

**TERMS OF REFERENCE
CPA SECTION ON COUNSELLING PSYCHOLOGY**

Adopted Spring 1989, with amendments Spring 1993, June 2010

Revised April 2016

**TERMS OF REFERENCE OF THE SECTION ON COUNSELLING
PSYCHOLOGY OF THE
CANADIAN PSYCHOLOGICAL ASSOCIATION**

I – NAME

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

II – PURPOSE

1. Sections are the primary agents through which the particular and special needs of members of the Canadian Psychological Association (hereinafter referred to as “CPA”) are met and interests are served. The purpose of this Section is to promote the development of Counselling Psychology as a special interest area in psychology.
2. In pursuance of this purpose, the Section is expected to:
 - a. provide information to members about current activities, events, research and practice developments in the area;
 - b. organize sessions at the annual CPA Convention that are of interest to members;
 - c. represent the interests of the Section within CPA through initiating such activities as position papers, policy statements, and special meetings; and make representations, on behalf of its members to external organizations or agencies of the CPA Board of Directors.
3. The Section may also engage in the following activities:
 - a. Education and Training:
 - i. To formulate and maintain appropriate requirements for professional education and training of specialists in Counselling Psychology.
 - ii. To cooperate with the CPA board and committees concerning education and training of members.
 - iii. To work with other sections on matters of common concern in the training and education of psychologists.
 - b. Scientific Investigation:
 - i. To encourage conducting and integrating research in the field of Counselling Psychology by members of the Section and other appropriate groups; integration could include surveying of research in the field of Counselling Psychology, summarizing present knowledge and practices, and identifying problems needing investigation.
 - ii. To disseminate the results of such investigations to members, other professionals, and where appropriate, to the public.

- c. Practice:
 - i. To promote the application of the knowledge and methods of Counselling Psychology in educational institutions, industrial or business enterprises, hospitals, clinics, social and welfare agencies, consulting and private practice.
 - ii. To promote high standards of competence in the practice of Counselling Psychology.
 - iii. To encourage the development of organizations which will facilitate good practice of Counselling Psychology.
 - iv. To assist in the formulation, interpretation, promotion, and observance of the CPA code of ethics in Counselling Psychology.

 - d. Dissemination of Professional Information:
 - i. To organize and promote meetings and conferences.
 - ii. To encourage the preparation and publication of critical reviews of research, training, and practice.
 - iii. To encourage the preparation and publication of technical and professional manuals, reports, guides, etc. To promote public understanding of Counselling Psychology.
4. The Section shall have access to the Board of Directors through the Executive Committee. Access may be needed for concerns to the Section involving matters relevant to the relationship of the Counselling Psychology Section to the Association as a whole or component parts thereof, or concerning agencies or activities external to the association. These may in turn be referred to the Board for consideration and action.

III. - FORMATION

1. The Section is an agent of the CPA and operates in accord with Terms of Reference VII of the Association.
2. Approval to establish the Section within the Association is granted by the CPA Board of Directors in accord with CPA Terms of Reference VII.2.
3. The Section may be dissolved by the CPA Board of Directors in accord with Terms of Reference VII.3.

IV – MEMBERSHIP

1. Full membership in the Section shall be open to all Fellows, members, students, foreign and special affiliates of CPA who have an interest in Counselling Psychology.

- a. Associate membership in the section is open to those who do not meet the requirements for full membership, i.e., who are not CPA members, 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: Demonstrated interest and/or involvement in the ongoing development of Counselling Psychology. Evidence for interest/involvement includes engagement in Counselling Psychology teaching, research, or practice. These functions may be performed in educational institutions, industrial or business enterprises, health and welfare agencies, consulting firms, foundations and institutes, or private practice.
 - b. Applications for Associate membership shall be reviewed by the Executive Committee of the Section and a recommendation made to the general membership.
3. Members of the Section who are full members of CPA may exercise full voting rights, and may nominate, vote, and hold office. Each member is entitled to one vote. Affiliate and Associate Members of CPA who are members of the Section enjoy full privileges of Section membership.
4. Any member of CPA shall be admitted to full membership in the Section upon application to the 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. Membership fees adequate to carry out the purposes of the Section shall be established by a majority vote of members present and voting at the Annual General Meeting. Differential dues may be set for Full members, Student members, and Associate members.
6. Any member may resign from membership in the Section by giving written notice to the Secretary-Treasurer of the Section. Membership dues are not refundable following resignation.
7. Any member of CPA whose fees are six months in arrears shall be deemed to have resigned from CPA and, therefore, ineligible to be a member of the Section. Members whose Section membership fees are six months in arrears shall be deemed to have resigned from the Section, and are therefore not permitted to vote, to make nominations, or to hold office in the Section.
8. Any member suspended from the CPA under its Terms of Reference XI shall be deemed to be suspended from the Section.

