

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, the CPA Liaison, the Webmaster, and three additional Representatives, two of whom are Full Members and one of whom is an Associate Member. The Secretary-Treasurer and Webmaster 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 their term, the past-President will reassume the position of President and a new election for President-elect will be called as soon as is feasible. If that election is held prior to the next election cycle, during the next election cycle 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 election cycle, the past-President will be asked to reassume the position of President for another year. When the President-elect becomes President, they may ask any previous President to fill the position of past-President for the first year of their term. In the event that the President leave office during the second year of their 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 election cycle at which time a new President-elect will be selected and the normal election cycle will continue. In the event that the past-President leaves office during their 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 their term, a new election for President-elect will be called as soon as is feasible.

In the event that a Full Member Representative on the Executive Committee leaves office during the first or second year of their 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 their term. If any Representative leaves office during the final year of their 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 around 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 their 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 email 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.

CSBBCS may sponsor external events that align with CSBBCS' purpose. Requests must come from a current CSBBCS member, and must be made through an application to the President. Support for external events shall be given on a "first come, first served" basis to those who meet CSBBCS's criteria for support. Each event that is selected for support will receive \$500, with a maximum annual allowance of \$3000 for all such events.

5. Annual Dues

Changes to the Annual Dues for Full Members and Associate Members shall be made 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
July 2023

Rules Pertaining to Awards

The Society normally awards the following each year:

D.O. Hebb Distinguished Contribution Award
Richard C. Tees Distinguished Leadership Award
Vincent Di Lollo Early Career Award
CSBBCS Mid-Career Award
CSBBCS Fellows Award
Hebb Student Award – Best Poster
Hebb Student Award – Best Talk

Additionally, CSBBCS contributes half the amount to be awarded (currently \$500) for the CPA/CSBBCS CJEP Best Article Award. This award is administered by CPA and adjudicated according to their rules.

When a decision committee member cannot fulfill their role that the current CSBBCS President will serve in their place and if a second committee member cannot fulfill their role, the current CSBBCS President Elect will serve in their place.

In the event that an awards committee cannot be constituted by the representatives specified in the Rules for the Award, then the President is authorized to select replacement members from among the following: CSBBCS executive members; WiCSC chair(s); WiCSC advisory board.

For all awards, members of the selection committee are not eligible.

Rules for Awarding the D.O. Hebb Distinguished Contribution Award

- Nominations remain active for three years. Therefore, nominations submitted for the award in the years 2021 and 2022 need not be re-submitted; they will be considered automatically by the selection committee.
- Nominations of members of equity-seeking groups (women, Indigenous Peoples, persons with disabilities, members of visible minorities and diverse sexual orientation and gender identities) are especially encouraged
- This award may, but need not be made to an individual who, in the opinion of the selection committee, has made a significant contribution to the study of brain, behavior, and cognitive science. The committee shall be composed of the three most recent past presidents of the Society, plus the three most recent recipients of the CSBBCS Vincent Di Lollo Early Career Award, and the committee shall be chaired by the least most recent of the past presidents. Members of the decision committee are not eligible for nomination.
- In making its selection the committee will consider the following three criteria:

- An individual whose research has been sustained and meritorious and has enhanced the knowledge base of brain, behavior, and cognition,
 - An individual whose training of students, postdoctoral fellows and colleagues has had a significant impact on brain, behavior, and cognitive science, and
 - An individual whose influence has been exerted through leadership as a theorist or spokesperson for the discipline.
- Leaves of absence due to caregiving responsibilities, health challenges, extraordinary administrative service responsibilities and other career disruptions will be considered in adjudicating the award.
 - Normally, the awardee shall have conducted a significant proportion of their research training or disciplinary work within Canada and a record of sustained participation in the CSBBCS. The awardee will be invited to give the Donald O. Hebb Distinguished Contribution address at the annual CSBBCS meeting of that year and to prepare a paper based on that address for publication in the Canadian Journal of Experimental Psychology. Up to \$1500 in travel expenses will be borne by CSBBCS.

