

BY-LAWS FOR  
SECTION ON TRAUMATIC STRESS OF THE  
CANADIAN PSYCHOLOGICAL ASSOCIATION

Approved by Board of CPA, June, 2003

I. NAME

The organization shall be called the Section on Traumatic Stress, 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 Traumatic Stress (TS) as a special interest area in psychology. More specifically, the purpose of the TS section is to promote evidenced-based mental health assessment and treatment, educate the public about the importance of appropriate traumatic stress treatment and research, and actively encourage the involvement of appropriate public and private sector agencies in the development of effective policies and procedures to address the psychological effects of traumatic stress within the Canadian population.
- 2) In pursuance of this purpose, the Section intends 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;
  - d) make representations, on behalf of its members to external organizations or agencies with the approval of the CPA Board of Directors.
- 3) Other activities that the Section intends to do are:
  - a) promote evidence-based mental health care for trauma survivors;
  - b) promote best-practice assessment protocols for use with trauma survivors;
  - c) advocate for research funding for the psychosocial consequences of disaster, interpersonal violence, industrial and transportation accidents, medical trauma, emergency work, military, refugee trauma, torture, and other types of trauma to which the Canadian public is exposed;
  - d) promote discussion of trauma research and related issues through participation in programming the annual CPA convention, section newsletters, and electronic media;
  - e) establish information exchanges with other national and international associations involved with disaster and trauma issues.
- 4) The Section may also engage in the following activities:
  - a) advocate for populations particularly vulnerable to traumatic stress through their status e.g., disabled, First Nations, refugees, new immigrants;

- b) advocate with both government and private third-party insurers for more inclusive coverage of effective interventions for the psychological consequences of traumatic stress;
  - c) inform the Canadian public about the prevalence, economic effects and psychological science pertinent to traumatic stress;
  - d) endeavour to facilitate the development of emergency planning in Canada through such measures as public education, promotion of appropriate training for psychosocial interventions, and develop a list of trained volunteer psychologists;
- 5) 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.

### III. FORMATION

- 1) The Section is an agent of the CPA and operates in accord with By-Law 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 By-Law VII.2. Approval was granted in May, 2002.
- 3) The Section may be dissolved by the CPA Board of Directors in accord with By-Law VII.3.

### IV. MEMBERSHIP

- 1) Full membership in the Section is open to all Fellows, Members and Student, Foreign and Special Affiliates of CPA.
- 2) 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: a demonstrated interest and expertise in the area of Traumatic Stress. 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 and affiliate is entitled to one vote. Affiliate members of CPA who are members of the Section and Associate members of the Section may enjoy full privileges of membership except for holding office.
- 4) 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.
- 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 is no longer eligible 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 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 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.

#### V. OFFICERS AND EXECUTIVE COMMITTEE

- 1) There shall be five elected officers, these being, the Chair, Chair-Elect, the Past-Chair, the Secretary-Treasurer, and Student Representative. The term for each elected office, with the exception of the Secretary-Treasurer, is one year ending at the close of the Annual General Meeting. A Secretary-Treasurer shall be elected bi-annually. These five officers comprise the Executive Committee of the Section.
- 2) The management of the Section shall be the responsibility of the Executive Committee.
- 3) Nominations and election of Officers and Executive Committee shall be made according to the procedure described in Appendix I.
- 4) Officers and Executive Committee shall be elected by majority .
  - 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.
  - b) The Chair-Elect is available to carry out duties assigned by the Chair or requested by the Executive Committee or the general membership.

- c) The Past-Chair shall:
    - i) Fulfill the duties of the Chair when that person is temporarily absent or otherwise unable to perform the duties of the office.
    - ii) Perform duties assigned by the Chair or requested by the Executive Committee or the general membership.
  - 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.
    - iii) 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.
    - iv) Be responsible for the care and custody of the funds and other assets of the Section and for making payments for all approved expenses.
    - v) Maintains books of the accounts which shall be made available for inspection by members at any reasonable time on request.
    - vi) Annually, at least four weeks before the Annual Meeting of the Association, the Secretary of the Section shall submit an Annual Report, which includes 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.
    - vii) Carry out other duties as may be assigned by the Chair.
  - e) The Student Representative will carry out duties as assigned by the Chair and Executive Committee.
- 5) The signing officers of the Section shall be the Chair and the Secretary-Treasurer.
  - 6) 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.
  - 7) Vacancies that occur on the Executive Committee shall be filled by appointment by the Executive Committee. A vacancy in the office of Past-Chair shall normally be filled by the next immediate Past-Chair.

## VI. GENERAL 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.
- 2) An 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 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 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.

## VII. COMMITTEES

- 1) The Executive Committee may appoint standing or other 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.

## VIII. AMENDMENTS

These By-Laws may be amended by approval of a motion by a two thirds 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.

## APPENDIX I: Procedure for Nominations and Elections.

- 1) Nominations and Elections Committee:
  - a) The Past-Chair shall be responsible for conduct of Nominations and Elections.
- 2) Nominations procedure:
  - a) At least ten weeks prior to the Annual General Meeting, issue an email call to all members of the Section for nominations to any positions to be vacated;
  - b) Nominations must be in supported by two or more members. The nominee's agreement to the nomination and brief biography must accompany the nomination;
  - c) The deadline for submission of nominations is three weeks from the date of issue of the call.
  - d) Past-Chair will Prepare one list of all nominated candidates, ensuring that at least one candidate is nominated for each position.
- 3) Election procedure:
  - a) Prepare a ballot for those positions having more than one nominee. At least seven weeks prior to the Annual General Meeting.
  - b) Circulate the ballot and brief biographies by email to all members of the Section.
  - c) The deadline for return of ballots is to be three weeks from the date of issue of the ballots.
  - d) The Past-Chair will report the election results at the Annual General Meeting.