

## **By-Laws of the Section on Sport and Exercise Psychology of the Canadian Psychological Association**

*Approved by CPA Board of Directors, March 2008  
French version under development*

### **I. Name:**

1. The organization shall be called the Section on Sport and Exercise Psychology, hereafter 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 the “CPA”) are met and interests are served. The purpose of this Section is to promote the development of Sport and Exercise Psychology as a special interest area in Psychology. It aims to provide a forum for psychologists and psychology students working with athletes, coaches, parents, sports organizations, and/or other sport science professionals in clinical/counselling, research, and/or teaching/educational roles.
2. In pursuance of this purpose, the Section is expected to:
  - a. Communicate and provide information to members about current activities, events, research and practice developments in the area via email, newsletter, or webpage;
  - b. organize sessions and activities at the Annual CPA Convention that are of interest to members; and
  - c. represent the interests of the Section within CPA, when applicable, through initiating such activities as position papers, policy statements, and special meetings; and make representations or agencies with the approval of the Executive Committee of the CPA Board of Directors;
3. The Section may also engage in the following activities:
  - a. recognize contributions to sport and exercise psychology through the creation of such awards as the Section deems appropriate;
  - b. promote and support initiative related to the research, education, and training in sport and exercise psychology;
  - c. liaise with the annual CPA convention fun run;
  - d. educate and inform the public, sports community, and psychologists in other disciplines about the research in, and the practice and delivery of psychological services provided to athletes and other sports professionals;
  - e. advocate, where appropriate, for sport science professionals, coaches, athletes, and sports organizations, regarding ethical concerns;
  - f. liaise, when possible, with non-psychology specific organizations who regulate the practice of services to athletes that are not otherwise governed by the profession of psychology; and

- g. distinguish the specialized services, issues, and training required by psychology-track students and practitioners who are regulated by the various laws and ethic principles relevant to the profession of psychology and sub-specialization of sport psychology.
4. The Section shall have access to the Board of Directors through the Executive Committee for consideration of issues of concern to the Section involving matters relevant to the relationship of the Section of the Association to the 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 the CPA 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 CPA By-VII.3

### **IV. Membership**

1. Full membership in the Section is open to all Fellows, Members, and Affiliates, including Students, 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 as defined by the categories listed in IV(1), 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: education or research in sport and exercise psychology, or a history of employment in an occupation relevant to sport and exercise psychology. Applications for Associate membership shall be reviewed by the Executive Committee of the Section and a recommendation made to the general membership. Usually Associate membership will coincide with Special Affiliate membership of CPA.
3. Members of the Section who are full members of CPA as listed in IV(1) may exercise full voting rights and nominate. Generally, only Full Members and Fellows of CPA may hold office. In exceptional cases, Affiliates may hold select positions of office pursuant to V(4) and V(5). Each member and affiliate is entitled to one vote. Associate members of the Section, that are not CPA members, may enjoy full privileges of membership except they may not vote, nominate, or hold 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 of vote of members present and voting at the Annual General Meeting (AGM). Adjustments to fees may occur after the AGM if deemed appropriate by a

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 position 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 three elected officers, these being, the Chairperson, Chairperson-Elect, and the Past-Chairperson. The term for each elected office is normally one year (or two years) ending at the close of the Annual General Meeting. In exceptional cases (ie. absence of nominations or interested parties for executive positions), a longer term, but generally no longer than 4 years, is accepted. A Secretary-Treasurer or a Secretary and a Treasurer shall either be elected or appointed annually (or bi-annually) by the Chairperson. These four or five officers comprise the Executive Committee of the Section. In the event of vacancies, one Director position may be appointed to serve on the executive until the time of the next AGM pursuant the conditions in V(4). The management of the Section shall be the responsibility of the Executive Committee.
2. Elections and nominations will usually begin at the time of the conference submissions and may be made up to the time of the annual election. At this time, the Chair-Elect will move in the position of Chairperson, and the previous Chair person will move into the position of Past-Chairperson. The

- Chairperson-Elect and the Secretary-Treasurer or separate Secretary and Treasurer may be elected by a majority vote of members present and voting at the Annual General Meeting. In the absence of nominations, arrangements can be made by the Section Executive Committee to appoint individuals to hold the vacant positions pursuant to V(3) and V(4).
3. Vacancies that occur on the Executive Committee shall be filled by appointment of Full members described in IV(3) by the Executive Committee for a period of time leading up to the next AGM. In the absence of a Chair-Elect to move to the Chairperson's position, the previous Chairperson will continue in that position pursuant to V(1). A Chair-Elect shall be sought and appointed when possible up to the time of the next AGM where elections may occur pursuant to V(2). A vacancy in the office of the Past-Chairperson shall normally be filled by the next immediate Past-Chairperson and in the absence of a new Chair pursuant to V(1), the previous Past-Chairperson will remain in that role for one year. In the absence of the Treasurer position, the Chair, Chair-Elect or Past-Chairperson as voted on by the Executive committee must assume the duties until appointment of this position is filled. Vacancies for Secretary may be made according to V(4).
  4. In the event that executive positions are not filled according to V(1), V(2), and V(3), a Director position or Secretary may be appointed by the Executive Committee to achieve a minimum of three or four officers of the Executive Committee. Affiliates may hold office as an appointed Director or Secretary. Affiliates may not normally hold the position of Chair, Chair-Elect, or Past-Chairperson. Affiliates may not hold the position of Treasurer or have signing rights at any time. In the event of vacancies, the order of appointment for Secretary or Director will be as follows: (i) Canadian Graduate Student affiliates in psychology, usually at the Doctoral level; (ii) Canadian Special Affiliates in a field related to sport or exercise psychology; (iii) International Affiliates (non-students) in psychology as per CPA by-law II; and (iv) Canadian Graduate Student Affiliates in a field related to sport or exercise psychology, usually at the Doctoral level. In exceptional circumstances, appointment to the Chair or Chair-Elect may occur in the following order: (i) Canadian Graduate Student affiliates in psychology, usually at the Doctoral level; or (ii) International Affiliates (non-students) in psychology.
  5. Canadian Graduate Student affiliates in psychology or a related field, usually at the Doctoral level, and Special affiliates in a field related to sport or exercise psychology may be elected or appointed by the Chairperson pursuant to V(1) and may hold additional positions in the event of vacancies pursuant to V(4).
  6. 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 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 or appoint a member of the Executive committee, normally the Past-Chairperson or Chair-Elect, if necessary.
  - 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 By-Law the method of appointment or election and the terms of office.)
  - d. Provide an annual report to the members and to the CPA.
7. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
8. 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 Executive Committee or the general membership.
9. 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 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. 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.
  - 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, 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.
  - f. Carry out other duties as may be assigned by the Chairperson.

- g. In the event of separate roles as a Secretary and Treasurer, the roles will be divided, specifically with the Secretary performing duties according to V(9a,b) and the Treasurer performing duties according to V(9c,d,e).
- 10. The two signing officers of the Section shall be the (1) Chairperson and (2) the Secretary-Treasurer or Treasurer in the case that the Secretary and Treasurer roles are separate.
- 11. 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.
- 12. Officers shall not be entitled to any remuneration whatsoever, except for a reasonable reimbursement of expenses incurred in the performance of their duties.

## **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. The 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 normally 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. (Standing committees that Section may include the Convention Program Committee, Professional or Scientific Affairs Committee, Awards Committee, Practice/Training Guidelines Committee, Communications).
- 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 the 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**

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 Board of CPA.
2. These By-Laws will be effective upon approval from the Board of CPA within one year of the Section being established or re-established and until amendments are approved by the CPA by which the new By-Laws will be in force.