

**GOVERNING REGULATIONS OF THE**

**CANADIAN SPORT PSYCHOLOGY ASSOCIATION**

Date: October 2022

DATED this \_\_\_\_12\_\_\_ day of \_\_\_\_\_October\_\_\_\_\_\_\_\_\_\_\_, 2022

Approved by MC: December 13, 2022

Table of Contents

[**Section 1 – Vision Statement 4**](#_heading=h.41mghml)

[**Section 2 – Interpretation 5**](#_heading=h.vx1227)

[2.01](#_heading=h.3fwokq0) Definitions 5

[2.02](#_heading=h.4f1mdlm) Interpretation 5

[2.03](#_heading=h.2u6wntf) Headings 5

[**Section 3 – Equity and Ethics in Sport 6**](#_heading=h.19c6y18)

[3.01](#_heading=h.3tbugp1) Equity in Sport 6

[3.02](#_heading=h.28h4qwu) Ethics 6

[**Section 4 - Membership 6**](#_heading=h.nmf14n)

[4.01](#_heading=h.37m2jsg) Membership 6

[4.02](#_heading=h.2lwamvv) Membership Fees 8

[4.03](#_heading=h.111kx3o) Payment of Membership Fees 8

[4.04](#_heading=h.3l18frh) Withdrawal from Membership 9

[4.05](#_heading=h.206ipza) Expelled from Membership 9

[4.06](#_heading=h.4k668n3) Annual Meeting 9

[4.07](#_heading=h.2zbgiuw) Title and CSPA Membership Identification 9

[4.08](#_heading=h.1egqt2p) CSPA-ACPS Logo 10

[**Section 5 - Managing Council 12**](#_heading=h.3ygebqi)

[5.01](#_heading=h.2dlolyb)  Managing Council 12

[5.02](#_heading=h.sqyw64)  Managing Council Officers (with voting privileges) 12

[5.03](#_heading=h.3cqmetx) Managing Council Officers (without voting privileges) 14

[5.04](#_heading=h.1rvwp1q) Conflict of Interest Rule 14

[5.05](#_heading=h.4bvk7pj) Meetings 14

[5.06](#_heading=h.2r0uhxc) Quorum 14

[5.07](#_heading=h.1664s55) Voting 14

[5.08](#_heading=h.3q5sasy) Remuneration and Expenses 14

[5.09](#_heading=h.25b2l0r) Election to Managing Council 15

[5.09.1](#_heading=h.kgcv8k) Nomination Procedure 15

[5.09.2](#_heading=h.34g0dwd) Voting 16

[5.08](#_heading=h.1jlao46) Removal of MC member 16

[**Section 6 – CSPA Managing Council Committees 16**](#_heading=h.43ky6rz)

[6.01](#_heading=h.2iq8gzs) Committees 16

[6.02](#_heading=h.xvir7l) Committee Chairs 16

[**Section 7 – Representation within AASP-CSPA Certification Program 16**](#_heading=h.3hv69ve)

[7.01](#_heading=h.1x0gk37) AASP-CSPA Certification Council 16

[7.02](#_heading=h.4h042r0) AASP Ethics Committee 17

[7.03](#_heading=h.2w5ecyt) AASP Continuing Education Committee 17

[**Section 8 – Execution of Instruments 17**](#_heading=h.1baon6m)

[8.01](#_heading=h.3vac5uf) Signing Authority 17

[8.02](#_heading=h.2afmg28) Cheques, Drafts and Notes 17

[**Section 9 – Administration and Financial Responsibilities 17**](#_heading=h.pkwqa1)

[9.01](#_heading=h.39kk8xu) Books and Records 17

[9.02](#_heading=h.1opuj5n) Fiscal year 17

[9.03](#_heading=h.48pi1tg) Financial Authority 17

[**Appendices to these Governing Regulations 18**](#_heading=h.2nusc19)



#

#

# Section 1 – Vision Statement

[*Back to Top of Document*](#_heading=h.30j0zll)

