

OPERATIONS MANUAL

FOR

CHAIRS OF CPA SECTIONS

May, 1993
(updated October 2003)

TABLE OF CONTENTS

Information About CPA Head Office	4
Year-At-A-Glance for Section Chairs	5
I The Role of Sections Within CPA	7
II Procedures for Forming a Section	8
III Number of Section Members in Subsequent Years	8
IV Procedures for Developing Section By-Laws	8
V Section Dues and Fees Invoicing	8
VI Mailing Labels	9
VII Newsletters	9
VIII Letterhead and Stationery	10
IX Interaction with Government and Other Agencies	10
X Section Annual Report of Activities	10
XI Section Annual Financial Report	10
XII Section Annual Business Meeting	10
XIII New Officers	11
XIV Committee on Sections	11
XV The Role of the "Sub-Committee on Designated Board Seats" in Election Nominations	11
XVI Section Nominations for Invited Speakers	12

XVII	Budget for Invited Speakers	13
XVIII	If Your Invited Speaker is Selected	13
XIX	Procedures for Proposing Pre-Convention Workshops	14
XX	Call for Submissions for Regular Convention Programme	15
XXI	Review Procedures for Submissions for Regular Programme	15
XXII	Section Convention Programme	15
XXIII	Student Awards	15
XXIV	Interest Groups	16
Appendix A:	Model By-Laws for Sections	17
Appendix B:	Guidelines, Procedures and Criteria for CPA Board Approval of Routine Internal Operations, Position Statements, Standards, Guidelines, External Representations, Endorsements, and Public Statements	24
Appendix C:	Sample of Section Financial Report	29
Appendix D:	Form for Requesting Time for Section's Annual Business Meeting	31
Appendix E:	Form for Reporting Current Slate of Officers for Section	32
Appendix F:	Form for Nominating an Invited Speaker/Symposium	34
Appendix G:	Procedures for Annual Convention Submissions	35
Appendix H:	Structure for Interest Groups	41

INFORMATION ABOUT CPA HEAD OFFICE

ADDRESS: Canadian Psychological Association
151 Slater Street, Suite 205
Ottawa, Ontario
K1P 5H3

PHONE NO: 613-237-2144
Toll-free number: 1-888-472-0657

FAX NO: 613-237-1674

E-MAIL cpa@cpa.ca

WEBSITE www.cpa.ca

STAFF:

<u>Name</u>	<u>Title/Responsibilities</u>	<u>E-Mail</u>
Dr. John C. Service	Executive Director	jservice@cpa.ca
Dr. Karen Cohen	Associate Executive Director & Registrar	kcohen@cpa.ca
Marie-Christine Pearson	Executive Assistant	mpearson@cpa.ca
Patricia Black	Secretary to Executive Director	pblack@cpa.ca
François Beaudry	Financial Officer/Advertising	fbeaudry@cpa.ca
Francine Cabana	Receptionist/Subscription Services	fcabana@cpa.ca
Ivan Parisien	Coordinator of Communications & Membership	iparisien@cpa.ca
Sylvia Spallin	Membership Clerk	cpamemb@cpa.ca
Kathleen Lachapelle-Petrin	Convention Coordinator	klpetrin@cpa.ca
Danny Godbout	Convention Assistant	dgodbout@cpa.ca
Ann Marie Plante	Assistant to Registrar of Accreditation Panel/ Document orders	aplante@cpa.ca

YEAR-AT-A-GLANCE FOR SECTION CHAIRS

Page 1

(Section responsibilities in bold.)

<p><u>JANUARY</u></p> <ul style="list-style-type: none"> o Winter issue of <i>Psynopsis</i> in mail. o Election slate and ballots in <i>Psynopsis</i>. o Convention Committee meets at end of month to schedule Convention. o List of Section members and cheque for dues sent to Section Chairs by CPA Membership Coordinator and Finance Coordinator. 	<p><u>FEBRUARY</u></p>	<p><u>MARCH</u></p> <ul style="list-style-type: none"> o <i>Psynopsis</i> submissions due by March 1. o 50-word article on invited speaker(s) needed for <i>Psynopsis</i>. o Notice of Section student award(s) to Convention Coordinator.
<p><u>APRIL</u></p> <ul style="list-style-type: none"> o Spring issue of <i>Psynopsis</i> in mail. o Annual report of Section activities submitted to Chair of Committee on Sections (through Head Office). o Annual Section financial report to be submitted to Chair of Committee on Sections (through Head Office). o Travel arrangements and text of address of invited speaker to Convention Coordinator by April 1, if required. o Catering request to Convention Coordinator by April 30th, if required. 	<p><u>MAY</u></p>	<p><u>JUNE</u></p> <ul style="list-style-type: none"> o CPA Annual Convention (usually). o Pre-Convention Board meeting. o Post-Convention Board meeting. o CPA Annual General Meeting. o Section Annual Business Meeting. o Nominations for Invited Speakers/Symposium to be solicited from Section members at Section Business Meeting. o Determination of whether Section wishes to nominate for Designated Board seats, and what procedures will be followed for such nominations, at Section Business Meeting. o Committee on Sections Annual Meeting. o <i>Psynopsis</i> submissions due by June 1. (Sometimes extended if Convention is late in month.) o Convention begins to close books. (June-July-August)

YEAR-AT-A-GLANCE FOR SECTION CHAIRS

Page 2

<p><u>JULY</u> o Summer issue of <i>Psynopsis</i> in mail.</p> <p>o Call for election nominations in <i>Psynopsis</i>.</p> <p>o Call for nominations for Fellows in <i>Psynopsis</i>.</p> <p>o Call for nominations for CPA Awards in <i>Psynopsis</i>.</p> <p>o Slate of Section's officers for current year to be submitted to Chair of Committee on Sections (through Head Office).</p> <p>o Call for submissions in <i>Psynopsis</i>.</p>	<p><u>AUGUST</u></p>	<p><u>SEPTEMBER</u></p> <p>o List of Section members and cheque for dues sent to Section Chairs by CPA Membership Coordinator and Finance Coordinator.</p> <p>o Deadline for Membership Coordinator to be informed of any changes to Section membership fees (September 15).</p> <p>o Nominations for Invited Speakers/Symposia to be submitted to Convention Coordinator.</p> <p>o <i>Psynopsis</i> submissions due by September 1.</p> <p>o New list of Section Chairs distributed by Chair of Committee on Sections.</p>
<p><u>OCTOBER</u></p> <p>o Fall issue of <i>Psynopsis</i> mailed or "in mail".</p> <p>o Second call for nominations for Fellows in <i>Psynopsis</i>.</p> <p>o Deadline for nominations for Designated Board Seats (October 15).</p> <p>o Deadline for nominations for non-designated Board Seats and President (November 15).</p>	<p><u>NOVEMBER</u></p> <p>o Membership renewal forms sent out.</p> <p>o Deadline for submission of Pre-Convention Workshop proposals.</p> <p>o Pre-Convention workshop proposals reviewed by Continuing Education Committee.</p> <p>o Fall Board meeting.</p> <p>o Invited Speakers approved by Board.</p> <p>o Deadline for nominations for Fellows. (November 30)</p> <p>o Nominations for Designated Board Seats vetted by Sub-Committee on Designated Board Seats.</p>	<p><u>DECEMBER</u></p> <p>o Information on host/hostess for invited/keynote speaker and photograph of speaker, to Convention Coordinator by December 15.</p> <p>o <i>Psynopsis</i> submissions due by December 1.</p> <p>o Deadline for submissions for general Annual Convention Programme.</p> <p>o Deadline for submission of Section Programme abstracts which Section wishes to appear in Convention Abstracts.</p>

