • Perform duties assigned by the Chairperson or requested by the Section's Executive Committee or general membership.
Secretary, Treasurer††	The Secretary, Treasurer or Secretary-Treasurer shall: • Issue notices and agenda, and prepare, maintain, and distribute the minutes of Section general meetings and of the Executive Committee. • Receive from CPA Head Office a list of up-to-date Members, Affiliates and Associates including a record of the dues paid. • Be responsible for the care and custody of the funds of the Section and for approving and submitting expenses to CPA head office for payment, which includes monitoring the Section's cash balance to ensure there are sufficient funds for expenses. • Purchases of investments, such as Guaranteed Investment Certificates are

†† In some sections, one person may hold the position of Secretary-Treasurer and thus be responsible for both positions' tasks as noted above.
The CPA's Finance Coordinator is available to answer questions or provide training regarding the Treasure role.

	prohibited. • Section dues are to be used annually and are not to be accumulated. Balances over the amount set and approved by the CPA's Board of Directors (as measured on December 31 each year) shall be returned to the CPA. Exceptions to this require the approval of the CPA. • Send emails to Section membership as requested by Chair • Oversee Section's webpages or send communication to Section • Carry out other duties as may be assigned by the Chairperson.
Reviewer (Sept.-Jan.)	• Peer review general submissions for this Section
Review Coordinator (Sept. –Feb.)	• Coordinate review of general submissions for this Section • Adjudicate for submissions where reviewers disagree • Submit final accepted submissions (* The review system is accessible once all reviews have been completed) • Review convention schedule
Student Representative	• Provides student perspective on all matters related to Section functioning • Reports to students on Section's activities
Membership Coordinator	• Display address list of members • Send emails to Section's membership
Member at Large	• Duties as assigned by Chair
Newsletter Editor	• Develop Section's newsletter • Coordinate distribution of newsletter to section members • Secure posting of newsletter on Section's webpages
Website Editor	• Oversee Section's webpages

7.2 CPA Code of Conduct: Fiduciary Obligations, Conflict of Interest, Confidentiality

Section Chairs and Executives are required to sign the CPA's Code of Conduct (CoC) annually and adhere to it throughout their tenure as Section Executive.

Section Chairs and Executives who do not or refuse to sign the CoC will not be granted access to the CPA's Section Management System and privileges.

The CoC outlines the fiduciary obligations, standards of conduct, and compliance required of those who volunteer (e.g., conflict of interest declarations/restrictions, confidentiality requirements) to assume leadership positions with the CPA. The CoC provides important guidance to volunteers and helps the CPA as an association meet its obligations of good governance and compliance with Canada's Not-for-Profit Corporations Act (CNCA). This is especially important for Section Executive given that Sections are not the incorporated entity – as the incorporated entity, the CPA is held to account for the behaviours of its Sections.

Please review the CoC carefully before signing it to ensure that you can commit to fulfilling your duty to the CPA in your role as Chair or Section Executive. This is especially important for Section Chairs and Executive who sit on the Board/Council of a regulatory body for another profession and/or who hold leadership roles on organizations external to the CPA, whose interests may overlap or conflict with the CPA's.

Section Chairs and Executive found to be in an identified conflict of interest will be asked to indicate in what way they will resolve the conflict (e.g., stepping down from the Section or external position).

Link to Code of Conduct: https://cpa.ca/machform/view.php?id=113101

7.3 Section Chair or Executive Consequence for Misconduct

Section Chairs or Executive found to be in violation of the Section Operating Regulations, the CPA's By-laws, the CPA's Governance and Operating Policies, or the CPA's Code of Conduct may be consequenced in accordance with the nature, severity, and impact of the violation. Such violations include but are not limited to failure to fulfil roles and responsibilities as outlined in 7.1 (Section Executive Roles); mismanagement of Section funds; representation or participation in external meetings or with media without approval of the CEO or Board. Consequences may include a discussion with the CEO and/or President, verbal or written warning, probation, or being asked to resign or removed from their position as Section Chair or Section Executive.