* 1. The CSPA is an applied sport psychology organization aiming to facilitate the development of mental and emotional skills, attitudes, perspectives, strategies, and processes that lead to optimal performance, well-being, and personal growth.
	2. The CSPA logo embodies the yin-yang symbol to reflect our vision and appreciation of the physical and psychosocial dimensions of well-being and performance as well as the holistic development of individuals who are not just "athletes" performing in sport, but "persons" performing in life.
	3. The CSPA (a) recognizes those individuals from various backgrounds who have the necessary competencies to deliver applied sport psychology services in Canada, and (b) provides mentoring and supervision opportunities to students and young professionals striving to develop such competencies.
	4. The CSPA recognizes both Mental Performance Consultants and those who are dually trained as licensed/registered mental health practitioners (i.e., psychologists, counsellors, psychotherapists, social workers), and asks its members to conduct themselves in a manner that is consistent with their training and qualifications.
	5. CSPA Vision Statement:

*LEADING EXCELLENCE IN SPORT PSYCHOLOGY PRACTICE: ONE INDIVIDUAL, ONE TEAM, ONE COMMUNITY AT A TIME.*

* 1. CSPA Mission Statement:
1. Our people: Qualified mental performance and mental health practitioners fostering learning and growth for optimal performance and well-being.
2. ​Our organization: Dedicated to driving advocacy for and governance of sport and performance psychology through leadership, education, and innovation.
3. ​Our work: Inspiring, developing, and protecting cultures of excellence at all levels of human performance.

# Section 2 – Interpretation

[*Back to Top of Document*](#_heading=h.30j0zll)

## Definitions

1. “CSPA” means the Canadian Sport Psychology Association
2. “AASP-CSPA Certification Program” is the agreed partnership between CSPA and Association of Applied Sport Psychology (AASP) for the purpose of aligning and recognizing certification of professional members, in accordance with Memorandum of Understanding, Dated December 2021 (see Appendix A).
3. “Professional Member” means an active professional member in good standing appointed in accordance with Section 4.
4. “Student Member” means a student member in good standing appointed in accordance with Section 4.
5. “Apprentice Member” means an early career practitioner who has completed formal academic training (12 months post) but not the supervised practice hours required for professional membership with the CSPA, in accordance with Section 4.
6. “Associate Member” means an uninsured inactive professional member in good standing appointed in accordance with Section 4.
7. “Retired Member” means an uninsured retired inactive member in good standing appointed in accordance with Section 4.
8. “Academic Member” means an uninsured academic member in good standing appointed in accordance with Section 4.
9. “MC” means the Managing Council of the CSPA.
10. MC “members” means any individuals who serve on the Managing Council.

## 2.02 Interpretation

All terms contained in the Governance of the CSPA which are defined in the governance regulations document shall have the meaning given to such terms in the regulations. Words importing the singular number include the plural and the converse shall also apply. Words importing gender include the masculine, feminine and gender neutral.

## 2.03 Headings

The headings preceding the clauses of the Governance have been inserted for convenience of references only and shall not be considered or taken into account to constrain the terms or provisions of the Governance, nor deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

# Section 3 – Equity and Ethics in Sport

[*Back to Top of Document*](#_heading=h.30j0zll)

## 3.01 Equity in Sport

The CSPA shall conduct its activities with a responsibility for significantly advancing the concept of sport for all, that being access and equitable treatment for all segments of the Canadian population recognizing an equity between all persons in sport and the CSPA, identified by they/them pronouns.

## 3.02 Ethics

The CSPA has a Code of Ethics (see Appendix B) that encompasses 6 principles and 21 standards, that CSPA members are expected to abide by. These principles and standards:

* + - Are intended to guide and support members in acting responsibly and ethically in the provision of services to ensure the dignity and welfare of clients (e.g., individuals, teams, organizations) and the general public.
		- Reflect expectations of conduct and practical recommendations that can lead to professional and legal ramifications when violated.
		- Apply to ethical supervision in which CSPA professional members serve as supervisors and CSPA student and apprentice members render services under their supervision.
		- Are not exhaustive and the fact that a conduct is not addressed by the principles and standards does not mean it does not have ethical implications. Members should consult the process of ethical decision-making in the Code of Ethics to guide their conduct.

For all CSPA members to be in good standing they must declare their commitment to abide by the CSPA Code of Ethics every year at the time of membership renewal (see Declaration Form – Appendix C).

# Section 4 - Membership

## 4.01 Membership

Membership in the CSPA shall be divided into such number of classes as may be decided from time to time by the MC, but initially there shall be five classes of membership; namely, 1) “Professional member”, 2) “Student member”, 3) “Apprentice member”, 4) “Associate member”, 5) “Retired member”, and 6) “Academic member”.