I The Role of Sections within CPA

Matters pertaining to the discipline of psychology as a whole are the responsibility of the Board of Directors of the Canadian Psychological Association, whose objectives are:

- o To represent the interests of and provide leadership in all aspects of psychology in Canada.
- o To promote by all possible means the unity, coherence, and sense of identity among the diverse scientific and professional interests, and geographical disparities, of all psychologists in Canada.
- o To maintain a strong and balanced commitment to psychology both as a science and as a profession.
- o To promote, by discussion and research and dissemination of information, the advancement and practical applications of psychological studies in Canada.
- o To issue such publications as may from time to time be considered necessary and feasible.
- o To render such assistance as it can to governments and other organizations concerned with education, health, research, administration of justice, industry, and social and national problems.
- o To provide leadership in the development of national standards, ethical principles, and such matters as may be considered necessary to advance the objectives of the Association.

The Canadian Psychological Association actively encourages groups of psychologists with common interests to share those interests within the context of the objectives of the Association. Such groups, termed Sections, may be formed from time to time and certainly change and disappear from time to time as well.

Sections have official status under the By-Laws of the Association (see CPA by-Laws, By-Law VII - Sections <http://www.cpa.ca/Bylaws.pdf>). They are the primary agents through which the particular and special needs of members are met and interests served, and have the power to:

- o Initiate and undertake activities of relevance to its members.
- o Draft position papers on topics of relevance to the Section.
- o Initiate policy statements in areas of expertise.
- o Organize meetings within CPA.
- o Make specific representation to external agencies or organizations, if it has

received the approval of the Board of Directors to do so.

- o Recommend that CPA make specific representations to external organizations or agencies.

II 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 of any other founding officers. The petition should include the signatures 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 (using the CPA Head Office address).

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 Coordinator at CPA Head Office prior to the end of the calendar year before the next Convention (e.g., prior to December 31, 2004, for the 2005 Convention).

III Number of Section Members in Subsequent Years

Within one year of its approval, a Section must number at least 25 Fellows and Members to continue. The By-Laws of the Association mandate that the Board of Directors dissolve a Section when the Section's membership falls below 25 Fellows and Members. (The Section may submit a petition to the Board of Directors to stay dissolution for one year to enable the Section to re-establish the necessary number.) (See By-Law VII.3, <http://www.cpa.ca/Bylaws.pdf>.)

IV Procedures for Developing Section By-Laws

Within one year of obtaining approval to establish a Section, a Section is required to pass By-Laws (by mail vote or at the Section's annual business meeting held during the Convention) in conformity with the Model By-Laws (see Appendix A). These Section-passed By-Laws shall be forwarded for Board approval to the Chair of the Committee on Sections (using the CPA Head Office address). 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.

V Section Dues and Fee Invoicing

Sections may establish membership fees which will be collected by Head Office. It is recommended that the specific fee not be specified in the Section By-Laws, insofar as the Association's By-Laws require Board approval for any change to a Section's By-Laws. Membership fees can be changed by the Section through a mail vote or through a vote at the Section's Annual Business Meeting.

A list of all Sections and their designated membership fees will be included in the annual CPA membership renewal statement, along with a request for an indication of which Section(s) the CPA member wishes to join. The CPA membership renewal statement also will indicate the Section(s) a member joined in the previous year, together with the fees due for maintaining membership in the Section(s).

Changes in Section membership fees must be reported directly to CPA's Membership Coordinator, no later than September 15 for the new fee to be included in the annual CPA membership renewal statement.

Twice per year, January and September, a cheque for the total collected as Section fees during the quarter (minus an administration fee for each member, \$1.50/section member, \$.75/student) will be forwarded to the Chair, or Treasurer (if known), of each Section by the Finance Coordinator. At the same time, the Membership Coordinator will provide a list of the current names and addresses of CPA members who have opted for membership (and paid the appropriate fee) in the Section.

Sections have the freedom to solicit special donations directly from their members.

VI Mailing Labels

Sections may purchase mailing lists on labels or diskette for their own Section members, for the members of other Sections, for the Chairs of Sections, for the Board of Directors, or for other CPA members from Head Office by requesting them from the Membership Coordinator. The current charge for mailing labels (\$.25/label) will be charged to the Section.

VII Newsletters

(A) *Psynopsis*

Space in each issue of *Psynopsis* is made available to Sections in order to provide a formal mechanism for communication to Section members and to all other members of CPA. The Editor may solicit content for the space by direct correspondence with each Section prior to each volume; however, Section contributions may be sent at any time directly to the Editor. *Psynopsis* is published in January, April, July, and October of each year. The deadline for submissions is the 1st of the preceding month, except for the January issue, for which the deadline is December 1.

(B) Section Newsletters

Sections are free to develop and circulate their own newsletters. However, each newsletter must carry the following disclaimer: "The opinions expressed in this newsletter are strictly those of the authors and do not necessarily reflect the opinions of the Canadian Psychological Association, its officers, directors, or employees". (See Appendix B.)

VIII Letterhead and Stationery

CPA Sections may have their own letterhead. Since Sections do not represent the Canadian Psychological Association as a whole, they are not supplied with CPA letterhead or stationery. In special circumstances, authorization to use CPA letterhead or stationery may be granted to Sections by the Executive Director or President.

IX Interaction with Government and Other Agencies

From time to time, the Board of Directors may request that a Section take action on behalf of the Association in respect to some particular problem for which the Section could best represent the Association. Sections may, on their own initiative, interact with government offices or other agencies, but they must be very careful to indicate that they are not representing, in any official way, the Canadian Psychological Association, unless they have received written authorization from the President or Executive Director to do so. (See Appendix B for further information.)

