

# CSBBCS Charter

## Current Version

### 1. Membership

- 1a. Full members normally hold a PhD and are actively engaged in research.
- 1b. Associate members normally are students working in a behavioural research setting in an accredited university or college.
- 1c. Emeritus membership is open to an individual who was a full member of the CSBBCS at the time of retirement and whose research is no longer supported by grant funding.
- 1d. Any membership application may be reviewed by the executive committee.

### 2. Purpose

The aims of CSBBCS are as follows:

- 2a. To advance research concerning brain, behaviour, and cognitive science in Canada, according to the highest standards of scientific inquiry.
- 2b. To promote and foster the education and training of students in these scientific disciplines in Canada.
- 2c. To develop and maintain effective lines of communication with the major federal and provincial funding agencies that might assist in the development of efficient and equitable policies and procedures within those organizations with respect to experimental psychology and behavioural neuroscience.
- 2d. To develop and maintain effective lines of communication with federal and provincial ministries with a view to influencing science policy and funding in Canada, particularly with respect to experimental psychology and behavioural neuroscience.
- 2e. To promote the value of research in experimental psychology and behavioural neuroscience in the eyes of the general public through the popular and scientific press and other public venues.
- 2f. To increase communication within our own research community by means of newsletters, electronic networks, and an annual meeting.

In all these endeavors, the CSBBCS will interact with and provide appropriate representative liaison with the Canadian Psychological Association, the Council of Canadian Departments of Psychology, and other national and international organizations involved in science advocacy and scientific communication.

### 3. Executive Committee

- 3a. The Executive Committee will consist of the President, the President-elect, the past-President, the Secretary-Treasurer, and two additional representatives. The Secretary-Treasurer may serve for an indefinite term. All other members of the Executive Committee will normally serve for three years and the terms will be staggered. Only Full Members can serve on the Executive Committee. A call for nominations will be sent out to all members by electronic mail in January. Short descriptions of nominees will be posted on the CSBBCS website prior to the election. The membership will be encouraged to make nominations that ensure representation from the entire spectrum of research interests of CSBBCS.

- 3b. The Executive Committee will meet at least once a year at the time of the Annual General Meeting. All the activities of CSBBCS will be coordinated by the Executive Committee and its appointed representatives from the Membership at large. It is expected that members of the Executive Committee will consult amongst themselves at other times by electronic mail. The Executive Committee shall present a budget to the membership at the Annual General Meeting.
- 3c. Elections when necessary will be held by email ballot in March of every year. However, if a vacancy occurs on the Executive Committee, an ad hoc election may be held at any time at the discretion of the Executive Committee. Vacancies filled by means of an ad hoc election will be arranged to preserve the staggering of terms of office.
- 3d. The fiscal year for the society shall be September 1 to August 31. The executive committee shall present a budget to the membership at the Annual General Meeting. When this meeting is held before July 1, the budget will be "tentative" and a final version, reflecting the full year's finances will be presented with minutes of the meeting.

revised

June 1998

June 2004

June 2005

October 2009

June 2011

#### 4. Annual Dues

The Annual Dues for Full Members and Student Members shall be determined each year by majority vote at the Annual General Meeting. At present the annual dues are \$70 for Full Members and \$40 for Student Members. Emeritus Members are not required to pay annual dues.

#### 5. Amendments

Amendments to the Charter can be suggested by any member. Suggested amendments must be presented to the Executive Committee whose recommendation must be presented at an Annual General Meeting. Following such presentation passage of the amendment requires the agreement of  $2/3^{\text{rds}}$  of the members voting at the Meeting.

#### 6. Dissolution

In the event that the society is dissolved through a charter amendment, all of its assets and accumulated income will be transferred to one or more organizations (named in that amendment) with similar objectives that qualify for exemption pursuant to paragraph 149(1)(f) or (l) of the act.

## Proposed Version

# CSBBCS Charter

## 1. Membership

- 1a. Full Members normally hold a PhD and are actively engaged in research.
- 1b. Associate Members normally are students working in a behavioural research setting in an accredited university or college.
- 1c. Emeritus membership is open to an individual who was a full member of CSBBCS at the time of retirement and whose research is no longer supported by grant funding.
- 1d. Any membership application may be reviewed by the Executive Committee.

