

CANADIAN PSYCHOLOGICAL ASSOCIATION

QUANTITATIVE METHODS SECTION

BY-LAWS

July 12, 2021

I. NAME

1. The organization shall be called the Quantitative Methods Section, 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 quantitative methods as a special interest area in psychology.
2. In pursuance of this purpose, the Section is expected to:
 - a. Provide members with information about current activities, events, research, and practice developments in quantitative methods.
 - 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 CPA Board of Directors
 - d. Recognize the outstanding contributions of Section members to the development of Quantitative Methods through the creation of such awards as the Section deems appropriate.
3. The Section may also engage in the following activities:
 - a. Support the development of quantitative methods in psychology
 - b. Promote the dissemination of knowledge of quantitative methods
4. The Section shall have access to the Board of Directors for consideration of issues 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 issues may in turn be referred to the Board for consideration and action.

III. FORMATION

1. The Section is an agent of the CPA and operates in accord with By-Law VII of the Association.
2. Approval to establish the Section within the Association is granted by the CPA Board of Directors in accord with CPA By-Law VII.2.
3. The Section may be dissolved by the CPA Board of Directors in accord with By-Law VII.3.

IV. MEMBERSHIP

1. 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 membership, i.e., individuals who are not CPA members, but who nevertheless declare an intention to pursue the stated purpose of the Section. Application for Associate membership shall be reviewed and approved by the Executive Committee of the Section.
3. Members of the Section who are members of CPA may exercise voting rights, and may nominate, vote and hold office. Each member is entitled to one vote. Only Members and Student Affiliates of CPA are eligible to make posts to any electronic mailing list affiliated with, or operated by CPA. This includes any Section electronic mailing lists run under the auspices of CPA or its website. Associate members of a Section cannot vote, nominate, or hold office in either CPA or the Section. Associate members may enjoy other privileges of Section membership. Only Members of CPA enjoy benefits of membership in CPA.
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 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, Students Members, and Associate members.
6. Any member may resign from the 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 month in arrears shall be deemed to have resigned from CPA and therefore is no longer eligible to be a member of the Section. Section members with membership fees more than 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 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-third majority of votes cast.

V. OFFICERS AND EXECUTIVE COMMITTEE

1. The Chairperson, Chairperson-Elect, and the Past-Chairperson shall be elected officers. The term for each elected office is two years ending at the close of the Annual General Meeting. In addition, a Secretary-Treasurer, Communications Director and a Student Representative shall be elected annually. These six 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, Secretary-Treasurer, Communications Director, and Student Representative may be made up to the time of the annual election. Persons previously having held office are eligible for re-election. Voting for these positions may take place prior to the Section Business Meeting by mail, e-mail, or secure Web-form ballot. If electronic voting is used, the election shall be ratified by the members present at the Section Business Meeting. Should the Section wish, voting for electoral officers can be done at the Section Business Meeting.
3. 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.
 - d. In consultation with the Secretary-Treasurer, provide an annual report to the members and to the CPA.

4. The Chairperson-Elect is available to carry out duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
5. 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.
6. 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 dues paid by members in order to establish those in good standing.
 - c. 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.
 - d. Be responsible for the care and custody of the funds and other assets of the Section and from making payments for all approved expenses.
 - e. Maintain books of the accounts which shall be made available for inspection by members at any reasonable time on request.
 - f. 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.
 - g. Perform other duties as may be assigned by the Chairperson.
7. The Communications Director shall:
 - a. Perform duties with the goal of making the activities of the Section more transparent and available. This includes the use of Social Media to advertise activities of the section, including presentations at the Annual Convention.
 - b. Work with the CPA Head Office to keep the Section website current.

- c. Work with the rest of the executive to publish the Section Newsletter annually.
- d. Perform other duties as may be assigned by the Chairperson.

8. The Student Representative shall:

- a. Perform duties assigned by the Chairperson or requested by the Executive Committee or the general membership.
- b. Disseminate information to student members regarding activities of the section.
- c. Represent student members of the section by bringing important student issues to the attention of the Executive Committee.

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

10. 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.

11. 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.
 - a. Communication among Section members may take place at any time of the year by e-mail or mail, and may include motions raised by the Section Executive for Section members to consider and vote upon within a given stated timeframe. If necessary, an e-mail motion may be tabled until the next Annual General Meeting. Motions approved by e-mail or mail vote will be ratified at the Annual General Meeting of the Section and subsequently forwarded to the Board for final approval.
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 or the specific agenda items to be considered.
4. A quorum for the transaction of business at all general meetings shall be 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 of the Section may appoint standing or other committees as it deems desirable to facilitate the achievement of the purposes of the Section.
2. Terms of reference of standing committees shall be prepared by the Executive Committee of the Section and put before the membership for approval at a general meeting. Ad hoc committees may be established by approval of a motion at a general meeting or at a meeting of the Executive Committee of the Section.
3. All committees of the Section shall submit reports to the Executive Committee of the Section at least one week prior to the Annual General Meeting of the Section.

VII. AWARDS

1. *Quantitative Methods Student Presentation Award.* This annual award is open to all undergraduate and graduate student members of the section who are presenting in a session sponsored by the Quantitative Methods Section (no nominations are required). Non-student executive members will rate each student paper/poster presentation on a scale from 1-10, with the student earning the highest average score given the award. Executive members who cannot attend the convention or specific sessions can ask a surrogate member of the section who is able to attend to rate the presentations for him/her. The award will be announced within two months following the convention and the presentation of the award will take place at the following year's convention. In addition to receiving their name on the award plaque, the winner of the Student Presentation Award will also receive a special invitation to publish a report based on the content of the presentation in *The Quantitative Methods for Psychology*.
2. *Quantitative Methods Research Award.* This annual (calendar year) award will recognize excellence in a research study focusing on quantitative methods for psychology and published in a refereed scientific journal by a researcher in Canada (i.e., a researcher working at an institution in Canada, or an individual from outside Canada who is a member of the Section). The publication date of the article must match the award year. Nominations for this award can be submitted by any Section member and should be sent to the Chair of the section by April 1 (for the previous calendar year's award). Nominations will be voted on by the executive and the award will be presented at the CPA convention.
3. *Quantitative Methods Student Travel Award.* Four awards of \$250 each will be available to students to recognize exceptional submissions (2 awards) and to help defray the costs for students traveling long distances to attend the convention (2 awards). The award is open to both undergraduate and graduate students who apply and are accepted to present within the

QM Section at the CPA Annual Meeting. The awards are available for any type of presentation (e.g., poster, workshop, paper presentation). The student must be the first/presenting author on the proposal. Students must notify the Chair of the QM Section once their submission has been accepted so that they may be considered for the award. The awards will be adjudicated by the QM Section Executive and the winners will be notified by the end of April.

VIII. AMENDMENTS

1. The Executive Committee may establish policies and procedures consistent with these By-Laws.
2. 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 sixty days notice is given for such a motion, and that the amendments receive subsequent approval by the Board of CPA.