X Section Annual Report of Activities

Sections are responsible for submitting to the Chair of the Committee on Sections (using the Head Office address), at least four weeks before the Annual Convention (or by the date specified by the Executive Assistant), a report summarizing their activities for the year.

XI Section Annual Financial Report

Sections are responsible for submitting annually to the Chair of the Committee on Sections (using the Head Office address), at least four weeks before the Annual Convention (or by the date specified by the Secretary-Treasurer), a financial report for the fiscal year followed by the Section. The financial report shall include the Section's most recent approved budget. The example of a format for this report can be found in Appendix C.

XII Section Annual Business Meeting

Sections are expected to hold an Annual Business Meeting at the CPA Annual Convention. The time and place for this meeting is scheduled by the Convention Committee. Each Section is asked to submit three preferred times for such a meeting (see Appendix D). The Convention Committee will make every effort to honour a Section's first choice.

Elections of new officers take place (or election-by-mail results are announced) at the Section's Annual Business Meeting. Also, financial reports are received and budgets approved (unless such approval has been carried out by mail, in which case the results are announced). Activities and issues are discussed, future plans approved, nominations for Invited Speakers/Symposia for the next Convention solicited, and all other relevant business matters discussed.

XIII New Officers

Sections are responsible for submitting annually to the Chair of the Committee on Sections (through the Head Office address), by July 31, the current slate of officers for the Section. This should be submitted even if the slate of officers is identical to the slate for the previous year. A form for this submission can be found in Appendix E.

XIV Committee on Sections

A member of the Board of Directors is designated by the President to chair a Committee on Sections. The Chair of the Committee should be kept informed of the actions and activities of each Section. This enables the coordination of joint or overlapping activities of Sections dealing with common issues and problems confronting Sections, and reporting to the Board on matters requiring its attention.

To facilitate the Chair of the Committee on Sections being kept informed, his/her name should be placed on the mailing list of each Section. The address used for the Chair should be the CPA Head Office, although more urgent requests/communications or inquiries may also be sent or communicated directly to the Chair at his/her home or business address/phone number/FAX/e-mail.

Each Section is required to elect or appoint a representative to sit on the Committee on Sections of the Association, in accordance with the procedures specified in the Section's By-Laws.

An Annual Meeting of the Committee on Sections is held at the annual Convention of the Association. It is recommended that, for each Section, both the representative for the previous year and the representative for the upcoming year attend this meeting. However, only one of these representatives may vote when matters come to a vote. Normally, the voting representative would be the official representative for the Section at the time of the Committee on Sections' meeting (which will be either before or after the Section's own Annual Business Meeting).

XV The Role of the "Sub-Committee on Designated Board Seats" in Election Nominations

The CPA Board of Directors includes one director who represent each of: Scientists, Scientist-Practitioners, and Practitioners. These are called Designated Board Seats. Although these three directors are elected by all Fellows and Members, they are nominated by one or more Section(s). (See By-Law IX, <http://www.cpa.ca/Bylaws.pdf>)

A call for nominations with a description of the qualifications for any available Designated Board Seat and of the procedures to be followed, appears in the Summer and Fall issues of *Psynopsis*.

Each Section is expected to establish its own procedures for the consideration of

Designated Board Seat nominations received from its members, or to otherwise make nominations for those seats.

Sections may nominate as many persons as they wish for any available Designated Board Seat. Nominations are to be forwarded to the Chair of the Nominating Committee (through the Head Office address).

At its Annual Meeting, the Committee on Sections appoints three persons to form a Sub-Committee on Designated Board Seats at the annual meeting of the Committee on Sections. This Sub-Committee receives (from the Chair of the Nominating Committee, with the assistance of the Chair of the Committee on Sections) nominations from the Sections for the available Designated Board Seats. The Sub-Committee:

- a) verifies the eligibility of the proposed candidates;
- b) should there be two or more eligible candidates for a specific Designated Board Seat, directs the Committee on Elections to conduct an election;
- c) should there be only one eligible candidate for a particular Designated Board Seat by the deadline, informs the Committee on Elections that the candidate shall be deemed to have been elected by acclamation.

XVI Section Nominations for Invited Speakers

To honour individuals and groups that have made outstanding contributions to the science or profession of psychology in Canada, the Convention Committee arranges for two of these contributions to be the subject of a special Invited Address at the Annual Convention. Nominees for Invited Speaker must be contributing to the science or profession of psychology in Canada. There is no requirement that they be members of the Canadian Psychological Association.

Before CPA's Annual Convention, the Chair of the Convention Committee will write to each CPA Section suggesting that nominations for Invited Speakers be discussed at their Sections' Annual Business Meeting. Nominations made by Sections shall be forwarded to the Chair of the Convention Committee (through the Head Office address) by September 30. (The CPA Board of Directors is also invited to submit nominations.)

Nominations should be made on a Nominations Form (see Appendix F), indicating the nominee's name, institutional affiliation and contribution to psychology (listing recent published work where applicable). Each Section is urged to restrict its nominations to a maximum of two. More than one Section may sponsor the same nominee. A joint nomination carries more weight during the selection process because of the assumed wider appeal to the general membership.

Some consideration is given by the Convention Committee to the geographic site of the convention. Potential speakers residing close to the convention site may be given priority. Also, in recognition of the recommendations of the Task Force on the Status of Women in Canadian Psychology, consideration is given to inviting one or more women and/or

someone whose work is related to women and psychology. The Convention Committee also seeks to balance Scientist/Scientist-Practitioner/ Practitioner topics.

The Convention Committee makes its recommendations for the CPA Invited Speakers to the Board at the Fall Board meeting.

XVII Budget for Invited Speakers

A budget is allocated for an Invited Speaker. CPA covers 2 nights hotel accommodation and return excursion airfare to the Conference, as well as a \$56 per diem for 3 days for food and other expenses, **payable in Canadian currency**. Normally, CPA does not provide stipends or honoraria. However, in order to obtain a senior psychologist of international repute as a speaker, it may be necessary to offer some sort of honorarium. Sections are free to propose collaboration in cost-sharing for such honoraria when they nominate a speaker for whom an honorarium might be required.

