

(INSERT SECTION LOGO HERE)

MODEL TERMS OF REFERENCE FOR  
SECTIONS OF THE  
CANADIAN PSYCHOLOGICAL ASSOCIATION

Amended by the CPA Board of Directors  
November 2016

Mandatory  
By Reason of

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I. NAME

By-Law VII            1. The organization shall be called the Section on  
(state the Name in full), hereinafter referred to  
as "the Section".

II. PURPOSE

By-Law VII.1        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 (Name of Section) 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;

NOTE:

Policy                            The Model Terms of Reference for the Sections of the  
Canadian Psychological Association is to be used as a  
By-Law VII.4            guiding model by the Sections in developing their  
respective Terms of Reference. The Terms of Reference  
of the Sections must also receive individual approval  
from the Board of Directors.

These Terms of Reference for Sections of the Canadian Psychological Association are formulated to assist Sections in developing Section By-Laws which will comply with requirements of CPA, while at the same time serving the special interests of members. Those items which are mandatory are presented in bold type and referenced on the left-hand column to CPA By-Laws and CPA Policies. The remaining items have some flexibility in how they address the various clauses in By-Law VII on SECTIONS. The recommended options are based on similarity to CPA operations, on *Procedures for Meetings and Organizations* by M.K. Kerr and H.W. King, and on common practice. Sections may modify optional clauses to represent their needs.

b) contribute to the development and organization of the scientific program for the CPA's annual National Convention;

By-Law VII.8

c) represent the interests of the Section within CPA by initiating and/or contributing to such activities as position papers, policy statements, and special meetings;

d) and make representations, on behalf of its members to external organizations or agencies with the approval of the CPA Board of Directors.

e) (list here other activities that the Section is **expected** to do)

3. The Section may also engage in the following activities:

a) (list here any activities that the Section **may wish** to do)

By-Law VII.9

4. The Section shall have access to the 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.

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III. FORMATION

By-Law VII.1

1. The Section is an agent of the CPA and operates in accord with By-Law VII of the Association.

By-Law VII.2

2. Approval to establish the Section within the Association is granted by the CPA Board of Directors in accord with CPA By-Law VII.2.

By-Law VII.3

3. The Section may be dissolved by the CPA Board of Directors in accord with By-Law VII.3.

#### IV. MEMBERSHIP

By-Law VII.2

1. Membership in the Section is open to all Members and Student, International and Special Affiliates of the CPA.
2. Criteria for Associate Membership:  
Associate membership in the Section is open to those who do not meet the eligibility requirements to become a 'Member' of the CPA but nevertheless declare an intention to pursue the stated purposes of the Section.
3. 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. Associate members of a Section cannot vote, nominate, or hold office in either the CPA or the Section. Associate Members may enjoy other privileges of Section membership. Only Members and Affiliates of the CPA may partake in the benefits afforded with association membership.
4. Only Members and Student Affiliates of the CPA are eligible to make posts to any electronic mailing 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.
5. Any Member of the 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 all Association and Section annual dues.

By-Law VII.5

6. The Section shall establish annual dues (aka membership dues). 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 and Student Affiliates. The Section must charge a minimum of \$2 per Full Member and \$1 per Student Affiliate to cover the CPA administration fees.

7. Any member may resign from membership in the Section by giving written notice to the Secretary-Treasurer of the Section. Section membership dues are not refundable following resignation

By-Law XI.

8. Any member suspended from the CPA under its By-Law 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 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.

#### V. OFFICERS AND EXECUTIVE COMMITTEE

1. There shall be at least 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. The term for each elected office is one year (or two years) ending at the close of the Section's Annual Business Meeting. A Secretary, Treasurer or Secretary-Treasurer shall either be elected or appointed annually (or bi-annually) by the Chairperson. These officers comprise the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee.

2. 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 mail, e-mail, or secure Web-form ballot. 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.

3. The Chairperson shall:

- a) Provide the overall supervision and administration of the affairs of the Section and ensure that all policies and actions approved by the Section's general membership or by the Executive Committee are properly implemented.
- b) 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. (CPA By-Law VII.7 states: The Section shall elect or appoint a representative to sit on the Committee on Sections of the Association and shall regulate through the Section Terms of Reference the method of appointment or election and the terms of office.)
- d) Provide an annual report to the members and to the CPA.

By-Law VII.7

4. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Section's Executive Committee or general membership.

5. The Past-Chairperson 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) Perform duties assigned by the Chairperson or

requested by the Section's Executive Committee or general membership.

6. The Secretary, Treasurer or Secretary-Treasurer shall:

a) Issue notices and agenda, and prepare, maintain, and distribute the minutes of Section general meetings and of the Executive Committee.

By-Law VII.5

b) Receive from CPA Head Office a list of up to date Members, including a record of the dues paid by Members.

Policy

Membership dues shall be collected by the CPA Head Office at the time of the annual membership subscription to the Association. The CPA Head Office disburses the dues collected to the Section along with a roster of the names and addresses of Section members. A fee for processing Section dues and memberships is set by the CPA Board of Directors in consultation with the Committee on Sections and with sufficient notice given to allow for the Section to plan a budget.

c) Be responsible for the care and custody of the funds and other assets of the Section and for making payments for all approved expenses. Funds shall be maintained in a chequing account in a Canadian Chartered Bank, as determined by the CPA. Purchases of investments, such as Guaranteed Investment Certificates are prohibited.

d) Section dues are to be used annually and are not to be accumulated. Balances over \$5,000 (as measured on December 31 each year) shall be returned to the CPA. Exceptions to this By-Law require the approval of the CPA.

e) Maintains books of the accounts which shall be made available for inspection by members at any reasonable time on request.

By-Law VII.6

f) Annually, at least four weeks before the Annual General Meeting of the Association, the Secretary of the Section shall submit an Annual

Report, to the Board of Directors of the Association.

- g) Annually, at the end of January, a financial statement must be submitted 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.
  - h) Carry out other duties as may be assigned by the Chairperson.
7. The signing officer of the Section shall be the Chairperson, the Treasurer, or the Secretary-Treasurer. A CPA Head Office staff member is also a signing officer on the Section bank account.
8. Officers shall remain in office until their successors are elected or appointed, unless they resign, or are removed from office by a two-thirds vote of the body that elected or appointed them. 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.
9. 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.

#### VI. SECTION ANNUAL BUSINESS MEETING

1. The general membership shall retain all powers of the Section except the management duties delegated in Section By-Law V to the Executive Committee of the Section.
- a) Communication among Section members may take place at any time of the year by e-mail or 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 or mail vote will be ratified at the Annual Business

Meeting.

2. An Annual Section Business Meeting shall be held at the time and in the location of the annual national convention of the CPA.
3. 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.
4. 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.)
5. 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.

Policy

#### VII. COMMITTEES AND WORKING GROUPS

1. The Executive Committee may appoint standing or other committees (or working groups) as it deems desirable to facilitate the achievement of the purposes of the Section. (Standing committees that Sections may wish to establish include Convention Program Committee, Newsletter Committee, Public Information Committee)
2. 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.

#### VIII. AMENDMENTS

By-Law VII.4

1. These 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 Board of CPA.