Rules for Awarding the Richard C. Tees Distinguished Leadership Award

- The Executive Committee of CSBBCS / SCSCCC serves as the Tees Award Committee. In making its determination, the committee will consider the following criteria and other factors pertinent to leadership and service to the CSBBCS / SCSCCC community:
 - Advancement and administration of the Canadian Society for Brain, Behavior, and Cognitive Science.
 - Contributions to the training of students and technical staff in psychology both at one's own institution and nation-wide.
 - Advancement of research and scholarship by involvement with granting agencies that fund research concerning brain, behaviour, and cognition.
 - Contributions to Canadian journals of psychology.
 - of research and scholarship by basic and applied scientific contributions to the discipline.
 - Promotion of interaction between CSBBCS / SCSCCC and other psychology organizations and direct service to the latter organizations.
 - Promotion of scientific and administrative collaborations that advance the causes of the scientific study of brain, behaviour, and cognition.

- This will not be an annual award but will be awarded by the CSBBCS/SCSCCC Executive to recognize extraordinary leadership and service to the CSBBCS/SCSCCC community.
- Nominations of members of equity-seeking groups (women, Indigenous Peoples, persons with disabilities, members of visible minorities and diverse sexual orientation and gender identities) are especially encouraged.
- Leaves of absence due to caregiving responsibilities, health challenges, extraordinary administrative service responsibilities and other career disruptions will be considered in adjudicating the award.

Rules for Awarding the Vincent Di Lollo Early Career Award

- Selection of the award recipient is based on the examination of the nominee's record of early career research contributions. One award may (but need not) be conferred annually.
- Nominations of members of equity-seeking groups (women, Indigenous Peoples, persons with disabilities, members of visible minorities and diverse sexual orientation and gender identities) are especially encouraged.
- A nominee must normally be within 10 years of receiving their PhD and a member of the CSBBCS at the time of receiving the award. Leaves of absence due to caregiving responsibilities, health challenges, extraordinary administrative service responsibilities and other career disruptions will be considered in evaluating eligibility and in adjudicating the award.
- The winner will receive a plaque and a \$1000 cash award.
- Nominations can be made to the President at any time, but a call for nominations is normally sent to the CSBBCS membership early in each calendar year.
- Nominations may be made by any active member of the Society. Self-nominations will not be accepted.
- Nominations should consist of a nominating letter and a copy of the nominee's CV.
- Nominations remain active for three years. Therefore, nominations submitted for the award in the years 2020 and 2021 need not be re-submitted; they will be considered automatically by the selection committee.
- A review committee consisting of the three most recent CSBBCS presidents (i.e. President, immediate Past President, and President-Elect OR President,

immediate Past President, and second most immediate Past President) will consider the nominees prior to the Society's annual meeting, where the announcement of the winner will normally take place. The review committee at its discretion may seek expert reviews of a nominee's contributions. Members of the decision committee are not eligible for nomination.

Rules for Awarding the CSBBCS Mid-Career Award

- This award may, but need not be made to an individual who, in the opinion of the selection committee, has made a significant contribution to the study of brain, behaviour, and cognitive science. Eligible nominees must have completed their Ph.D. at least 11 years, but not more than 25 years, prior to receiving the nomination.
- Nominations of members of equity-seeking groups (women, Indigenous Peoples, persons with disabilities, members of visible minorities and diverse sexual orientation and gender identities) are especially encouraged.
- In making its selection the committee will consider the following three criteria:
 - An individual whose research has been sustained and meritorious and has enhanced the knowledge base of brain, and cognition,
 - An individual who has a promising record of training of students, postdoctoral fellows and colleagues who have had a significant impact on brain, behavior, and cognitive science, and
 - An individual who is emerging as a leading theorist or spokesperson for the discipline.
- Eligible nominees will be members of CSBBCS in good standing. Normally, the awardee shall have conducted a significant proportion of their research training or disciplinary work within Canada and have a record of regular participation in the CSBBCS. The awardee will be invited to give the Mid-Career Award Address at the annual CSBBCS meeting of that year. The winner will receive a cheque for \$1000.

The selection committee shall make allowances for career disruptions in adjudicating nominations for the award. Leaves of absence due to caregiving responsibilities, health challenges, extraordinary administrative service responsibilities and other career disruptions will be considered in evaluating eligibility and in adjudicating the award.

