

BY LAWS FOR THE SECTION ON PSYCHOLOGISTS IN EDUCATION  
OF THE CANADIAN PSYCHOLOGICAL ASSOCIATION

NAME

1. The organization shall be called the Section on Psychologists in Education 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 Educational and School Psychology 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 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.
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; that is, those who are not CPA members, but who nevertheless

declare an intention to pursue the stated purposes of the Section. 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. 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, *with the exception that Student Affiliates may be elected to the non-voting office of Student Representative on the Executive Committee.*
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.

## V OFFICERS AND EXECUTIVE COMMITTEE

1. There shall be *at least eight* elected officers: Chair, Chair-Elect, Past-Chair, Secretary-Treasurer, *Program Chair, Member(s)-at-Large, Newsletter Editor, and Student Representative(s) (non-voting).* A *Member (or Members)-for-Life* may be elected also. The term for each elected office is two years, ending at the close of the Annual General Meeting, *except for the Member(s)-for-Life, whose term shall be for the lifetime of the member.* These *eight or more* officers shall comprise the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee.
2. Nominations for the Chair-Elect, Secretary-Treasurer, *Program Chair, Member(s)-at-Large, Newsletter Editor, Member(s)-for-Life, and Student Representatives* may be made up to the time of the annual election.
3. The Chair-Elect, Secretary-Treasurer, *Program Chair, Member(s)-at-Large, Newsletter Editor, Member(s)-for-Life, and Student Representative,* shall be elected by majority vote of members present and voting at the Annual General Meeting.

4. The Chair shall:
  - a) 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;
  - 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;
  - d) provide an Annual Report to the members and to CPA.
5. The Chair-Elect is available to carry out duties assigned by the Chair or requested by the Executive Committee or the general membership.
6. 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) perform duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
7. The Secretary-Treasurer shall:
  - a) issue notices and agenda, and prepare, maintain, and distribute the minutes of general meetings and of the Executive Committee;
  - b) 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;
  - 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) carry out other duties as may be assigned by the Chair.
8. *The Program Chair shall:*
  - a) *oversee all of the Section's participation in the Annual Convention Program of the CPA.*

- b) be the correspondent of the Section with the Convention Coordinator.*
  - c) obtain reviewers of Section programme submissions for the Convention, and oversee the completion of this process.*
  - d) be responsible for obtaining a Speaker for the Annual Business Meeting.*
  - e) co-ordinate the Section's efforts to sponsor a pre-Convention Workshop.*
9. *The Newsletter Editor shall:*
- a) edit the Section Newsletter;
  - b) serve as media contact person;
10. *The Member(s)-at-Large and the Member(s)-for-Life shall:*
- a) *act as consultant(s) to the Executive Committee.*
  - b) *perform whatever duties the Chair shall ask of them.*
11. *The Student Representative(s) shall:*
- a) *act as liaison between the Section and student affiliate members.*
  - b) *perform whatever duties the Chair shall ask of them.*
12. The signing officers of the Section shall be the Chair and the Secretary-Treasurer.
13. 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.
14. 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.

## VI. GENERAL MEETINGS

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. 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 or at a meeting of the Executive Committee of the Section.

#### VIII. AMENDMENTS

1. 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 Executive of CPA.

Adopted May 2002