7.4 Executive Terms

The term for each elected Section Executive is one year (or two years) ending at the close of the Section's Annual Business Meeting. Executives 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. A call for nominations for officers shall occur annually in advance of the Annual Section Business Meeting.

7.5 Executive Vacancies

Nominations for vacant positions on the Executive may be made up to the time of the Section's annual election, either by e-mail to the current or past Chairperson or executive designated to oversee elections, 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 e-mail, or secure Web-form ballot. Sections are encouraged to use the CPA's voting module within its association management system to ensure that the ballot is sent to all section members in good standing. 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 Annual Business Meeting.

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 until such time that the next annual election is held.

As noted in Section 13 (Dissolution of a Section), should a Section not be able to find a new Chair, the Board will be informed, and the Board can decide to merge the Section with another Section or dissolve the Section.

7.6 Committees and Working Groups

The Executive Committee may appoint standing or sub-committees (or working groups) as it deems desirable to facilitate the achievement of the purposes of the Section. (Examples of standing committees that Sections may wish to establish include Convention Program Committee, Newsletter Committee, Equity and Diversity Committee, etc.).

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

7.7 Liability Insurance for Section Chairs

The CPA's Directors and Officers policy covers Section Chairs for their activity as a Chair. That said, it covers them only for activity they undertake solely on behalf of the CPA, not for an activity they might undertake as a psychologist but is not being done for or on behalf of the CPA.

The CPA's current policy is as follows:
"The Insurer shall pay on behalf of the "Insured" all "Loss" the "Insured" becomes legally obligated to pay for any "Claims" arising from a "Wrongful Act" performed by an "Insured Individual" solely on behalf of the "Organization".

The "Insured Individual" is defined in the policy and includes "any person who was/is/or becomes an elected or appointed member of the Board of Directors, officer, member of the Trustees, member of the Board of Managers, Executive Officer, employee, volunteer, or member of a constituted committee, of the Insured Organization."

Section Executive querying their coverage for a specific activity are best to check specifically with the CPA's broker since it is likely not all would fall under that definition (e.g., webinar presentations, media interviews).

8. Section Management System (SMS)

Date Updated	July 2025

The Section Management System (SMS) was developed to assist Section Chairs in managing a Section's administrative tasks including sending emails to your Section and maintaining a repository of section files/documents.

Each Section is assigned a Space for their Section from which to send communications, maintain documents, and track membership. The Section's space tracks all communications that have been sent to the Section membership. Note that communications sent out via the Space in the SMS are one-way only.

Access to the Section's space is adjusted accordingly as one joins a Section (or lapses their Section membership) or changes their status as a Section Executive.

Section Chairs may login to the Section Management System by going to CPA's Members Only Area: https://secure.cpa.ca/apps/Membership?returnUrl=%2Fapps%2FPages%2Fmy-profile.

8.1 New Section Executive Members

Sections are responsible for advising the CPA's Head Office (sections@cpa.ca) by July 1st of all changes to the Section executive so that necessary permissions and access can be modified within the Section Space.

To prevent any data breaches, the CPA's public-facing website (inclusive of the Section pages on the website) are not linked to the Section Management System. As such, Sections are also responsible for advising the CPA's webmaster (webmaster@cpa.ca) of any changes to the Section's Executive so that updates can be made to the Section pages on the CPA's public website.

9. Section Communication

Date Updated	July 2025

As noted in Section 8 (SMS), each Section is assigned a Space for their Section from which to send communications. The Section's space tracks all communications that have been sent to the Section membership. Note that communications sent out via the Space in the SMS are one-way only.

The CPA does not provide regular updates to the Section as individuals join a Section throughout the membership calendar year. As such, Sections choosing to use an external means of communicating with their Section members (e.g., google hangout) are asked to post messages to both the external mechanism and the Section Management system to ensure that all section members in good standing at any given time receive the communications. Sections using external communication mechanisms should note that:

- Section members who are not on an external list may indicate they are not receiving any communications and choose to lapse their section membership
- The CPA bears no responsibility for anything posted on an external site or who has permission to post to the external site

9.1 Canada's Anti-Spam Legislation

Section Chairs may communicate with their members via emails typically sent through the CPA's SMS. In accordance with Canada's anti-spam legislation (in effect July 1, 2014), individuals joining any Section will be required to indicate their express consent to receive either/both communications via email (if the Section has one) from each Section the person chooses to join.