Rules for Adjudicating Fellows Awards

Fellows shall be members of the CSBBCS who have made distinguished, sustained, and exceptional contributions to the Society and to the advancement of the field of

brain, behaviour, and cognitive science. A list of current CSBBCS Fellows can be found [here](#).

The selection committee shall be chaired by the most recent past president and shall be composed of all current executive committee members and the two most recent recipients of the Richard C. Tees Distinguished Leadership award.

To be eligible, the nominees shall be current members of the Society who earned their doctoral degree at least 10 years prior to the nomination. Members of the selection committee are not eligible.

In making its selection, the selection committee will consider four criteria:

- Active involvement in the Canadian Society for Brain, Behaviour, and Cognitive Science;
- Significant contributions to the study of brain, behaviour, and cognition;
- Involvement with granting agencies and/or journals in the areas of brain, behaviour, and cognition; and,
- Significant contributions to the training of highly qualified personnel in the areas of brain, behaviour, and cognition

Nominations must include the nominee's complete curriculum vitae and a nomination letter from at least one current CSBBCS member highlighting the nominee's contributions for each selection criterion.

Rules for Awarding the Hebb Student Award

Awards Descriptions

Donald O. Hebb Student awards shall be given to student Associate Members (both graduate and undergraduate) who are judged as having given the best spoken presentation or the best poster presentation at the Annual Meeting. Each year there will be 1 winner, and no more than 1 honourable mention, in each category.

Winners will receive a cheque for \$500, a commemorative plaque or certificate, and a 1-year CSBBCS membership. Honourable mentions will receive a commemorative certificate and a 1-year CSBBCS membership.

Eligibility and Application

Associate Members (both graduate and undergraduate) who are in good standing and who will be enrolled as students at the time of their presentation at the annual CSBBCS meeting can apply for consideration for the award. Postdoctoral fellows and other

Associate Members are not eligible. To apply for consideration, student Associate Members must submit an extended abstract (usually up to 1000 words) at the time they submit their paper or poster presentation. Deadlines and further instructions for submission of the extended abstract will be provided on the conference website and/or via the conference organizer.

Adjudication

1. Each year, the annual conference organizer will appoint an awards committee Chair who is a Full Member of CSBBCS. Normally, a different Chair will be appointed each year.
2. The Chair will strike an awards committee composed of an equal number of CSBBCS Full Members and Associate Members plus one member on the CSSBCS executive committee. Whenever possible, CSBBCS Fellows should be selected from the current pool of CSBBCS Full Members, and CSBBCS Associate Departmental Representatives should be selected from the current pool of Associate Members. The number of committee members appointed by the Chair should depend on the number of submissions that will be shortlisted. The Chair should ensure that there are enough committee members to ensure that at least 2 Full Members and 2 Associate Members evaluate each shortlisted presentation. The awards committee should include researchers from a wide range of CSBBCS research areas, from across Canada, and should have appropriate representation in terms of gender and ethnicity. Normally, a different set of awards committee members will be appointed each year.
3. For each presentation type (paper, poster), the awards committee will create a shortlist from the set of submissions received by the deadline. The length of each shortlist will be set by the awards committee, and should depend on the number of submissions in each category and on the size of the awards committee. Each member of the awards committee will numerically rank, without ties, all of the abstracts in at least one of the two categories. The ranking will be based on the quality of the written abstract (weighted 50%) and on the scientific importance of the research as conveyed in the abstract (weighted 50%). The shortlist for each category will be determined based on the mean (or median) rankings of the awards committee members. Only shortlisted nominees will be evaluated at the annual meeting.
4. The Chair of the awards committee will provide the shortlist to the conference organizer prior to the conference scheduling, to ensure that all of the shortlisted presentations are scheduled prior to the final day of the conference.
5. During the annual meeting, at least 2 Full Members (preferably Fellows) and 2 Associate Members (preferably Departmental Representatives) will evaluate each shortlisted paper or poster presentation. Evaluators will score each presentation out of 100 (using integers, no ties allowed) based on the quality of the presentation (weighted 50%) and on the scientific importance of the research as conveyed in the presentation (weighted 50%).