XVIII If Your Invited Speaker is Selected

If your nomination is successful, your Section is required to provide the Convention Coordinator with the following information in order that appropriate arrangements can be made:

By November 30

- a) The name of the designated individual who has assumed responsibility for ongoing communication and assistance to the speaker, including meeting and hosting the speaker at the Convention, ensuring the speaker is not left on his/her own, etc.
- b) A photograph of the speaker.
- c) Title of the address
- d) A 200 word abstract for publication in the Abstract issue of "Canadian Psychology".
- e) A small article of fifty words or less to publicize the speaker in the Winter issue of *Psynopsis*
- f) Arrival and departure dates of the speaker
- g) A copy of the text of the address to be made by the speaker (to facilitate translation at the Convention).

The Convention Coordinator will ensure that accommodation is arranged according to the needs of the speaker, and that a kit, badge, programme, welcome gift and cards are in the hotel room in time for the speaker's arrival.

The Convention Coordinator also ensures that a 'thank you' card is sent out after the

Convention, and that reimbursements and final statements are dealt with.

Convention registration fees are waived for Invited Speakers.

(See XXIII, below, for possible alternatives when your nomination for an Invited Speaker is not successful.)

XIX Procedures for Proposing Pre-Convention Workshops

A Pre-convention Workshop may be proposed by one or more Sections, or by one or more individual CPA members.

Pre-convention Workshops must be approved by the CPA Continuing Education Committee. Prior to making a final decision, the Continuing Education Committee consults with the Convention Coordinator. Proposals for Pre-convention Workshops should be submitted to the Chairperson, Continuing Education Committee (through the Head Office address), on or before the deadline date set for submission of pre-convention workshops in the Call for Proposals. Submissions should include:

- (a) title of the workshop;
- (b) a brief outline of the workshop;
- (c) the curriculum vitae and photo of proposed instructor presenter;
- (d) enrolment predictions and limitations, suggested workshop fees for student, CPA members and non-members. GST will be added to all workshop fees;
- (c) space (size and number of rooms, break-out rooms), audio-visual equipment (e.g. overhead projector, slide projector, flipchart, screen, etc.), catering and other facilities required;
- (d) detailed budget (projected expenses for speakers, room and equipment rental, catering, 18% CPA administrative overhead, etc.);
- (e) an abstract of the workshop and information on the presenter/instructor, to be used as advertisement in Psynopsis and the registration form;
- (f) method to be used for evaluating the program.

It is desirable that Pre-convention Workshops be revenue-producing for CPA. Therefore, registration fees and fees paid to workshop presenters, marketing costs, etc., are approved by the Continuing Education Committee in conjunction with the Executive Director. Deadline dates for enrolments, cancellation of enrolment, and cancellation of the workshop are set prior to final approval of the workshop and are agreed to by both the CPA Executive Director and the workshop presenter. Pre-convention workshops are held at the same locale and, if possible, the same hotel as the Annual Convention. Workshops should be no longer than two days in length. The number of workshops are limited for any one Annual Convention.

The SSHRC travel grant cannot be used to support any portion of a pre-convention workshop. Those presenting Pre-convention Workshops are eligible for return economy airfare and a per diem rate. Both of these must come out of the Pre-convention Workshop registration fees. Pre-convention Workshop presenters will be reimbursed up to the following maximal rates (specific agreements will be negotiated by the Chair of the Continuing Education Committee, and the Executive Director, with individual presenters):

- (1) for each hour or portion thereof, \$75.
- (2) for each half-day (3-4 hours), \$300.
- (3) for each day (6-8 hours), \$500.

Travel and living expenses for presenters shall be as follows:

- (1) return economy airfare or \$0.25/km, whichever is least.
- (2) per diem equal to the amount provided for CPA Directors for the Annual Meeting for each day of presentation.

XX Call for Submissions for Regular Convention Programme

The CPA Head Office mails out the Call for Submission forms with the Summer issue of *Psynopsis*, as well as a certain number to all Departments of Psychology, Provincial Associations, Board members, and Section Chairs. Copies may be made of this material.

XXI Review Procedures for Submissions for Regular Convention Programme

Sections play a key role in the review and selection of papers/presentations for the general Annual Convention Programme.

Responsibility for vetting submissions for the general Annual Convention Programme is delegated to a representative from each Section who coordinates the Section's review of the submissions. The review coordinator may not act as a reviewer. Submissions are first sent directly to the Convention Coordinator at Head Office. There they are compiled according to Section area(s) of expertise, and forwarded to the relevant Section representative. Each submission is then subjected to blind review by a Section Review Committee. For more information, please refer to Appendix G.

XXII Section Convention Programme

During the Annual Convention, a two-hour block of time is allocated to Sections wishing to mount their own programme. All arrangements for these events are the responsibility of the Sections. Space assigned is determined by the Convention Committee. If Sections wish abstracts of their papers/presentations to be included in the Convention Abstracts, such abstracts need to be forwarded to the Convention Coordinator, on the same abstract form as submissions to the general Convention Programme, by the same date set for general submissions.

Each Section is allowed up to one (1) registration fee waiver for the keynote speaker in their Programme. All such arrangements must be coordinated and pre-authorized through the Convention Coordinator.

The CPA Convention Committee is actively seeking additional external funds to help fund speakers that Sections have nominated as an Invited Speaker whom the Section wishes

to be part of its Section's Programme. At the moment, funding for such purposes is limited and is based on what is left over from the Invited Speakers budget. Sections are invited to inquire each year about that year's financial-support possibilities.

XXIII Student Awards

Several Sections now offer awards for student papers/presentations which are to be delivered either in the general Convention Programme or in the Section's Programme.

Sections which offer such awards establish their own policies and procedures regarding such awards.

Some Sections send a "Call for Submissions" to their members, asking that students submit a duplicate of their Convention submission to the Section in order to be considered for a student award. Some rely on the Section's list of student members and match this list to papers that are accepted during the Section's review of general Convention Programme submissions. Some also consider student papers/presentations which are part of the Section programme.

The nature of the award varies from Section to Section. Some award a certificate, some award money, some award both, etc.

The Convention Committee is currently working on changes to the Call for Submissions Form and to the computer processing of submissions in order to more readily identify student papers/presentations and facilitate Sections' student award selections.

Notification of a student award must reach the Convention Coordinator by March 1 in order for notice of the award to appear in the Convention Abstracts.

XXIV Interest Groups

In 1992, the Board of Directors approved the creation of Interest Groups within CPA. This status is offered to small groups of psychologists who have a special interest related to psychology and who wish to be supported in getting together at the time of the CPA Annual Convention, but who do not wish to become part of the formal organizational structure of CPA. (See Appendix G for details.)

APPENDIX A

MODEL BY-LAWS FOR SECTIONS OF THE CANADIAN PSYCHOLOGICAL ASSOCIATION

Approved by the CPA Board of Directors
November 1990

Mandatory
By Reason of

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

These Model By-Laws 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.