9.2 Communication between Sections

At various points throughout the year, the Sections Administrator will send communications out to the Section Chairs on behalf of various CPA Head Office Departments. At times, these communications may be directly relevant to a Section Chair (e.g., seeking someone to speak to the media, communication from the Convention Department) or may come with an ask for the Chair to circulate to the Section membership (e.g., input on a fact sheet).

As all Section Chairs comprise the Council of Sections, a Section Chair may send out a communication to other Section Chairs. This can be done via an email distribution list that the Sections Administrator maintains or via a Space that has been created solely for Section Chairs in the Section Management System.

9.3 Logo and Letterhead

In consultation with the Section Chairs, the CPA Head Office staff has worked with the CPA Board to develop a logo to represent all Sections. While the logo is standardized in look, it identifies each Section by name.

Since Sections do not represent the CPA as a whole, they are not permitted to use the CPA's letterhead. With the development of a Sections logo, letterhead has been created for each Section to be used for specific section purposes (e.g., inviting someone to serve as a Section invited speaker).

The logo and letterhead are primarily to be used to send invitations/correspondence to speakers for the Convention and advertise information regarding the Section and Convention. Letterhead should not be used to send correspondence to external agencies in an advocacy or representation capacity, as once again, Sections cannot partake in any external representation without the permission of the CPA or the CPA's Board. Logos and letterhead will be sent to each Section Chair by the Section's Administrator.

9.4 Section Webpages

Each Section has a set of pages on the CPA's website. Corporate policy mandates that the home page of each Section's website has contact information for the Chair, an outline of the Section's mission, and a link to CPA's Membership pages. Beyond those requirements, Sections do have creative license in what other information they want to include on their webpages. Sections can work with the CPA's Webmaster (webmaster@cpa.ca) to change/add any design elements of their choosing. Note: the Section Management System is not linked to the CPA's public website; as such, changes made to reflect section executive changes within the Section Management System are not automatically made on the CPA's public website.

The CPA asks that Sections ensure that the content on their webpages is up-to-date. At any point, a Section Chair can contact the CPA's Webmaster for assistance.

The CPA will cover the costs of translating the CPA's Section webpages on the CPA's website. Sections are discouraged from maintaining section websites separate and apart from the CPA's public website.

9.5 Psynopsis

Psynopsis, Canada's Psychology Magazine, is a vehicle by which the CPA, CPA members, and those outside of psychology communicate with the diverse psychology community in Canada. Space in each issue of *Psynopsis* is made available to Sections to provide a formal mechanism for communication to Section members and to all other members of CPA. The Managing Editor may solicit content for the space by direct correspondence with each Section prior to each volume; however, Section contributions may be sent at any time directly to the Managing Editor (psynopsis@cpa.ca). As of January 2025, *Psynopsis* is published three times a year. More information and the deadlines for submissions can be found here https://cpa.ca/psynopsis/.

Psynopsis accepts submissions of up to 900 words, preferably related to the issue's theme, which is noted on the CPA's website (http://www.cpa.ca/Psynopsis/). Editorial policies and submission instructions can be viewed online at http://www.cpa.ca/Psynopsis/psynopsiseditorialpolicy.

9.6 Section Newsletters & Newsletter Award

Sections are free to develop and circulate their own newsletters. However, each newsletter must carry the following disclaimer: "The opinions expressed in this newsletter are strictly those of the authors and do not necessarily reflect the opinions of the Canadian Psychological Association, its officers, directors, or employees".