5. As soon as possible following the last shortlisted presentation, and as long as possible from the Annual General Meeting, the Chair and the awards committee members will meet. The awards committee will compute the mean (or median) rating for each shortlisted presentation and will then discuss the ratings. The committee will normally select the highest rated presentation in each category as the winner and the next highest winner in each category as the honourable mention. However, the committee's decision need not be based solely on the ratings, so long as the winning presentations satisfy the requirements of being quality presentations of research with scientific importance. The committee will then vote, in turn, on the winner and on the honourable mention for each category (4 separate votes). The committee must choose a winner in each category, but it has the discretion to not choose an honourable mention. The Chair will only vote in the case of a tie.

6. Once the winners are selected, the Chair is responsible for conveying their names and the titles of their presentations to the CSBBCS Secretary/Treasurer as soon as possible, and as long as possible from the Annual General Meeting held during the annual conference. The Chair is also responsible for emailing, or otherwise contacting the winners and inviting them to the Annual General Meeting to receive their awards. Where possible, the Chair should introduce the awards committee and present the award, the CSBBCS Secretary/Treasurer should provide the cheque to the winner, and the CSBBCS President should shake the winners' hands. Photographs should be taken.

7. The conference organizer is responsible for including the name of the awards committee chair and the names of the awards committee members in the annual conference report.

8. The CSBBCS Secretary/Treasurer is responsible for posting the names of the winners and the titles of their presentations on the CSBBCS website (along with the awards committee names), and for ensuring that the winners receive all of the components of their awards, as soon as possible after the annual meeting.

Rules for Awarding the CSBBCS Student Travel Grant

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.

In keeping with these aims, the CSBBCS will make travel awards available for associate members. These awards are intended to reduce the costs associated with participation at the Society's Annual Meeting.

Number and value of awards: Up to 10 awards per year, valued at \$500 each. The actual number of awards made each year will be determined by the Society's Executive Committee, and will depend on the availability of funds.

Eligibility: Any associate member of the CSBBCS who meets the following criteria is eligible to be considered for a travel award:

- They are the lead author on a spoken presentation or a poster accepted for presentation at the Annual Meeting of the Society,
- They register for and present at the Annual Meeting of the Society,
- They have not received a CSBBCS Associate Member Travel Award in the previous 2 years,
- They agree to have their name, portrait and affiliation posted on the CSBBCS web site,
- and they do not reside in the city/metropolitan community hosting (i.e., are not able to commute to) the Annual Meeting of the Society.

Selection: Award recipients will be selected from the pool of eligible Associate Members by a lottery, conducted by the organizers of each Annual Meeting.

Process: No application is required. Members wishing to be considered for this award will indicate so at the time of abstract submission to the conference, and the organizers will then select up to 10 winners by means of a lottery. Lottery results will be conveyed to the membership within 1 month of the final deadline for abstract submission.

Payment: Awards will be paid following the close of the Annual Meeting.

Rules Pertaining to Conference Activities

Executive/Past President's Symposium

- In years in which there is a Past President, the Past President will organize a symposium on a topic of their choosing.
- In years in which there is no Past President, the Members-at-Large serving on the Executive committee will organize the symposium instead.
- The budget for this event is \$3000 which may be used to reimburse travel expenses, conference registration fees, and to provide honoraria, at the organizers' discretion.
- This event may be scheduled as a keynote for a single speaker or may include several talks from different speakers.

Priority for Spoken Presentations

From time to time, a conference organizer receives too many requests for spoken presentations, thus requiring a 'rationing' of the available slots. He proposed that when there is a need for rationing, it shall be done in compliance with the following guidelines:

1. Slots for spoken presentations shall be allocated only to submission where the first author is also the presenting author.
2. Each full or associate member shall receive only one spoken presentation slot.
3. In connection with Point 2, symposium presentation shall count in the same way as nonsymposium presentations.
4. All slots remaining after the application of the rationing guidelines shall be allocated at the discretion of the conference organizer.

Refunds of Membership and Conference Registration Fees

Membership fees are nonrefundable. Exceptions may be granted at the discretion of the President.

Conference fees are fully refundable until 30 days prior to the start of the meeting, 50% refundable between 30 and 15 days prior to the start of the meeting, and nonrefundable starting 15 days prior to the start of the meeting. Exceptions may be granted at the discretion of the President.