Except for “Retired Members”, all individuals within the membership classes need to comply with and complete the following administrative requirements to be in ‘good standing’: Declaration of Terms and Title and Code of Ethics (see Appendix D), holding professional liability insurance, and paid annual dues.

1. **Professional Members** are individuals who meet the CSPA [Membership Requirements](http://www.en.cspa-acps.ca/membership/membershiprequirements.html), where applicants must demonstrate that they have:
	1. a Master's degree in sport psychology or related field;
	2. successfully completed a variety of courses relevant to applied sport psychology and foundational disciplines such as human kinetics or kinesiology, psychology, and counselling;
	3. supervised consulting experience;
	4. and favourable supervisor and client evaluations

See Appendix E for more detailed information regarding these requirements as well as the application process.

As of January 2024 Professional Members need to meet the criteria for certification as stipulated by the AASP-CSPA Certification Program (see Appendix F - Candidate Handbook).

As well, Professional Members have professional liability insurance either through the CSPA or another organization offering a minimum $2,000,000 coverage plan.

1. **Student Members** are post-secondary students who have an interest in applied sport psychology and who may be training towards achieving professional membership requirements with the CSPA. While they are completing their internship hours, it is the students’ responsibility to secure professional liability insurance either through their University program, or another organization offering a minimum of $2,000,000 coverage plan. A student can maintain student membership up to 1 year post graduation. After that period, in order to maintain membership status with the CSPA, the student member must apply to be a professional member or an apprentice member. See Appendix G for CSPA Student Membership requirements and application.
2. **Apprentice members** are early career professionals who have completed formal academic training (12 months post) but not the supervised practice hours toward achieving the professional membership requirements with the CSPA. Apprentice members must submit a supervisor verification form (see Appendix H) and hold professional liability insurance either through CSPA or another organization offering a minimum of $2,000,000 coverage plan. A member can maintain apprentice membership for a maximum of 3 years. See Appendix I for CSPA Apprentice Membership requirements and application.
3. **Associate Members** are individuals who meet the CSPA Membership requirements who temporarily are not practicing, and did not purchase professional liability insurance at the time their membership was approved for reasons of maternity leave and/or for other personal reasons.  Once they resume their practice and secure a minimum of $2,000,000 in professional liability insurance, they will become a Professional Member. A member can maintain associate member status for a maximum of 3 years. This membership category will no longer exist as of January 2024, as a result of the AASP-CSPA Certification Program (see Appendix A – MOU).
4. **Retired Members** are individuals who were CSPA Professional Members in good standing for a minimum of 5 consecutive years and who have retired from the profession. These members are recognized by being included on the list of retired members on the CSPA website. They do not have to pay an annual fee and purchase professional liability insurance, however Retired Members are encouraged to have professional liability insurance at a minimum of 2,000,000 up to five years post retirement. They can remain on the list of retired members indefinitely.
5. **Academic Members** are individuals with a master's or doctoral degree from an accredited institution working as professors and/or researchers in a field related to sport psychology (e.g., exercise and sport science, kinesiology, psychology, counseling). They are not a Professional, Associate, Student, or Retired Member. They pay an annual fee but are not required to carry liability insurance as they are non-practicing members outside of their academic responsibilities. For this membership category applicants must submit the CSPA Academic Membership Application Form (See Appendix J).

The MC may affect such right to any other classes of membership which it may create and shall be entitled to set dues or membership fees for any of such classes of membership created.

## 4.02 Membership Fees

An application fee of $30 must be paid for any individual applying to become a professional or associate member. Yearly membership fees for five membership categories are as follows (Retired Members excluded):

1. Professional member - $95 per year
2. Student member - $50 per year
3. Apprentice member - $50 per year
4. Associate member - $95 per year
5. Academic member - $60 per year

## 4.03 Payment of Membership Fees

To maintain membership in ‘good standing’ members must pay their membership fees within 1 month of the specified collection dates. If members fail to pay fees within this period, they will be sent a late notice and will be required to pay a late fee of $25 as well as their membership fee within 30 days of that notice. If they fail to pay the fees within this time, they will be sent a second late notice and will be required to pay a late fee of $50 as well as their membership fee within 30 days of that notice. If they fail to pay the fees within this time, they will be notified that their membership has been revoked and a notice will be sent to the CSPA insurer regarding the member. Once membership has been taken away, the review committee will make a decision as to what requirements are needed to reinstate a past member. This decision will be made on a case-by-case basis.