The CPA recognizes the efforts that Sections put into creating and maintaining their newsletters. The newsletters serve as an important communication tool to help keep members informed and involved in the Section and in the CPA. In recognition of this effort, the CPA gives an award for the best newsletter distributed by a CPA Section. The winner will receive a monetary award of $250 and will be highlighted on the Spotlight & News sections of the CPA website, and during the CPA's Awards Ceremony at the CPA's Annual National Convention.

To be considered for the award, Sections must send an electronic copy of their best newsletter issue from the previous calendar year to CPA Head Office (membership@cpa.ca) by February 1st. The membership committee will review all the entries received and select a winner. The following criteria will be used to determine the winner:

- Informational content;
- knowledge translation;
- engagement/interest;
- design/creativity;
- contributions from multiple individuals;
- student content; and
- Francophone content.

10.Reporting

Date Updated	July 2024

10.1 Section Annual Reporting

Sections are responsible for submitting to CPA Head office, annual highlights summarizing their activities for the year. In April, Section Chairs will receive instructions from the CPA's Sections Administrator on how to provide input for the CPA's Annual Report via an electronic form.

Highlights are published in the CPA's Annual Report sent to the membership in advance of the CPA's Annual General Meeting and posted on the CPA website.

11. Sections and the CPA's Annual Convention

Date Updated	July 2025

11.1 Section Convention Program

Sections play a key role in the annual convention's programming; each Section can contribute to the development of a program their specific Section as part of the CPA's Annual Convention.

The Convention submission system opens in early October at which time Sections can submit their respective programs via the Section Management System, the submission deadline is mid-November (exact date communicated by the Convention Department each fall). Nominations for Section Featured Speakers are reviewed and approved by the Convention Committee.

CPA Convention staff do their best to avoid scheduling specific section programming at the same time as other section programming; this is dependent on the number of accepted programming hours and speaker availability.

Each Section is allotted three guaranteed hours for their section program, one hour of which is taken for the section annual meeting (mandatory). The remaining two hours can be used towards a section featured speaker or symposium (optional), reception (optional), or awards/reception (optional). See table for additional details. Should a Section wish to use these hours in a manner other than noted, Sections are asked to contact convention@cpa.ca

CPA SECTION CONVENTION PROGRAM			
Requirement	**Type of Presentation/ Submission**	**Description and Time-Allotted**	**Deadline for Submission**
Mandatory	Sectional Annual Meeting	55-minute meeting conducted by the Section Executive	TBC: Mid-November/Early December
Optional	Section Reception	55-minute informal gathering hosted by a Section	TBC: Mid-November/Early December
Optional	Section Featured Speaker	• 55-minute formal presentation by psychologist/expert in field. • CPA covers the expense of registration for 1 speaker per Section. All other costs are at the expense of the Section.	TBC: Mid-November/Early December

11.2 Section Annual Business Meeting

The general membership shall retain all powers of the Section except the management duties delegated to the Executive Committee of the Section.

Communication among the Section membership may take place at any time of the year by e-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 Section Business Meeting. Motions approved by e-mail vote will be ratified at the Section Annual Business Meeting.

An Annual Section Business Meeting shall be held at the time and in the location of the CPA's Annual National Convention. Section Business Meetings can be held virtually with approval from the CEO in special circumstances. The time and place for this meeting is scheduled by the CPA's Convention Program Manager; Section Annual Meetings are spread out across the three days of the convention at times that ideally do not conflict with accepted/scheduled presentations or Section Program content.

The Executive Committee of the Section may call a special business 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.

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.)

The meetings of the Section's 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 – note that the CPA's legal counsel is currently developing rules and procedures for running an annual meeting; these updated rules will be shared with the Section to use in place of the Kerr and King rules when they are finalized.

Elections of new Section executives take place (or election-by-email results are announced) at the Section's Annual Meeting. Financial reports are also received, and budgets approved (unless such approval has been carried out by email, in which case the results are announced) during the Annual Meeting. In addition to these matters, activities and issues are discussed, future plans approved, nominations for Invited Speakers for the next Convention solicited, and all other relevant business issues are discussed at the Annual Meeting.

11.3 Featured Speakers

As noted in the CPA Section Convention Program Table, each Section may have a Section Featured Speaker as part of their Section Program in the Scientific Program.