## 2. Purpose

The aims of CSBBCS are as follows:

- 2a. To advance research concerning brain, behaviour, and cognitive science in Canada, according to the highest standards of scientific inquiry.
- 2b. To promote and foster the education and training of students in these scientific disciplines in Canada.
- 2c. To develop and maintain effective lines of communication with the major federal and provincial ministries and funding agencies that might assist in the development of efficient and equitable policies and procedures within those organizations with respect to experimental psychology and behavioural neuroscience.
- 2d. To develop and maintain effective lines of communication with federal and provincial ministries and funding agencies with a view to influencing science policy and funding in Canada, particularly with respect to experimental psychology and cognitive and behavioural neuroscience.
- 2e. To promote the value of research in experimental psychology and behavioural neuroscience in the eyes of the general public through the popular and scientific press and other public venues.
- 2f. To increase communication within our own research community by means of newsletters, electronic networks, and an annual meeting. In all these endeavors, CSBBCS will interact with and provide appropriate representative liaison with the

Canadian Psychological Association, the Council of Canadian Departments of Psychology, and other national and international organizations involved in science advocacy and scientific communication.

### 3. Executive Committee and Elections

3a. The Executive Committee will consist of the President, either the President-elect or the past-President, the Secretary-Treasurer, and three additional Representatives, two of whom are Full Members and one of whom is an Associate Member. The Secretary-Treasurer may serve for an indefinite term. The President will normally serve for two years in that position after serving for one year as President-elect and prior to serving for one year as past-President. Both Full Member Representatives on the Executive Committee will normally serve for three years and the terms of the two Full Members will be staggered. The term of the Associate Member Representative will be two years. The term of Executive Committee members begins at the end of one Annual General Meeting (AGM) and continues through the end of another AGM.

3b. In a normal election cycle, a President-elect will be selected every two years in order to serve in that position during the second year of the previous President's term. In a normal election cycle, a call for nominations for either the President-elect and/or any of the Representative positions for which a term is ending will be sent out to all members by electronic mail in January. The membership will be encouraged to make nominations that ensure representation from the entire spectrum of research interests of CSBBCS. Short descriptions of nominees will be posted on the CSBBCS website prior to the election. Elections will be held by e-mail ballot in March.

3c. In the event that the President leaves office during the first year of his or her term, the past-President will reassume the position of President and an election for a new President-elect will be called as soon as is feasible. If that election is held prior to the next normal election period, during the next election period a new President-elect will be selected with the current President-elect becoming President. The new President will then serve a one-year term before becoming past-President. If that election is held during the next normal election period, the past-President will be asked to reassume the position of President for another year. When the President-elect becomes President, he or she may ask any previous President to fill the position of past-President for the first year of his or her term. In the event that the President leaves office during the second year of his or her term, the President-elect shall assume the position of President. At the discretion of the new President, any former President may be asked to assume the position of past-President until the next normal election period at which time a new President-elect will be selected and the normal election cycle will recommence. In the event that the past-President leaves office during his or her term, the President may ask any previous President to fill the position of past-President for the remainder of the past-President's term. In the event that the President-elect leaves office during his or her term, a new election for President-

elect will be called as soon as is feasible. If that election is held during the next normal election period, the current President will be asked to remain as President for an additional year before beginning a year as past-President.

In the event that a Full Member Representative on the Executive Committee leaves office during the first or second year of his or her term, the person receiving the second highest number of votes will be selected to replace the departing Representative. If that individual cannot serve, the position will subsequently be offered to the individual with the next highest vote total until a replacement has been selected. If no individual is selected in this manner, a special election shall be called unless there is less than three months before the next election cycle. The same procedure will be applied if an Associate Member Representative leaves office during the first year of his or her term. If any Representative leaves office during the final year of his or her term, a special election may be called at the discretion of the Executive Committee. Alternatively, at the discretion of the Executive Committee, that position may remain vacant until the Representative is replaced in the normal election cycle. The format of any special elections will parallel that of a normal election with the exception that they can take place at any time during the year.