## 4.04 Withdrawal from Membership

Any Member wishing to withdraw from membership may do so upon giving a written notice to the Chair of the Membership, Finance, and Insurance Committee or by not paying membership fees for the following year. Any member wishing to withdraw part way through the fiscal year will not be reimbursed any monies from membership fees.

## 4.05 Expelled from Membership

Any Active Member may be expelled from membership of the CSPA for any cause which the CSPA deems reasonable upon a resolution to that effect being passed cast by the managing council, including the chair. The process will be as follows:

* An incident is brought to the attention of the MC. It will then be reviewed by the Chair and Co-Chair to decide the next steps. The Chair and Co-Chair will gather further information, notify the member in question of the situation and the process that will take place, summarize the incident, and present the information to the Professional Standards Committee. After the Chair and Co-Chair have received recommendations from the Professional Standards Committee, they will decide on a course of action.
* While the CSPA is not a regulatory body, the Chair and Co-Chair will first attempt to work with the member in question to educate and inform them of the behaviors that are not in line with ethical and professional standards of the CSPA, and recommendations to improve behaviors will be made. If the member continues to act in a manner that violates ethical and professional standards, they will lose membership status with the CPSA.
* If the member in question does not agree with the decision, they have 30 days to notify the Chair in writing of this disagreement. The Chair will then set up a conference call with the member in question, the Co-Chair, and the Chair of the Professional Standards Committee to further discuss the matter. This additional information will be considered and the member in question will be sent a letter within 30 days of this conference call with the final decision from the committee.

## 4.06 Annual Meeting

The MC shall hold an annual meeting, and notice of the Annual Meeting shall be sent to all active members within 6 months of the meeting date. At the Annual Meeting, the Active Members shall be informed of the activities of the MC during the past year and the election/appointment of the next MC when an existing term has ended.

## 4.07 Title and CSPA Membership Identification

For members who wish to identify their CSPA title and membership, the proper title and membership class shall be used, according to the following descriptions:

Professional and Associate Member

Professional membership is held by individuals who meet the requirements to engage in mental performance consulting. The CSPA recognizes two titles held by professional members: Mental Performance Consultant (MPC) and Registered Psychologist. The CSPA also recognizes MPCs who are dually trained as licensed/registered mental health practitioners (i.e., psychologists, counsellors, psychotherapists, social workers). Only those members who meet licensing requirements from a regulatory body in the province or territory in which they reside (e.g., College of Psychologists of Ontario) are able to use the term “psychologist”. When referring to their CSPA title and membership, professional members shall use “John Doe, MPC, CSPA Professional Member”, or “John Doe, MPC, Psychologist, CSPA Professional Member: Any member who identifies as an “accredited” or “certified” CSPA member is in violation of use of title and CSPA membership.

Associate membership is only a temporary membership category that CSPA professional members can hold due to a personal or medical leave approved by the CSPA. Members must indicate their associate status when referring to their CSPA title and membership by specifying “John Doe, MPC, CSPA Associate Member” or “John Doe, Psychologist, CSPA Associate Member.

Academic Member

Academic membership is held by individuals working in a university setting interested in applied practice but not practicing as a Mental Performance Consultant. When referring to their membership, they shall use “John Doe, CSPA Academic Member”. They may use the term “sport psychology” when referring to their teaching and research activities if this is deemed appropriate by their institution.

Student & Apprentice Member

Student and apprentice membership is held by students or early career professionals who are working toward obtaining professional membership status, but have not yet met requirements. The title Mental Performance Consultant (MPC) is reserved for members who have met professional requirements. When referring to their membership and title, student members shall use “John Doe, MPC (provisional), CSPA Student/Apprentice Member”. They shall not use the title Mental Performance Consultant (MPC).

All members will be asked to sign the declaration form of terms and title annually (Appendix D). Members who do not comply with the proper title will be considered to be a member who is ‘not in good standing’.

## 4.08 CSPA-ACPS Logo

The logo of the Canadian Sport Psychology Association (CSPA) is for exclusive use by current CSPA members. The Logo may be used to publicize an individual’s membership in CSPA or emphasize a member's commitment to the organization and advancement of the profession. The CSPA is the sole proprietor of the Logo and the use of the Logo is defined by the terms listed below.