- | | |
|--------------|--|
| | <ul style="list-style-type: none"> b) organize sessions at the annual CPA Convention that are of interest to members; |
| By-Law VII.8 | <ul style="list-style-type: none"> 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 CPA Board of Directors. d) (list here other activities that the Section is expected to do) e) etc. |
| | <p>3. The Section may also engage in the following activities:</p> <ul style="list-style-type: none"> a) (list here any activities that the Section may wish to do) b) etc. |
| By-Law VII.9 | <p>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.</p> |

III. FORMATION

- | | |
|--------------|--|
| By-Law VII.1 | <p>1. The Section is an agent of the CPA and operates in accord with By-Law VII of the Association.</p> |
| By-Law VII.2 | <p>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.</p> |
| By-Law VII.3 | <p>3. The Section may be dissolved by the CPA Board of Directors in accord with By-Law VII.3.</p> |

IV. MEMBERSHIP

By-Law VII.2

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:

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.

By-Law VII.5

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.

By-Law III.2

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.

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 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 three elected officers, these being, the Chairperson, Chairperson-Elect, the Past-Chairperson. The term for each elected office is one year (or two years) ending at the close of the Annual General Meeting. A Secretary-Treasurer shall either be elected or appointed annually (or bi-annually) by the Chairperson. These four officers comprise the Executive Committee of the Section. The management of the Section shall be the responsibility of the Executive Committee.
2. Nominations for the Chairperson-Elect and Secretary-Treasurer may be made up to the time of the annual election.
3. The Chairperson-Elect shall be, and Secretary-Treasurer may be, elected by majority vote of members present and voting at the Annual General Meeting.
4. 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.
 - 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.
- 5. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
- 6. 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.
- 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 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) Maintains books of the accounts which shall be made

By-Law VII.5

Policy

available for inspection by members at any reasonable time on request.

By-Law VII.6

- 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.
- 8. The signing officers of the Section shall be the Chairperson and the Secretary-Treasurer.
 - 9. 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.
 - 10. 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. 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.)

Policy

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 Sections may wish to establish include Convention Programme Committee, Newsletter Committee, Public Information Committee, Scientific Affairs Committee, Professional Affairs Committee.)
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

By-Law VII.4

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.

APPENDIX B

GUIDELINES, PROCEDURES AND CRITERIA FOR CPA BOARD APPROVAL OF ROUTINE INTERNAL OPERATIONS, POSITION STATEMENTS, STANDARDS, GUIDELINES, EXTERNAL REPRESENTATIONS, ENDORSEMENTS, AND PUBLIC STATEMENTS.

Carole Sinclair
Chair, Committee on Sections

Approved by CPA Board, May, 1993

Introduction

Insofar as the Canadian Psychological Association represents thousands of psychologists from across Canada, its name carries much weight. As such, the Association has both a legal¹ and ethical responsibility to control the use of its name in its internal operations and in contacts outside of the Association.

The activities of the Association are designed to accomplish the Association's objectives. These objectives relate both to meeting the needs and interests of its members and to enhancing the relationship and contributions of psychology to society at large. As examples of activities consistent with its objectives, the Association: holds an annual convention; publishes peer-reviewed journals; publishes newsletters; advocates for the support of psychological research and services; develops position statements, standards, and/or guidelines (as needed) for the information and guidance of its members; appoints representatives to external task forces and committees; reviews and offers comment/opinion on documents developed by others; and, occasionally makes public statements about current social issues. Suggestions for any such activity may be made by the Board itself, by Board Committees, by Sections, by other organizational components of CPA, by individual members of CPA, or by individuals or organizations external to CPA. However, in all cases, the CPA Board is responsible for approval of the activity as a CPA activity, and any resulting document which carries its name.

The following guidelines, procedures, and criteria for CPA approval set a framework for deciding which activities require prior approval by the CPA Board of Directors, which activities can be carried out with routine safeguards to ensure that they are not misinterpreted as official activities/opinions of CPA, what steps are needed to initiate requests for CPA approval of activities or products, and general criteria used by CPA in approving requests.

¹ CPA's legal counsel has confirmed that such a legal responsibility exists. Also, a 1982 American case (*American Society of Mechanical Engineers v. Hydrolevel*) reinforced the need for Associations to clearly articulate the circumstances in which members of an Association have/have not the authority to act on the Association's behalf. The finding in this case was against ASME, even though ASME had not approved the anti-trust activities of their members, "because ASME's members were placed in such a position as to lead a reasonably prudent person to believe that they had the authority to act on ASME's behalf".

1. Guidelines

1.1 Activities of Individual CPA Members

- 1.1.7 There are not restrictions on individual members of CPA working as *individuals* on projects or task forces external to CPA, carrying out research, publishing position papers, developing suggested standards/guidelines, making public statements, etc. However, in such circumstances, CPA members are expected to adhere to the ethical principles and standards of CPA's Code of Ethics, including being careful to make it clear that they are acting as individuals and not as representatives of the Canadian Psychological Association or any of its organizational components. Such clarification is particularly important if the CPA members holds an official position within CPA (e.g., Board members, Section Chair), insofar as the individual work could be interpreted as having some official approval or endorsement by the Association. CPA accepts no responsibility for the activities of CPA members who are acting outside of its official approval or endorsement.

1.2 Activities of CPA Organizational Components

- 1.2.1 Other than adhering to the ethical principles and standards of CPA's Code of Ethics, there are not restrictions on standing committees of the Board, Sections, or other organizational components of CPA carrying out routine activities and correspondence with persons external to the Association, as long as the activities and correspondence are within the delegated mandate and authority of the organizational component (as defined in the CPA By-Laws). The correspondence and reports on activities should be shared regularly with other members of the relevant organizational component. Routine matters would include such things as requesting or sending information, arranging meetings, and exploring issues of mutual concern. It would not include offering oneself or a member of the organizational component as a representative of CPA, giving permission to an external person or organization to use the CPA name (including the name of a CPA Section or other organizational component) in advertising an event external to CPA or for any other purpose, endorsing work produced outside the Association, or making any statement that implies that the writer is acting on behalf of the Association. Correspondence on these latter matters would require prior approval of the CPA Board.
- 1.2.2 Statements of opinion/position developed by an organizational component of CPA may be published in any CPA publication (including Section newsletters), under the name of the organizational component, without prior approval of the CPA Board. Publication of such statements outside of CPA requires CPA Board approval.
- 1.2.3 With the exception of statements of opinion/position which have been specifically

approved by the CPA Board of Directors², all CPA publications³ and non-approved statements of opinion/position (including drafts⁴) should clearly indicate which person(s) or group(s) have produced them and must carry the following disclaimer: "The opinions expressed in this _____ are strictly those of the authors and do not necessarily reflect the opinions of the Canadian Psychological Association, its officers, directors, or employees."