3d. At the request of the President and with the approval of the Executive Committee, members of the Executive Committee can be assigned portfolios describing designated duties. These portfolios will be maintained during the term of the President requesting the assignment of that portfolio, however, a similar request can be made by subsequent Presidents. Portfolios may be assigned to Full Members who are not on the Executive in the event that the Executive believes that the society will be better served by such an arrangement.

3e. The Executive Committee will meet at least once a year at the time of the AGM. All the activities of CSBBCS will be coordinated by the Executive Committee. It is expected that members of the Executive Committee will consult amongst themselves at other times by other means (e.g., phone, electronic mail). The Executive Committee shall present a financial report to the membership at the AGM.

3f. The fiscal year for the society shall be September 1 to August 31. The financial report presented by Executive Committee to the membership at the AGM will be subsequently posted on the CSBBCS website. When this meeting is held before July 1, the financial report will be "tentative" and the final version, reflecting the full year's finances, will be the version that is posted, along with minutes of the meeting.

#### 4. Expenditures

All expenditures are to be made in an effort to advance the aims of the society whether they do so directly by, for example, paying bills or indirectly by, for example, supporting the activity of organizations sharing the aims of the society.

The President is authorized to spend up to \$500 at his or her discretion for any such purpose. The Executive Committee is authorized to spend up to \$2000 for any such purpose. Expenditures more than \$2000 must be authorized by an e-mail ballot of the membership. The only exceptions are: a) expenditures explicitly regulated by a Society by-law, as well as b) web design/maintenance and c) annual conference expense decisions, both of which are solely the prerogative of the Executive Committee. All expenditures must be reported to the membership at the subsequent AGM.

#### 5. Annual Dues

The Annual Dues for Full Members and Associate Members shall be determined each year by majority vote at the AGM. Dues for Full Members shall be appreciably higher than those for Associate Members. Emeritus Members are not required to pay annual dues.

#### 6. Amendments

Amendments to the Charter can be suggested by any member. Suggested amendments must be presented to the Executive Committee whose recommendation must be presented at an AGM. Following such presentation, passage of the amendment requires the agreement of 2/3rds of the members voting by e-mail ballot. The vote should take place no more than 4 months after the AGM.

#### 7. Dissolution

In the event that the Society is dissolved through a charter amendment, all of its assets and accumulated income will be transferred to one or more organizations (named in that amendment) with similar objectives that qualify for exemption pursuant to paragraph 149(1)(f) or (l) of the act.

revised

June 1998

June 2004

June 2005

October 2009

June 2011

May 2013

## Draft Policy on Supporting External Events

As part of its mandate, the CSBBCS seeks to promote the activities of its membership in a variety of ways. According to our Charter, among the aims of the CSBBCS are the following:

*To advance research concerning brain, behaviour, and cognitive science in Canada, according to the highest standards of scientific inquiry.*

*To promote and foster the education and training of students in these scientific disciplines in Canada.*

*To promote the value of research in experimental psychology and behavioural neuroscience in the eyes of the general public through the popular and scientific press and other public venues.*

In keeping with these goals, the CSBBCS may provide financial support for events hosted by organizations outside of the Society that serve these objectives. In reviewing such requests, the extent to which the event is consistent with these objectives will be considered. The following criteria will guide these decisions:

1. The event should focus substantively on research in cognitive, brain, and behavioural sciences and the request for financial support must come from a current member of CSBBCS.
2. The event must offer opportunities for students either to present their research or to learn about research or methods in cognitive, brain, and behavioural sciences.
3. The event must occur in Canada and encourage participation from multiple Canadian institutions or organizations.
4. Organizers of the event must present a clear justification for the need for funds and show evidence that the event meets the aforementioned criteria.

Additionally:

1. The President may commit up to \$1 per member of CSBBCS (with “member” being defined as either a full member or an affiliate member).
2. Requests exceeding the above amounts require approval by the majority vote of the Executive.
3. Decisions to support events are made on a year-to-year, case-by-case basis and receipt of financial support for an event in a previous year neither guarantees nor precludes support for the same event in a future year.
4. The total amount given to outside organizations in one year may not exceed 5% of the Society’s projected budget for that year.
5. Organizers agree to acknowledge the Society’s contribution with a printed notice alongside the CSBBCS logo in the conference abstracts, event website, or similar outlet.