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EDUCATIONAL AND SCHOOL PSYCHOLOGY

SECTION OF THE CPA

CANADIAN
PSYCHOLOGICAL
ASSOCIATION



SOCIÉTÉ
CANADIENNE
DE PSYCHOLOGIE

PSYCHOLOGIE ÉDUCATIONNELLE ET SCOLAIRE

SECTION DE LA SCP

TERMS OF REFERENCE FOR
THE ***SECTION OF EDUCATIONAL
AND SCHOOL PSYCHOLOGY***
OF THE CANADIAN PSYCHOLOGICAL ASSOCIATION

I. NAME

1. The organization shall be called the Section of Educational and School 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 study of issues, opportunities, and challenges relevant to educational and school psychology training and practice, and as special interest areas 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 with the approval of the Executive Committee of the CPA Board of Directors;
 - d) prepare and distribute at least two newsletters during the course of the year;
 - e) engage in other activities designed to promote educational and school psychology as approved by the Section's Executive Committee.

III. FORMATION

1. The Section is an agent of the CPA and operates in accord with Section 8 of the Bylaws of the Association (amended 2014).
2. Approval to establish the Section within the Association is granted by the CPA Board of Directors in accord with CPA By-Law 8.02.
3. The Section may be dissolved by the CPA Board of Directors in accord with By-Law 8.03.

IV. MEMBERSHIP AND BENEFITS OF MEMBERSHIP

1. **Membership in the Section shall be of two categories: Full Members, and CPA Affiliates. Benefits of membership** including participation in the activities of the Section, discussion groups, ad hoc committee membership, receipt of the newsletter and Section and CPA notices, shall apply to both categories of membership. Nominating for office, holding office and voting in Section elections shall be benefits of membership reserved only for Full Members of the Section.
2. **Full membership** in the Section is open to all Fellows and Members of CPA. Any member of CPA shall be admitted to full membership in the

Section upon application to CPA or to the Section and upon stated commitment to the purposes of the Section and upon payment of the annual dues.

3. **Affiliate membership** in the Section is open to Student Affiliates of CPA.
4. 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 Section Annual Meeting. Differential dues may be set for members and student affiliates.
5. 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.
6. Any member or affiliate of CPA whose fees are six months in arrears shall be deemed to have resigned from CPA, and, therefore, is no longer eligible to be a member or affiliate of the Section. Members whose Section membership fees are six months in arrears shall be deemed to have resigned from the Section, and shall no longer enjoy membership privileges.
7. Any member suspended from the CPA under its By-Law 3.06 shall be deemed to be suspended from the Section.

V. **NOMINATION AND ELECTION OF OFFICERS OF THE SECTION**

1. A Nominating Committee chaired by the Chair Elect and comprising the Past-Chair and Chair will email the membership requesting nominations or self-nominations for the positions of Chair-Elect, Secretary-Treasurer, Member(s)-at-Large, and Student Representatives at least eight weeks before the Section Annual Meeting when the new officers will assume their positions. Nominations may be made up to five weeks before the Section Annual Meeting. The Nominations will be submitted to the nominating committee by e-mail, along with a short biography and stated goals for the position for which the individual is being nominated. Nominations can be self-nominations or nominations by others, with permission of the nominee.
2. Nominations (including the biography and statement of goals) received will be circulated to the membership at least four weeks prior to the Section Annual General Meeting by e-mail. When there is only one nominee for a position, the nominee will be elected by

acclamation. When there are two or more nominees for the position, the membership will vote electronically using an electronic voting system that allows for secret ballot. The statement of goals and biographies of all members acclaimed for or running for positions will be sent to the members who would be given two weeks to submit their ballots.

3. The same procedures and timelines that are used to elect executive members will be used to fill vacancies that occur on the executive with the following exceptions. A vacancy in the office of Chair shall normally be filled by the Chair Elect. A vacancy in the office of the Past- Chair shall normally be filled by the next immediate Past-Chair. Should the Chair Elect or next immediate Past-Chair not be available, an election would be held for these positions.