2. Procedures

2.1 Routing of Requests for CPA Approval

2.1.1 Each current organizational component of CPA has a representative on the CPA Board of Directors (e.g., Chairs of standing committees). Requests for Board approval should be routed through the appropriate Board representative. If the representative is not available and there is some urgency for attention to the request, the request may be routed through the Executive Director or President.

2.1.2 Individual CPA members may make requests through the Executive Director or President.

2.2 Content of Requests

2.2.1 Requests may be for:

- a) The organizational component or individual to act
- b) The CPA to act.
- c) The CPA to approve a written product.
- d) The CPA to develop a written product.
- e) Any combination of the above.

² CPA statements of opinion/position which have been specifically approved by the Board of Directors include such items as the *Canadian Code of Ethics for Psychologists*, *Practice Guidelines for Providers of Psychological Services*, the *Position Paper on Beginning Reading Instruction* and policy statements published in the *CPA Directory* (e.g., *Sexual Harassment*, *Minority Groups*). All such statements indicate that they have been approved by the CPA Board of Directors and the date of such approval.

³ "CPA publications" include all Association journals, the Association newsletter, and all Section newsletters.

⁴ "Non-approved statements of opinion/position (including drafts)" include draft statements of opinion/position being prepared for consideration of the Board, and all statements which are developed by organizational components or individual members of CPA and circulated to stimulate discussion and comment (e.g., the Committee on Ethics' statement of opinion "Crisis and Conscience: The Military and a Just Society").

2.2.2 The Board expects that, with rare exceptions made for some urgent matters,⁵ the request for approval will be in writing and that request shall include:

- a) A description of the proposed activities, or the actual statement being proposed for approval.
- b) Information about how the proposal was generated (e.g., consultation, vetting, level and source of support).
- c) The relevance and importance of the request to CPA objectives.
- d) Possible implications for CPA.
- e) Consistency with current CPA policies and ethical principles.
- f) Supporting facts and knowledge.

2.3 Board Procedures

2.3.1 Approval should be decided by the entire Board whenever possible.

2.3.2 The request may have the following possible outcomes.

- a) Approval of the request with/without further suggestions or conditions.
- b) Denial of the request with a written explanation and with/without suggestions.

2.3.3 The Board will re-consider requests which have been previously denied, if the request for re-consideration is accompanied by further information or clarification of the original request. Such requests should follow the routing specified under 2.

3. Criteria for Board Approval

3.1 Support for an Activity

3.1.1 The Board expects that requests from an organizational component will have evidence of strong support by the members of the organizational component and that there will have been prior vetting of any written statement for which approval is being requested. In most cases, such vetting will have been by the entire membership of the organizational component submitting the request.

⁵ Urgent matters are those which have deadlines outside the control of the person/organizational component making the request (e.g., government policy decision to be made on a particular date, request for feedback by a particular date).

3.2 Written Statements

3.2.1 Written statements/documents being submitted for approval are expected to:

- a) Be clear and logical.
- b) Clearly differentiate between fact and opinion.
- c) Respectfully acknowledge differences of opinion between CPA members, if such exist.
- d) Provide supporting evidence if available and appropriate (e.g., research evidence, CPA policy).
- e) Where relevant, invite collaboration, and constructive resolution of differences, rather than include personal attack or impute negative motives.
- f) Be consistent with CPA's Code of Ethics.

3.3 Public Statements

3.3.1 In addition to being subject to the criteria for Support for an Activity (3.1.1) and Written Statements (3.2.1), decisions regarding approval of requests for making public statements are subject to CPA policy 1990-1⁶ on Public Statements. In particular, the CPA Board's decision will be based on the relevance of the issue to psychology as a profession and/or science, the supporting facts and knowledge, the relevance and consistency of the proposed Public Statement with the ethical principles adopted by the Association, and the timeliness and anticipated impact of the statement.

⁶ CPA Policy Statement 1990-1

The Board of Directors shall be responsible for making a determination on public statements from the Canadian Psychological Association on an individual basis. The Board may delegate this task to the Executive Committee.

The Board of Directors shall consider written requests from Members or other organizational components of CPA or individuals and organizations external to CPA to make public statements.

Written requests shall include information on:

- a) the relevancy of the issue to psychology in Canada as a profession and/or science;
- b) the documentation with supporting facts and knowledge;
- c) the relevancy and consistency with ethical principles.

The Board shall act expeditiously on all requests.

APPENDIX C**SAMPLE OF SECTION FINANCIAL REPORT****CPA SECTION ON ABC**

FINANCIAL STATEMENT AS OF 15 APRIL 2010

Revenue

Bank balance as of 31 May 98 (Annual Business Meeting)	\$ 571.19
Interest	58.20
Membership Dues	456.00
TOTAL	\$1085.39

Expenditures

Bank service charge	\$ 9.15
Section cheques	7.80
Long distance phone calls	22.14
Newsletter paper	13.19
Postage	30.50
TOTAL	82.78

BALANCE	\$1002.61
----------------	------------------

CPA SECTION ON ABC**PROPOSED BUDGET FOR 15 APRIL 2009 - 15 APRIL 2010**

Balance Forward		\$1002.61
------------------------	--	-----------

Expected Revenue

Interest	\$ 65.00	
Membership Dues (X members @ \$ x.00)	450.00	
TOTAL	\$515.00	

Expected Expenditures

Bank service charge	\$ 15.00	
Newsletter	100.00	
Postage	50.00	
Student research award	100.00	
Hospitality at annual convention	200.00	
TOTAL	\$465.00	\$ 50.00

Expected Balance		\$1052.61
-------------------------	--	------------------

APPENDIX D**SECTION BUSINESS MEETING REQUIREMENTS**

CPA ANNUAL CONVENTION

(Please type)

Section Name: _____

Meeting Chairperson: _____
(if different from Section Information)

TEL: _____ FAX: _____

E-MAIL: _____

Mailing Address: _____

One hour will be allocated unless otherwise requested.

NO AUDIO-VISUALS FOR BUSINESS MEETINGS.

What is your preference?