More than one Section may sponsor the same nominee. A joint nomination is appreciated by the Convention Committee because of the assumed wider appeal to the general membership.

Convention registration fees will be waived for the Section Featured Speaker. They will be provided a fee waiver form, which is sent out by the Convention Department in early March to be completed. As part of a larger policy related to honoraria for speakers, the CPA does not provide or cover an honouraria for any convention speakers, inclusive of Section Featured Speakers. However, a Section(s) is free to cover such costs for a Featured Speaker for whom an honorarium might be required out of its dues provided this has been budgeted as an approved expenditure.

11.4 If Your Featured Speaker is Selected

If your nomination is approved, your Section is required to provide the Convention Program Manager with the following information so that appropriate arrangements can be made:

By December 1

a. The name of the designated individual who has assumed responsibility for ongoing communication and assistance to the speaker, including meeting and hosting the speaker at the Convention, ensuring the speaker is not left on his/her own, etc.
b. A photograph of the speaker
c. Title of the address
d. A 200-word abstract
e. A small blurb of fifty words or less to publicize the speaker in the Winter issue of *Psynopsis* and/or on the CPA's Convention website

Approved Section Featured Speakers **must** register for the convention; as noted elsewhere, they will receive a registration fee waiver form. The Convention staff ensure that a badge is printed for the speaker. Any additional payments to Section Featured Speakers provided by the Section itself will be processed following the convention contingent upon receipt of all necessary expense claim documentation by the CPA's Finance Coordinator.

11.5 Pre-Convention Professional Development Workshops

Beginning with the CPA's 2024 Annual National Convention, the CPA no longer accepted submissions for Pre-Convention Professional Development Workshops. Instead, the CPA's staff actively sought out presenters and topics for the Pre-Convention Education Day. It is hoped that this approach will result in subject matter that is better connected with the needs and interests of members and attendees, and fewer workshop cancellations due to low attendance.

Materials will still be built on a foundation of innovation and information, with a specific focus on relevance to psychological research, teaching, learning, and practice. We are taking this new approach based on an analysis of attendance patterns for recent Pre-Convention Workshops, in response to member suggestions, and with an eye toward relevant topics of interest.

The Pre-Convention Professional Development Workshops will be built around a solid core of specific subject areas that will be available each year starting in 2024, along with a selection of relevant and timely education opportunities that will be renewed annually.

Suggestions for workshop topics are always welcome – if you have an idea for a topic you would like to see, please submit it to education@cpa.ca.

11.6 Section Pre-Convention Events or Collaborative Events with the CPA

Sections wishing to host a pre-convention event or a collaborative event with the CPA as part of the CPA's annual national convention are encouraged to contact the CPA's Events Director as soon as possible in the convention planning cycle (i.e., July through September) to ensure that there is sufficient space for the event and to make any necessary adjustments to submission and registration systems.

11.7 Call for Submissions for Regular Convention Program

The CPA Head Office includes the Call for Submissions in all the CPA's communication mechanisms (e.g., CPA News, *Psynopsis*, CPA and Convention websites, social media). It also sends notice of the opening/call to the Section Chairs, all Departments of Psychology, and all Provincial Psychological Associations.

11.8 Review Procedures for Submissions for Regular Convention Program

Sections play a key role in the review and selection of papers/presentations for the Annual Convention's Scientific Program.

Sections are responsible for finding individuals to serve as reviewers for any submissions that come into a given Section, as well as finding an individual to serve as Review Coordinator – note that the Chair is generally not permitted to serve as the Section's Review Coordinator. At least two reviewers must be found per Section to facilitate double-blind review for each submission; the number of reviewers is dependent both on the number of submissions a Section receives and how many submissions a pair of reviewers is assigned.

Reviewer's names **must** be added to the Section Management System for a given Section, as well the name of the Review Coordinator.

The Review Coordinator is responsible for vetting and coordinating the Section's review of the submissions. In the event of disagreement between reviewers on a given submission, the Review Coordinator acts as arbiter; given this, the Review Coordinator **may not** act as a reviewer.