VI. OFFICERS AND EXECUTIVE COMMITTEE

1. There shall be up to seven officers comprising the Executive Committee: Chair, Chair-Elect, Past-Chair, Secretary Treasurer, and one to three Member(s)-at-Large. The term for each elected office is two years, ending at the close of the Section Annual Meeting two years hence. The term for the Chair-Elect is also two years, followed by a two-year term of Chair, and a two-year term as Past-Chair. The management of the Section shall be the responsibility of the Executive Committee.
2. The Executive Committee will be augmented by between one and three **Student Representatives** and the **chairs of standing committees** such as the Convention Program Chair, the Newsletter Editor, and the chair of the awards committee. These Student Representatives and standing committee chairs may be ex-officio members or may simultaneously hold another role on the executive.
3. The **Chair** shall:
 - a) provide leadership for the section
 - b) ensure that all policies and actions approved by the general membership or by the Executive Committee are implemented;
 - c) communicate with the Executive Committee, Section members, and Student Affiliates to apprise them of policies and actions of the Section and issues pertaining to educational and school psychology in Canada
 - d) preside at general meetings of the Section and chair meetings of the Executive Committee;

c) represent the Section on the CPA Committee on Sections, to the CPA Board of Directors, and to external bodies;

d) provide an Annual Report to the members and to CPA.

4. The **Chair Elect** shall:

a) Chair the Nominating Committee;

b) participate on or chair other Section committees;

c) perform duties assigned by the Chair or requested by the Executive Committee or the general membership.

5. The **Past-Chair** shall:

a) fulfill the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office;

b) participate on or chair Section committees;

c) perform duties assigned by the Chair or requested by the Executive Committee or the general membership.

6. The **Secretary-Treasurer** shall:

a) issue notices and meeting agendas, and prepare, maintain, and distribute the minutes of general meetings and of the Executive Committee;

d) work with CPA Central Office to maintain an up-to-date list of members, including a record of the dues paid by members in order to establish those in good standing;
Membership dues shall be collected by the CPA Head Office at the time of the annual membership subscription to the Association. The CPA Head Office disburses the dues collected to the Section along with a roster of the names and addresses of Section members. A fee for processing Section dues and memberships is set by the CPA Board of Directors in consultation with the Committee on Sections and with sufficient notice given to allow for the Section to plan a budget. (Bylaw VII.5 Policy)

- c) be responsible for the care and custody of the funds and other assets of the Section and for making payments for all approved expenses;
 - d) maintain books of the accounts which shall be made available for inspection by members at any reasonable time on request;
 - e) annually, at least four weeks before the Annual Meeting of the Association, submit an Annual Report, including a financial statement, to the Board of Directors of the Association; the financial statement shall include a budget for the ensuing year which shall be subject to approval by the Board of Directors;
 - f) perform duties assigned by the Chair or requested by the Executive Committee or the general membership;
 - g) the signing officers of the Section shall be the Secretary-Treasurer and the CPA [Manager, Governance & Sections Administration](#).
7. The **Member(s)-at-Large** shall:
- a) provide input on issues relevant to educational and school psychology in Canada and the Section;
 - b) participate on or chair Section committees;
 - c) perform duties assigned by the Chair or requested by the Executive Committee or the general membership.
8. The **Student Representative(s)** shall:
- a) act as liaison between the Section and student affiliates;
 - b) participate on or chair Section committees;
 - c) perform duties assigned by the Chair or requested by the Executive Committee or the general membership.

VII. GENERAL MEETINGS

1. The general membership shall retain all powers of the Section except the management duties delegated in Section Terms of Reference VI to the Executive Committee of the Section.
2. A Section Annual General Meeting shall be held at the time and in

the location of the annual convention of the CPA.

3. The Executive Committee of the Section may call a special general meeting by giving at least 30 days-notice of the time and place (or electronic format) of the meeting and of the specific agenda items to be considered. Such meetings may be conducted electronically, through video conferencing or e-mail, and voting on any items may be done by e-mail, as well. Passing of a motion will be determined by a simple majority of the members voting on an agenda item.
4. A quorum for the transaction of business at all general meetings including the Section Annual Meeting shall be 15.
5. The meetings of the general membership shall be conducted in accordance with the latest edition of Robert's Rules of Order (<http://www.rulesonline.com/>).

VIII. COMMITTEES

1. The Executive Committee 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 an annual meeting or through an electronic or mailed vote as provided for in Section VII-3. Ad hoc committees may be established by approval of a motion or at a meeting of the Executive Committee of the Section.

IX. AMENDMENTS

1. These Terms of Reference may be amended by approval of a motion by a two-thirds majority of votes cast at the Section Annual Meeting or by an e-mail or mailed vote as provided for in Section VII-3, provided that at least thirty days-notice is given for such a motion, and that the amendments receive subsequent approval by the Board of Directors of CPA.

Proposed for Adoption: February, 2016