Terms and Conditions for the use of the CSPA-ACPS Logo

**4.08.1 For members' use only**

The CSPA-ACPS Logo is owned by the CSPA and may not be used by Associate members whose membership has been temporarily interrupted and by non-members, including former/retired members whose membership has been terminated.

**4.08.2 Purpose of use**

The CSPA-ACPS Logo may only be used to indicate your professional or student membership with the CSPA. It may be used on websites, social media, or brochures. The Logo may not be used to indicate any kind of endorsement by CSPA of a member’s consulting services or products.

**4.08.3 Logo properties**

The Logo may not be altered or obscured in any way. It must be used without distorting the proportions of the Logo or without altering the impression of the Logo as a result of increasing or decreasing its size or saving it as another format that diminishes its quality.

**4.08.4 Inappropriate use**

The CSPA reserves the right to disallow any use of the CSPA-ACPS Logo if deemed inappropriate. The CSPA can amend these terms and conditions at its sole discretion. Any inappropriate use of the CSPA-ACPS Logo may result in legal action.

# Section 5 - Managing Council

[*Back to Top of Document*](#_heading=h.30j0zll)

## 5.01 Managing Council

The affairs of the CSPA shall be managed by a managing council (MC). The members of the managing council must be professional members in good standing with the CSPA. The managing council will minimally consist of a Chair, a Co-Chair, a Review Committee consisting of 3 members, a Certification Committee Lead, a Treasurer, a Membership, Finance, and Insurance Committee Lead, a Marketing & Communication Lead, an Equity, Diversity, Inclusion and Accessibility Lead, Public Relations & Outreach Lead, a Student Representative (ex-officio), Past Chair (ex-officio) and 6 Regional Representatives from British Columbia, Alberta, Prairie provinces, Ontario, Quebec, and the Atlantic provinces. There will be a maximum of 15 voting members on the MC at any time.

## 5.02 Managing Council Officers (with voting privileges)

Chair

The Chair presides at all meetings of the MC and of the MC members and is entrusted to carry out all orders and resolutions of the MC. The Chair is entitled to a vote at all proceedings of the MC. They will plan and run the Annual General Meeting; perform day-to-day operations; sit as a non-voting member on the Review Committee; guide any appeal process; promote the CSPA and the practice of sport psychology across Canada; recruit new members.

Co-Chair

The Co-Chair shall, in the absence of the Chair, exercise the duties of the Chair and shall preside at all meetings of the MC in the absence of the Chair. The Co-Chair is entitled to a vote at all proceedings of the MC. They will work with the Chair to plan and run the Annual General Meeting; promote the CSPA and the practice of sport psychology across Canada; serve as a lead for various projects on behalf of the CSPA.

Treasurer

The Treasurer shall receive all monies paid to the CPSA and shall be responsible for the deposit of same in whatever bank, trust company, credit union or Treasury Branch that the MC may order. The Treasurer shall properly account for the funds of the CSPA and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the CSPA whenever requested and provide a summary report for the Annual Meeting.

Membership, Finance, and Insurance Committee Lead

The Membership, Finance, and Insurance Committee Lead maintains relationships and is the touchpoint for all CSPA members. They provide necessary information regarding membership, status, requirements, fees, and application. They also maintain communications between the CSPA’s liability Insurance provider, Mitchell & Abbott.

Regional Representatives

The regional representatives attend and contribute to all CSPA functions; act as liaison between the CSPA and regional sport psychology associations and members; promote the CSPA and the practice of sport psychology across Canada, particularly in their respective regions; recruit new members and liaise with students and young professionals. Regional Representatives are responsible for submitting a brief report in May and October to the MC summarizing the activity that has taken place in their region during each particular report period.

Review Committee (to be replaced by Certification Committee Lead)

The Review Committee consists of a Lead and two other members. The Lead of this committee is rotated on an annual basis amongst the individuals serving on the committee in order to share the workload. The main responsibility of the Review Committee is to adjudicate the review of new applications on a yearly basis. As well, the Review Committee is expected to provide guidance and feedback to potential members during the year by reviewing documents, exchanging emails, and/or respond to questions. Each member of the review committee is entitled to a vote at all proceedings of the MC.

Certification Committee Lead

The Certification Committee Lead communicates with the Managing Council and Membership the process of achieving CMPC credential. The Lead is also responsible for establishing committee participation by CSPA members on AASP Certification Council Committees as outlined by MOU (see Section 7).