Thursday ____ Friday ____ Saturday ____

How many people do you expect will attend? _____

PLEASE RETURN BEFORE NOVEMBER 14 TO:

Kathy Lachapelle Petrin, Convention Coordinator
 Canadian Psychological Association
 151 Slater Street, Suite 205
 Ottawa, Ontario K1P 5H3
 Tel: 613-237-2144, ext. 30 Fax: 613-237-1674
 E-mail: klpetrin@cpa.ca

APPENDIX E**FORM FOR REPORTING CURRENT SLATE
OF OFFICERS FOR SECTION**

SECTION _____

DATES _____
(e.g., 2002-2003)1. Title _____
(e.g., Chair, Secretary-Treasurer)

Name _____

Address _____

Phone _____

Fax _____

E-Mail _____

2. Title _____

Name _____

Address _____

Phone _____

Fax _____

E-Mail _____

3.	Title	<hr/>
	Name	<hr/>
	Address	<hr/>
		<hr/>
		<hr/>
	Phone	<hr/>
	Fax	<hr/>
	E-Mail	<hr/>
4.	Title	<hr/>
	Name	<hr/>
	Address	<hr/>
		<hr/>
		<hr/>
	Phone	<hr/>
	Fax	<hr/>
	E-Mail	<hr/>
5.	Title	<hr/>
	Name	<hr/>
	Address	<hr/>
		<hr/>
		<hr/>
	Phone	<hr/>
	Fax	<hr/>
	E-Mail	<hr/>

Add additional pages, if needed.

APPENDIX F

INVITED SPEAKER NOMINATION FORM

1. NAME OF NOMINEE: _____
2. INSTITUTIONAL AFFILIATION: _____
3. ADDRESS: Business: _____

 Home: _____

4. TELEPHONE: (office) _____ (home) _____
 (fax) _____ (E-mail) _____
5. TOPIC: _____

6. INTENDED AUDIENCE: _____
7. Is the speaker able and willing to speak at the '98 Convention? Yes _____ No _____
8. NOMINATED BY CHAIR OF SECTION(S): 1. _____
 2. _____
 3. _____
 4. _____

Please include a recent C.V., photo and cost estimate for travel and length of stay anticipated and audio-visual requirements.

PLEASE RETURN BEFORE: **SEPTEMBER 30** TO:

Kathy Lachapelle Petrin, Convention Coordinator
 Canadian Psychological Association
 151 Slater Street, Suite 205
 Ottawa, Ontario K1P 5H3
 Tel: 613-237-2144 Ext. 30 Fax: 613-237-1674
 E-mail: klpetrin@cpa.ca

APPENDIX G

PROCEDURES FOR ANNUAL CONVENTION SUBMISSIONS

CONVENTION SUBMISSION REVIEW PROCESS

Overview

The goal of the convention vetting procedure is to enhance the scientific and educational value of the programme content at the Annual Convention. The procedure begins with Head Office sending out the call for submissions with the Fall issue of Psynopsis. Submissions received are distributed to the Sections for reviewing in December. At the end of January, accepted submissions are scheduled by the Convention Committee, along with each Sections reserved three-hour programme time, the Section business meetings and the other convention events.

The Call for Submissions

Head Office:

- 1) Sends out the Call for Submissions concurrently with the Fall issue of Psynopsis; the deadline is December 1st.
- 2) Mails each Section Chair a Programme kit for use in specifying their needs for Section Convention activities. These activities typically include a 2- to 4-hour block of programme time reserved for the Section the contents of which need not undergo the usual submission review process. However, to facilitate inclusion of information pertaining to this event in the programme, a submission form which is clearly identified as the special Section programme is to be returned to Head Office by the December 1 deadline.

Submissions and Head Office's Handling Procedures

By the December 1 deadline, each submitter remits the following completed forms: the submission form face sheet, the "Camera-ready" abstract form, one photocopy of Abstract, and three copies of the unidentified ("blind") abstract form, along with the abstract fee, the notice of reception card and a self-addressed, stamped envelope.

Head Office:

- 3) Enters all submission form data pertaining to authors onto computer files and assigns a computer numerical code to all documents.
- 4) Retains the "camera-ready" Abstracts and makes doubles and stores them in another location for safety.
- 5) Ensures exact payment with submission.
- 6) Notes requests for Travel grant.
- 7) Returns Notice Cards to Authors.
- 8) Staples the symposia papers together to avoid confusion.

- 9) Prepares all files according to Section and sends two copies of each unidentified ("blind") abstract with attached evaluation forms and a roster of submissions to review coordinators.
- 10) Retains all other submitted material (return envelope, one copy of unidentified ("blind") abstract, submission face sheet).

Section Review Procedure

Section Review Coordinators receive two copies of each unidentified abstract form, with attached evaluation form, and a roster of the submissions listing the numerical code, the title of the abstract, and the type of presentation: TR - Theory Review, CS - Conversation Session, IPS - Integrated Paper Session, P - Poster, S - Symposium. ("Blind" abstracts belonging to the same symposium, stapled together at Head Office, will be sent out to be reviewed as a set.) Review Coordinators will also receive a copy of this Submission Review Process and the Submission Evaluation Criteria.

Sections may evolve their own procedures for reviewing submissions. It is recommended that:

- 1) Each submission be independently reviewed by at least two reviewers, who are not in conflict of interest with the submitter (i.e., collaborator, at same institution).
- 2) Easily accessible, rapidly responding reviewers be solicited well in advance of the receipt of submissions to be reviewed, e.g. at the annual Section business meeting, in the Section newsletter or using the Section mailing list provided by CPA to the Section Chair.
- 3) It is important to ensure uniformity of acceptance criteria across Sections; thus, reviewers should receive and utilize the Submission Evaluation Criteria in conducting the reviews.
- 4) Each reviewer indicates his/her recommendations on the rating scale on the "blind" abstract form and return these to the Section Review coordinator.
- 5) Reviewers may also recommend changes in the type of presentation, e.g. from Theory/Review or Integrated Paper Session to Poster. A recommendation to group several posters into an oral presentation would necessitate the Review Coordinator securing the agreement of the submitters concerned.

The Section Review Coordinator:

- 1) Collates and reviews the returned reviews, and resolves any disagreements or obvious errors, again utilizing the Submission Evaluation Criteria.
- 2) Ranks oral presentations in order of priority, utilizing the reviewers' priority rankings, in preparation for the possibility of limited time/space in the convention programme.
- 3) Groups poster submissions by topic to facilitate placement of the presentations on site. These groupings also help the Convention Committee in scheduling if there is a need to split the section posters between two time slots.

- 4) Makes copies of the reviews for safekeeping and forward the originals to the Head Office, along with the roster with an A-Accepted R-Rejection code by each title. (It should be noted that in 1987 the CPA Board of Directors recommended a rejection rate of no more than 5%-10%.)
- 5) List of Identified Authors and Abstract Titles.