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

ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE

1. The officers of the section will include the Chair, Chair-Elect or Past-Chair (alternating years), Secretary-Treasurer, Student Representative, and two Members-At-Large (Review Coordinator and Awards Coordinator).
 - a. The officers shall constitute the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee.
 - b. All officers, except the Student Representative, shall be full members of CPA and the Section. The student representative will be a student in a Counselling Psychology program.
 - c. No Member or Fellow may run simultaneously for more than one elected position on the Executive Committee.
2. Terms of Office
 - a. The office of Chair will be two years; the offices of Chair-Elect and Past-Chair shall each be one year ending at the close of the Annual Business Meeting. The offices of Secretary-Treasurer, Student Representative, and Members-At-Large shall each be two years ending at the close of the Annual Business Meeting.
 - b. Officers shall remain in office until their successors are elected or appointed unless they resign, are incapacitated, or are removed from office. All officers may hold a given position for a maximum of two consecutive terms.
 - c. Officers may be 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.

- d. Vacancies that occur on the Executive Committee shall be filled by appointment by the Executive Committee. A vacancy in the office of the Past-Chair shall normally be filled by the next immediate Past-Chair.
- e. Nominations for vacant positions on the executive may be made up to the time of the annual election, either by e-mail to the current Chair, or in person at the annual Section Business Meeting. Voting for elected officers will occur at the Section Business Meeting by secret ballot.

3. Duties:

- a. The Chair shall:
 - i. 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.
 - ii. Preside at general meetings of the Section and chair meetings of the Executive Committee.
 - iii. Represent the Section on the CPA Committee on Sections, to the CPA Board of Directors, and to external bodies.
 - iv. Provide an annual report to the members and to the CPA.
 - v. If there is an absence of any officer at any meeting of the Section or Executive, the Chair appoints an alternate.
- b. The Chair-Elect is available to carry out duties assigned by the Chair or requested by the Executive Committee or the general membership. In the absence of the Chair will preside at meetings. In the event that the Chair is vacated, the Chair-Elect shall assume the full functions of the Chair.
- c. The Past-Chair is available to carry out duties assigned by the Chair or requested by the Executive Committee or the general membership. In the absence of the Chair will preside at meetings. In the event that the Chair is vacated, the Past-Chair shall assume the full functions of the Chair.
- d. The Secretary-Treasurer shall:
 - i. Issue notices and agenda, and prepare, maintain, and distribute the minutes of general meetings and of the Executive Committee.

- ii. 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. In accordance with CPA Terms of Reference VII.5 membership dues shall be collected by the CPA Head Office at the time of the annual membership subscription to the Association. The CPA Head Office disburses the dues collected to the Section along with a roster of the names and addresses of the 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.
 - iii. Be responsible for the care and custody of the Section funds and any other assets of the Section and for making payments for all approved expenses.
 - iv. Maintain books of the accounts, which shall be available for inspection by members at any reasonable time on request.
 - v. At least four weeks before each Annual Meeting of the Association, submit an Annual Report and 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.
 - vi. Carry out other duties as may be requested by the Chair.
- e. The Student Representative shall:
- i. Serve as a liaison between student members of the Section and the Executive.
 - ii. Post approved messages to the Section list serve.
 - iii. Carry out other duties as may be requested by the Chair.
- f. The Member-At-Large (Review Coordinator) shall coordinate the review process for proposals submitted to CPA for the Section. This will include maintaining a list of proposal reviewers, instructing reviewers on the review process, and communicating the results of the review process to CPA within the required time frame. In addition, this individual shall perform such other duties as may be assigned by the Chair and the Executive Committee.
- g. The Member-At-Large (Awards Coordinator) shall coordinate the review process for all general CPA awards and section related awards (distinguished member, best masters/dissertation awards, best masters/dissertation poster awards). This includes coordination of the review process for section student awards

by recruiting and maintaining list of reviewers, instructing reviewers on the review process, and coordinating adjudication of the awards at the annual convention. In addition, the Awards Coordinator shall perform such other duties as may be assigned by the Chair and the Executive Committee.

ARTICLE VI – GENERAL MEETING

1. The general membership shall retain all powers of the Section except the management duties delegated in Section Terms of Reference V to the Executive Committee of the Section.
2. An Annual General Meeting for the Section 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. This notice shall include information about the time and place of the meeting and the specific agenda items to be considered.
4. The members present shall constitute a quorum for conducting the business of the Section.
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.

ARTICLE VII – COMMITTEES

1. The Executive Committee of the section may appoint standing or ad hoc committees as it deems desirable to facilitate the achievement of the purposes of the Section.
2. Terms of reference of standing committees shall be prepared by the Executive Committee of the Section and put before the membership for approval at a general meeting. Ad hoc committees may be established by approval of a motion at a general meeting or at a meeting of the Executive Committee of the Section.

ARTICLE VIII – AMMENDMENTS

1. These Terms of Reference may be amended by approval of a motion by a two-third majority of votes cast at the Annual General Meeting of the Section, provided that at least thirty days notice is given for such a motion,

and that the amendments receive subsequent approval by the Board of CPA.