Convention Staff compile all submissions according to Section area(s) noted in the submission; Review Coordinators are notified by email when the compilation is complete and when reviews can begin; at this point, the online review system, which is accessible through the Section Management System, is opened.

Once all reviews are complete, it is the Review Coordinator's responsibility to rank all the submissions in the Review System if required by the Convention Department; contingent on space at the convention venue, ranking is not required if space is not an issue. Once a first iteration of the schedule is complete, it is sent to the Review Coordinator for their review and identification of any scheduling conflicts.

11.9 Student Awards

Several Sections offer awards for student papers/presentations, which are to be delivered either during the Annual Convention's Scientific Program or during the Section's Program. Sections which offer such awards must establish their own policies and procedures regarding the adjudication and disbursement of these awards. The nature of the award varies from Section to Section. For example, some award a certificate, some award money, some award both, etc.

The way Sections accept submissions for Student Awards varies.

- Some Sections send a "Call for Submissions" to their members, asking that students submit a duplicate of their Convention submission to the Section to be considered for a student award.
- Others rely on the Section's list of student affiliates and match this list to papers that are accepted during the Section's review of general Convention Program submissions.
- Some consider student papers/presentations that are part of the Section program.
- Students may also indicate, as part of the abstract submission process, if they wish their submission to be considered for an award and by which Section(s).

12.Sections and CPA Governance

Date Updated	July 2025

12.1 Council of Sections

All Section Chairs sit on the Council of Sections. The Council of Sections is a management committee that reports to the CEO, who provides updates to the CPA's Board of Directors at its regular Board meetings.

The Chair of the Council of Sections is a CPA Board Director elected from amongst the Section Chairs for a 3-year term. The Chair of the Council should be kept informed of the actions and activities of each Section. This enables the coordination of joint or overlapping activities of Sections dealing with common issues and problems confronting Sections, and reporting to the Board on matters requiring its attention. The Chair ensures that the readout from each Board meeting is circulated to the Section Chairs following each Board meeting, and is available to answer any questions Sections may have related to the Board's activity. Questions related to the CPA's operational activity, should be directed to the CEO.

The individual in the seat reserved for the Board of Director representing the Council of Sections may put their name forward for CPA President and Chair of the CPA's Board in their first or second year. Should this occur, an election would be called prior to the end of the 3 year term to elect a new Board of Director representing the Council of Sections, effective at the CPA's next AGM.

12.2 Access to the Board of Directors

In accordance with By-Law 5.03(d) and 8.10, via the CPA's Board of Director Representing the Council of Sections, the Section shall have access to the CPA's 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.

12.3 Section-Board Meeting

An Annual Meeting (typically dinner) of the Council of Sections with the CPA's CEO and Board of Directors is held during the Annual National Convention. It is recommended that, for each Section, both the outgoing and incoming Chairs attend the meeting. However, only one of these representatives may vote when matters come to a vote. Normally, the voting representative would be the official representative for the Section at the time of the meeting. The CPA will cover 1 night accommodation for 1 Section representative to attend the meeting; Section Chairs and members are encouraged to book accommodations in the CPA's designated hotel block at the convention venue. Should a Chair attend the Section-Board meeting but not stay at the CPA's designated hotel, the CPA will cover the costs for one night at another hotel up to the cost of a room at the CPA's designated hotel; a receipt will be required for reimbursement. Note that coverage of the one-night accommodation for those staying at the convention hotel (via the master account) is confirmed following the meeting after attendance at the meeting is confirmed; similarly, reimbursement of the one-night for those staying elsewhere is done after the convention with confirmation of meeting attendance.

The Annual Section Chairs-Board meeting is typically preceded by a welcome reception for First Time Attendees. Section Chairs are encouraged to attend this reception to welcome the First Time Attendees and provide them with information on the Sections.

12.4 New Chair Orientation

In the absence of a Chair-Elect year, outgoing Chairs are encouraged to provide as much information about the Chair role to the Incoming Chair as they can.

