

CANADIAN  
PSYCHOLOGICAL  
ASSOCIATION



SOCIÉTÉ  
CANADIENNE  
DE PSYCHOLOGIE

## Procedures for Forming a Section

Approval to establish a Section within CPA may be granted by the Board of Directors when a group of at least 25 CPA Fellows and Members of the Association submit a petition which includes:

- a statement of purpose and goals of the proposed Section;
- the name of the Section;
- the name of the founding Chairperson or Coordinator; and
- the name(s) of any other founding officers.

The petition should include the names of the petitioners (on a single or on separate sheets of paper) and should be forwarded to the Board of Directors through the Chair of the Committee on Sections via the CPA Head Office email address: [sections@cpa.ca](mailto: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 Convention Manager at CPA Head Office ([conventionmanager@cpa.ca](mailto:conventionmanager@cpa.ca)) by November 1st of the calendar year before the next Convention.

## Developing Section By-Laws

**Within one year** of obtaining approval to establish a Section, a Section is required to pass By-Laws (by email vote or at the Section's annual meeting held during the Convention) in conformity with the Model By-Laws (<http://www.cpa.ca/docs/file/Sections/SectionModelByLaws11092012.pdf>).

These Section-passed By-Laws shall be forwarded for Board approval to the Chair of the Committee on Sections via email at: [sections@cpa.ca](mailto:sections@cpa.ca). Section By-Laws may completely parallel the Model By-Law structure, or may vary from it, as long as all bold items in the Model By-Laws are covered in the Section's By-Laws.