Marketing and Communication Committee Lead

The Web, Marketing, and Communication Lead shall be responsible for managing the CSPA website and social media activities, marketing initiatives, and communications with the membership and larger community. The Web, Marketing, and Communication Lead shall act as liaison between the MC and the public at large and submit a brief report in May and October to the MC summarizing the activity that has taken place during each particular report period.

Equity, Diversity, Inclusion and Accessibility Committee Lead

The Equity, Diversity, Inclusion and Accessibility Committee Lead shall be responsible for enhancing gender equity, culture and diversity, and inclusion of LGBTQ+ and other marginalized groups in sport, society, and the CSPA membership. The Equity, Diversity, Inclusion and Accessibility Committee Lead shall form a committee of representative CSPA members and promote activities to advance the voices of those who identify with the aforementioned groups.

Public Relations and Outreach Lead

The Public Relations and Outreach Lead shall be responsible for representation and advocacy of the Association in relationships with National partners and stakeholders in sport and society. The outgoing Chair of the CSPA shall be invited to fulfill the role of Public Relations and Outreach Lead.

## 5.03 Managing Council Officers (without voting privileges)

Student Representative

The Student Representative communicates between the Managing Councils and the Student Member Committee in a manner that represents and advocates for the needs of CSPA student members, connects with student members, and seeks to grow the CSPA student membership.

Past Chair

The Past Chair serves to support the Managing Council, Chair and Co-Chair.

## 5.04 Conflict of Interest Rule

A member of the MC who is directly or indirectly interested in a proposed contract or transaction with the CPSA must:

1. Disclose fully and promptly the nature and extent of the interest to each member of the MC.
2. Absent themselves from all deliberations regarding said contract or transaction.
3. Not vote or otherwise attempt to influence the decision-making process regarding the said contract or transaction.

## 5.05 Meetings

Meetings of the MC shall be held at such a time and on such days as the Chair of the MC may, from time to time, determine. The holding of any meeting can take place in the form of a conference call. The Chairs of sub-committees, or members of these committees, may be invited to join meetings at the request of the Chair of the CSPA.

## 5.06 Quorum

A quorum for the transaction of business at any meeting of the MC shall be at least 66% of the MC.

## 5.07 Voting

Questions arising at any meeting of the MC shall be decided by a majority of yes votes cast at that meeting. For a vote to be passed, quorum must first be met and there should be a majority of yes votes in relation to the total number of votes cast. In the case of a tie, there shall be a revote and the Chair of the meeting shall not have a second vote.

## 5.08 Remuneration and Expenses

The payment of any dividend or remuneration out of the funds of the CSPA to any of the MC members is prohibited. Any decision of reimbursement for expenses incurred while performing duties related to CSPA will be made by the Chair, the Co-Chair, and the Treasurer on a case-by-case basis.

## 5.09 Election to Managing Council

The CSPA membership shall elect as voting members of the MC, a Chair and Co-Chair for a 2-year period each. In addition, a Treasurer, a Membership, Finance & Insurance Chair, a Marketing & Communication Chair, an Equity, Diversity, Inclusion & Accessibility Chair, a 3-person Review Committee (to be replaced by Certification Committee), 6 Regional Representatives, and Public Relation and Outreach Chair shall hold office for a period of three (3) years. MC members shall have the possibility to be nominated and selected to run for an additional 3 years, and fulfill this position if elected by the membership. Elections will be held from June 15 to July 15 every year. Professional Members in good standing will receive an email on June 15th inviting them to cast their online ballot. The Student Representative will be appointed to the MC for a 3-year term, with the possibility to renew this appointment for a second 3-year term.

The MC may appoint other non-voting officers as they determine necessary who shall perform duties as may from time to time be prescribed by the MC members.

## 5.09.1 Nomination Procedure

A "CSPA Managing Council Nomination Form" with available MC positions shall be posted on the CSPA website and emailed to CSPA Professional Members on January 15th of every calendar year. Candidates interested in running for ChairandCo-Chairmust have been a member of the MC for at least a 3-year term before submitting their nomination. Candidates interested in running for the Treasurer position must have been a member of the MC for at least 2 years before submitting their nomination. Candidates interested in running for theReview Committee must have been a Professional Member in good standing for at least 2 years before submitting their nomination. Candidates interested in running for a Regional Representative position and the Marketing and Communication Chair position must have been a CSPA Professional Member in good standing for at least 1 year before submitting their nomination. See Appendix K for the nomination application process.

