

CENTRE FOR RESEARCH IN REPRODUCTION AND DEVELOPMENT (CRRD) AT MCGILL UNIVERSITY

BYLAWS

MISSION AND OBJECTIVES

1. **Strengthening research in reproductive and developmental biology** across McGill by fostering and supporting research collaborations.
2. **Increasing the visibility** of Centre members and activities through our annual Research Day and social media (Facebook, Twitter, LinkedIn, etc.).
3. **Promoting interactions** with local, national, and international investigators and centres.
4. **Building future research capacity in reproductive and developmental biology** by providing training opportunities and support for graduate students and post-doctoral fellows.

MEMBERSHIP

Members

1. Must be formally affiliated with McGill – either as a full-time McGill Faculty Member or as an adjunct member of a McGill basic science or clinical department.
2. Must be conducting research in the general areas of reproduction and/or development.
3. Are appointed following a review of their CVs and a majority vote by members of the Executive Committee.
4. Have voting privileges with regard to CRRD policy. Voting may occur at annual general meetings or through online polls.
5. Are strongly encouraged to attend CRRD meetings/events (e.g., Research Day; annual business meeting).
6. Are expected to contribute to preparation of Annual Reports.
7. Are expected to participate in review of scholarship and seed/bridge grant applications.
8. Are expected to serve on CRRD subcommittees, i.e. scholarship awards, communications, publications and outreach, etc.
9. Can sever their affiliation either by request or have it revoked if the Executive Committee notes a significant lack of participation in CRRD activities over an extended period of time (e.g., last 3 years). In the latter case, members will be placed on probation (6-12 months) and given an opportunity to re-establish good standing.

Trainees

1. Are classified as graduate students and postdoctoral fellows (PDFs) in good standing and registered with the McGill Office of Graduate and Postdoctoral Studies.
2. Are automatically classified as CRRD trainees as long as they are supervised by a CRRD Regular Member.
3. Are considered temporary members if they are officially registered as undergraduates at McGill and are working in a CRRD lab either for the summer or during the academic year.
4. Are expected to attend relevant seminars, events and the annual research day.
5. May apply for trainee fellowships and travel stipends, in accordance with stated eligibility requirements for each competition.
6. Who receive scholarship and/or travel awards are expected to acknowledge CRRD support in relevant publications, poster presentations, talks and other communications. They are also expected to present their research at the annual research day.
7. May attend the annual business meeting but do not have voting privileges.
8. Elect a trainee to represent them on the CRRD Executive Committee. This representative has voting privileges except with regards to membership and fund disbursement.

Staff Members

1. Research Assistants, Associates, Technicians, Administrative Staff, etc., supervised by a CRRD Regular Member, are automatically classified as CRRD Staff Members and are welcome to participate in CRRD meetings and activities.

Executive Members

The Executive will consist of:

Director

Associate Director

Elected Members (3)

External Member

Trainee Representative

Executive Secretary

1. The Director and Elected Members will be elected by majority vote of Faculty members by electronic polling. Nominees for Director must have previous experience on the Executive. The Associate Director will be named, by the Executive, from the Elected Members.
 - Terms start July 1 and terminate June 30.
 - Calls for nominations for new members will occur on or before Feb. 1.
 - The voting will be held no later than April 30 and the results announced at the Annual Research Day.
 - Elections will be held only if there are at least two Faculty members willing to run, otherwise the current Member will remain until two or more Faculty members are willing to be nominated.
2. The External Member position will be determined by the Executive Committee and must be someone external to the CRRD but internal to McGill.
3. The Trainee Representative will be elected for a 1-year term, renewable up to 3 years, by CRRD trainees by electronic polling. Calls for nominations and voting will occur in the months of June and July.
4. The Secretary will be hired by the Director.
5. Executive Committee Members serve 3-year terms, except trainees who are elected for 1-year terms (renewable). There will be a balance between reproductive and developmental biologists on the committee.
6. Executive Committee Members may serve in the same position for only two consecutive terms (6 years).
7. The Executive Committee will meet when necessary (and no less than two times annually; fall and spring) as determined by the Director or two of the Executive Members.
8. The Executive Committee will vote by majority to identify the Associate Director.
9. Executive Committee Members must vote with regard to membership and budget.
10. The Executive Committee will formulate new policies, as required, which must be subsequently approved by 2/3 majority vote of CRRD members at general meetings or through online polls.
11. Executive Committee members are expected to Chair and/or populate subcommittees.

Director

1. Is responsible to the Executive Committee.

2. Is expected to chair all CRRD meetings, to officially represent CRRD for McGill, and to implement the will of the Executive Committee.
3. Is responsible for coordination and preparation of the annual report as well as fundraising initiatives.
4. Can strike sub-committees with specific mandates, when necessary.

Associate Director

1. Will assist the Director in the general running of the Centre.
2. Will serve as Director in the Director's absence.
3. Will, except in unusual circumstances, assume the role of the Director at the end of the latter's 3-year term.

Elected Members

1. Will serve on the Executive Committee for a 3-year term.
2. Will attend all Executive Committee meetings.
3. Will Chair sub-committees, as needed.

External Member

1. Will act as an external voice on the Executive Committee for a 3-year term.

Trainee Rep

1. Will represent the trainees of CRRD and provide feedback to the Executive Committee from the trainees.

Executive Secretary

1. Is responsible for the day to day running of the Centre.
2. Will prepare meeting agendas, with guidance from the Executive Committee.
3. Will serve as treasurer, managing the funds, supervised by the Director, who is officially responsible for the funds.
4. Will manage communications with the Membership, keep the website up to date, and post to social media.
5. Will monitor Member participation and identify to the Executive Committee those Members who may not be in good standing.
6. Should ensure that CRRD communications are available in French and English.

CRRD MEETINGS

1. A majority vote is required at all meetings (general and executive) for business transacted at the meetings to be binding.
2. There will be at least one general meeting per year, usually in June. These will be announced at least three weeks prior to meeting dates, which will be determined by the Executive Committee. The agenda will be distributed at least two days prior to the meeting.
3. All members (faculty and trainees) are expected to attend general meetings.
4. The above rules and regulations may be added to, altered or amended by the Executive Committee and presented at the general meeting, followed by an online poll of Faculty Members. A 2/3 majority of the membership (faculty) must approve any changes.

Revised July 16, 2015 with amendments made September 11, 2017