Summary of the Review Coordinators' Responsibilities:

The coordinator may participate in the reviewing, if he/she sees fit. His/her primary responsibility is the distribution and the retrieval of documents within his/her review committee, as well as their return to Head Office.

Final Decision and Scheduling of Submissions

Upon return of reviews, Head Office inspects each submission for its acceptance/rejection and classifies the submission in order of type of presentation in order of Section (if not already done), ready for scheduling.

Members of the Convention Committee will act as Review Coordinators in the case of failure to receive reviews from Sections on time.

The Convention Committee reviews the recommendations for all submissions. Normally, the Section's recommendation is endorsed. However, the Convention Committee monitors equitable application of the evaluation criteria across sections. The Convention Committee would attempt to resolve any inequities by communication with the Section Review Coordinators concerned.

Sometimes, the Convention Committee has scheduling constraints that do not allow the insertion of all the submissions presented, in particular oral submissions. The Convention Committee for this reason retains the right to ultimately accept, reject, or, if feasible, invite the submitter(s) to make individual poster presentations. The Section Review Coordinator is notified of any changes made to his/her recommendations by the Convention Committee, as soon as possible, after the scheduling meeting.

The Convention Programme Committee's subsequent main responsibility is to schedule submissions, seeking as far as possible to avoid conflicts between topics as specifically requested by the Sections.

Once the Convention Committee has done a last review and scheduling, Head Office prepares the acceptance and rejection correspondence giving in the case of an accepted submission, information as to time and place of presentation during the Convention, or in the case of refusal, pertinent information about the reviewer's reasons.

Head Office then checks, sequences and prepares the Abstracts for publication.

**CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE**

SECTION INFORMATION

SECTION NAME: _____

TITLE	NAME	BUSINESS ADDRESS	HOME ADDRESS	OFFICE TEL	HOME TEL	FAX	E-MAIL
SECTION CHAIR							
REVIEW COORDINATOR							
SECTION PROGRAMME COORDINATOR							
OTHER COORDINATOR (SPECIAL ACTIVITY OR PRE-CONV. WORKSHOP)							

PLEASE RETURN BEFORE SEPTEMBER 4 TO:

Chair of the Convention Committee
Canadian Psychological Association
205-151 Slater Street
Ottawa, ON K1P 5H3

CPA CONVENTION

PROGRAMME SUBMISSION EVALUATION CRITERIA

Overview

An important aspect of CPA's standing in the scientific and professional community is the scientific and educational value of the programme content at its Annual Convention. A major goal of the Convention programme committee in cooperation with the Sections is to ensure a programme of high quality for the participants. This goal is the main purpose of having all convention submissions reviewed and evaluated.

The criteria below apply to December 1 submissions to the main convention programme. They do not apply to the three-hour block of time allotted to each Section (formerly the "Saturday afternoon" Section time), the content of which is not adjudicated under the auspices of the Convention Committee.

GENERAL CRITERIA

All submissions are to be rated according to their scientific and/or educational quality, as judged by peers knowledgeable of the area and of the interests and expertise of convention participants. Rating scales for relevance/interest and scientific merit are provided on the evaluation section of the submitted abstract. Submissions should be rated on the basis of how well the information is conveyed in the abstract. Submissions should be assigned to one of the following categories for acceptance:

Accept
Reject

The following are possible but not necessary reasons for decisions to reject oral presentations:

- 1) the findings are judged to be erroneous, for example, the conclusions don't follow from the results or there is a logical inconsistency between the results and the conclusions.
- 2) the findings are not novel
- 3) the submission fails to bring out the scientific significance of the work
- 4) the results are not clearly stated
- 5) no results are indicated, that is, that the research is in progress and it is unclear whether any interesting results will be forthcoming by convention time. This does not preclude accepting abstracts indicating that work is in progress, but requires reporting of at least preliminary analyses and/or results.

DIFFERENTIAL APPLICATION OF THE CRITERIA TO ORAL PRESENTATIONS VERSUS POSTERS

There are two broad categories of programme submissions: oral (symposia, theory review, conversation sessions, workshops) and posters.

To enable participants to maximize the educational value of their time at the convention, stricter criteria should apply to oral presentations than to posters. That is, attendees cannot selectively attend and judge the quality of oral presentations as efficiently as they can posters, and oral presentations take up proportionately more programme time and convention space per presentation, thus the consequences of poor quality oral presentations are greater.

Participation in the education programme is, however, often a prerequisite to individuals obtaining institutional support to attend the convention. Convention registrants can efficiently select posters of particular interest or value to them. Therefore, to make convention attendance as accessible as possible, criteria for acceptance of posters should be less strict than those for oral presentations. Posters can, however, be rejected should the reviewers see fit. Again, quality of the potential presentation should be the major guideline. The same types of reasons for rejection of oral presentations shall apply to poster presentations.

Should reviewers see fit, they may recommend (see evaluation form) that submissions for oral presentations be accepted as poster presentations.

A motion has been passed, with the recommendation of the Convention Committee and the Sections Committee, that the Appeal process be removed and it has been accepted (1992, Dobson/Sinclair).

APPENDIX H

CPA INTEREST GROUPS

Sections are the primary agents through which the particular and special needs of members are met and interests served. Sections are part of the formal organizational structure of CPA.

The status of an Interest Group is offered, as an informal structure, to small groups² of CPA members who have a special interest related to psychology and who wish to be supported in getting together at the time of the CPA Annual Convention, but do not wish to become part of the formal organizational structure of CPA.

In providing support to Interest Groups:

1. The CPA Board will consider any petition to establish an Interest Group from a group of 15 or more Fellows and Members of the Association. The petition should include a statement of purpose of the proposed Interest Group.
2. The Convention Committee will arrange space for a 1 ½ hour block of time for the meeting/programme of each approved Interest Group at each CPA Annual Meeting.
3. Applications for membership in the Interest Group will be processed by Central Office at the time of CPA membership renewal. Central Office will provide the Interest Group with a list of members in the Spring of each year.
4. The same administration fee that is set for members of Sections shall be charged by Central Office to each member of an Interest Group.
5. Interest Groups will be represented on the Board by the Chair of the Committee on Sections.
6. The Chair or representative of the Interest Group may attend the Committee on Sections meeting as an observer.

In keeping with the status of being an informal structure within CPA, Interest Groups:

7. Shall not set or collect annual dues or membership fees.
8. Shall not be entitled to appoint a representative to sit as a member on the Committee on Sections.
9. Shall not be required to pass its own By-Laws, or to submit financial and annual reports to the Board.

¹ Approved by CPA Board, June 1992

² "Small" is defined as no less than 15 Fellows and Members of the Association and no more than 2% of the total CPA membership.