To be considered, candidates shall submit the "CSPA Managing Council Nomination Form" by March 1st of that same year. Candidates will be evaluated and notified by April 15th if they will be asked to run for the position after the March/April CSPA Managing Council meeting. Two candidates per position will be selected for the election ballot. Candidates who are selected will be asked to provide a 750-word vision statement by May 1st of that year, which shall be posted on the CSPA website and sent to CSPA Professional Members by May 15th to consider during the election period held from June 15 to July 15. MC members who have completed a 3-year term on the MC may be nominated and selected to run for election for an additional 3-year term.

In the event there are no competing candidates for the same role, the candidate applying will be awarded that role by acclimation.

## 5.09.2 Voting

CSPA Professional members shall elect members of the MC by casting their vote online during the election period held between June 15 to July 15 of every year when MC positions will be up for renewal. They will log into the "Members Only" section of the CSPA website and follow instructions to cast their vote. Professional members shall be members in good standing to be eligible to cast their vote.

## 5.08 Removal of MC member

The MC may, by Special Resolution passed at a meeting specifically called for such purpose, remove any MC member for behaviors that are not in line with ethical or professional standards of the CSPA or the mandate of the MC.

# Section 6 – CSPA Managing Council Committees

## 6.01 Committees

The MC may appoint and establish such committees or subcommittees as may be required from time to time to ensure that the objectives of the CSPA are met. There shall be minimally eight committees active, which include: Governance Committee; Professional Standards Committee; Review Committee; Certification Committee; Marketing & Communication Committee, Professional Development Committee; Membership, Finance & Insurance Committee; Equity, Diversity, Inclusion & Accessibility Committee; Student Committee; and Public Relations & Outreach Committee.

## 6.02 Committee Chairs

Committee chairs will attend and contribute to all CSPA functions, recruit committee members, and act as a liaison between the CSPA and the specific committee they are representing. The Committee Chair is responsible for having current terms of reference established.

# Section 7 – Representation within AASP-CSPA Certification Program

## 7.01 AASP-CSPA Certification Council

Two CSPA professional members (CMPC) to serve as voting members on the AASP-CSPA Certification Council. CSPA Chair or Co-Chair will serve as an ex-officio non-voting member on Certification Council.

## 7.02 AASP Ethics Committee

One CSPA professional member serving on CSPA Professional Standards Committee will serve as a voting member on the AASP Ethics Committee.

## 7.03 AASP Continuing Education Committee

One CSPA professional or academic member will serve as a voting member on AASP Continuing Education Committee.

# Section 8 – Execution of Instruments

## 8.01 Signing Authority

Any and all documents, deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be executed on behalf of the CSPA by the Chair of the CSPA or their designate and one (1) or more other MC member. In addition, the MC may, from time to time, decide the manner in which and the persons by whom any particular instrument of class of instruments may or shall be executed and all instruments so executed shall be binding upon the CSPA without further authorization or formality.

## 8.02 Cheques, Drafts and Notes

All cheques, drafts or orders for the payment of money and all notes, acceptances and bills of exchange shall be signed in such manner by the Treasurer or their designate, or other persons or any combination of the foregoing as the MC may, from time to time, decide.

# Section 9 – Administration and Financial Responsibilities

## 9.01 Books and Records

The chair of the Membership, Finance and Insurance Committee shall see that all necessary records of the CSPA are regularly and properly kept and shall be open to inspection by the MC.

## 9.02 Fiscal year

Subject to the Act, the fiscal year of the CSPA shall terminate on the 31st day of October in each year.

## 9.03 Financial Authority

For the purpose of carrying out its objectives, the CSPA may borrow or raise or secure the payment of money in such manner as the MC sees fit.

# Section 10 - Appendices to these Governing Regulations

1. CSPA-AASP Certification Program Memorandum of Understanding (MOU)
2. CSPA Code of Ethics
3. CSPA Code of Ethics Declaration for CSPA Members
4. CSPA Use of Terms and Title Declaration Form
5. CSPA Professional Membership Requirements & Application
6. AASP-CSPA Certification Program Candidate Handbook
7. CSPA Student Membership Requirements & Application
8. CSPA Apprentice Member- Verification of Supervisor Form
9. CSPA Apprentice Membership Requirements & Application
10. CSPA Academic Membership Application
11. CSPA Managing Council Nomination Process and Forms