A virtual orientation session for new Section Chairs is organized by the Chair of the Council of Sections and the Sections Administrator for early fall as a means of onboarding new Section Chairs.

The Section Operating Regulations are provided to new Section Chairs in July.

12.5 Interaction with Government, Media and Other Agencies

From time to time, the CPA's Head Office staff or the Board of Directors may request the input/assistance of a Section in respect of certain issues for which the Section is best placed given their subject matter expertise (e.g., development of a policy document, review of a fact sheet). In some circumstances, specific members of a Section may be asked to lead an initiative on behalf of the CPA or be invited to speak to government with a CPA staff person – in these cases, these individuals are asked to do so based on their subject matter expertise and not as a Section representative.

As noted earlier in these regulations, a Section may make specific representation to external organizations or agencies **only** if it has received the approval of the Board of Directors to do so, or it may recommend that the Association make such representation.

At times, the CPA's Communication Specialist may contact a Section looking for a subject matter expert to speak to the media about a specific issue/topic. Should someone be available/willing, Section Chairs/Executives/Members are to be remember that they are not speaking on behalf of the CPA or the Section but as a Member with subject matter expertise;

one may identify themselves as Chair/Executive/Member of the Section or by their institutional affiliation. Beyond these instances, Sections may not speak to the media about matters related to the Association as a Section representative.

Section Executive who violate this and make representations to government, media, or external organizations/agencies may be given a warning(s), put on probation, asked to resign, or removed from their position as Section Executive by the CPA's CEO or Board of Directors – the consequence applied will be in response to the nature, severity, and impact of the violation.

13. Dissolution of a Section

Date Updated	July 2025

A CPA Section may be dissolved for various reasons.

13.1 Failure to Maintain Required Membership

Within one year of its approval, a Section must number at least 25 Members to continue. As per By-law 8.03, a Section of the Corporation may be dissolved by the board when the Section votes to request dissolution or when the number of members of the Section falls below 25.

If the number of members of the Section falls below 25, the Section may submit a petition to the board of directors to stay dissolution for one year to enable the Section to re-establish the necessary number of Fellows and Members.

If the Section is unable to achieve the required level within one year, the Section can be dissolved; alternatively, the Board can explore other means of supporting it such as merging it with another Section.

13.2 Failure to Secure a Chair

A Section may also be dissolved if it fails to secure a Chair to replace the previous/outgoing Chair. Should the Section not be able to find a new Chair, the Section should contact the CPA's Section Administrator. In this case, the CPA staff will support the Section in the short-term; during that time, CPA staff will assist with posting calls and supporting efforts to find a new Chair, including repeated calls to the Section's members.

Should these efforts prove unsuccessful, the CEO and Chair of the Council of Sections will bring the matter to the CPA's Board; at that time, the CPA's Board will determine whether to merge the Section with another or dissolve it. The Board's decision will be communicated to the Section; if the decision is dissolution, the Section will be informed of the effective dissolution date, Typically, dissolution of a Section takes place in alignment with the CPA's membership renewal cycle so that a Section is removed from the renewal options.

Should a Chair resign during the year, the CPA will oversee the Section's functioning until an interim or new Chair can be appointed. If a new Chair cannot be found, the above process will be invoked.

13.3 Violation of CPA By-laws or Section Operating Regulations

As a reminder, as per By-law 8.05, a Section does not have the power or authority to:

- contract a loan, open a line of credit, or issue a guarantee without the prior approval of the board of directors;
- make any expense or disbursement, or incur any contractual liability which is in excess of the amounts approved by the Board of Directors from time to time; or to
- represent or act on behalf of the Association in any manner or thing, except with the express consent of the Board of Directors or the CEO of the Association

In extreme circumstances, Sections found to be in violation of the CPA's By-laws or Section Operating Regulations, inclusive of a Section's Terms of Reference, may also be dissolved at the discretion of the CPA's Board. Dissolution would typically follow various courses of action with the CPA's Executive staff (e.g., discussion about violation(s), warnings, probation, change to executive, etc.).