

# THE CONSTITUTION OF THE ALLIANCE OF CANADIAN COMPREHENSIVE RESEARCH UNIVERSITIES (ACCRU)

## 1. Mission

- 1.1. ACCRU's Mission is to enable discussion, collaboration, and action upon common issues important to the effective pursuit of research and scholarly activity at ACCRU Member<sup>1</sup> Universities.

## 2. Vision

- 2.1. ACCRU's Vision is for Canada to have the most effective, collaborative and efficient University research sector in the world.

## 3. Objectives

- 3.1. To identify best practices to enable the most effective execution of research at ACCRU Member Universities.
- 3.2. To identify and encourage collaborative research initiatives amongst its Members and between its Members and other research institutions, nationally and internationally.
- 3.3. To enable its Members to respond to new research opportunities and developments in a coordinated and timely fashion.
- 3.4. To be a voice for communications on research and scholarly activity issues important to its Members with research funding agencies, policy makers and the public at large.

## 4. Membership

- 4.1. Types of membership
  - 4.1.1. Full Members are Canadian Universities that are members of Universities Canada, are eligible for Tri-Council funding (i.e., Natural Sciences and Engineering Research Council, NSERC; Social Sciences and Humanities Research Council, SSHRC; and Canadian Institutes of Health Research, CIHR), have their President (or other senior executive officer with signing authority for the University) sign the ACCRU Membership Form, are recommended by the ACCRU Executive Committee and are approved at a General Meeting. NB: Each Full Member will have a single representative to ACCRU who must have a leadership role for the research mandate at the University (e.g., Vice President Research, Associate Vice President Research, Dean of Research). Full Members have full voting rights at General Meetings and their representatives' names can stand for nomination to the Executive Committee.
  - 4.1.2. Associate Members are Canadian Universities that meet some, but not all, of the criteria for Full Membership and must be recommended by the ACCRU Executive Committee and approved at a General Meeting. NB: Associate Members can attend

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<sup>1</sup> \*For clarity, when "Member(s)" is written with a capital letter within this Constitution it is referring to the University(ies) that holds a Full Membership or Associate Membership in ACCRU. When "member" is written in small case, it is referring to the representative of a Member University.

and take part in discussion at General Meetings, but they do not have voting rights, nor can they serve on Committees. Each Associate Member will have a single representative to ACCRU who must have a leadership role for the research mandate at the University (e.g., Vice President Research, Associate Vice President Research, Dean of Research).

- 4.1.3. Observers are organizations such as Tri-Councils, governments, the private sector, international institutions, etc. with interest in and supporting roles for University research in Canada. Observers can attend a General Meeting on invitation by the Chair. They can take part at discussions at these meeting when called upon by the Chair, but they do not have voting rights, nor can they serve on Committees. Each Observer will have a single representative to ACCRU who must have a leadership and/or research liaison role(s) in the organization.
- 4.2. Terms for continuance
  - 4.2.1. Full and Associate Members must remit their yearly membership fee, as set annually at the General Meeting upon recommendation of the Executive Committee and must maintain their criteria for Membership.
  - 4.2.2. Under exceptional circumstances, a Member may be required to forfeit its membership based upon a recommendation by the Executive Committee and approval at a General Meeting.

## **5. Governance**

- 5.1. General Meetings
  - 5.1.1. The Committee of the Whole is comprised of all ACCRU Full Members, Associate Members, and Observers.
  - 5.1.2. Members must meet at least once per year.
  - 5.1.3. Subject to voting rights (see § 7), has approval authority on:
    - Membership on Executive Committee
    - New Member applications.
    - Financial statements and annual budgets.
    - Initial approval of, and subsequent amendments to, the ACCRU Constitution.
- 5.2. Executive Committee
  - 5.2.1. The Executive Committee reports, and is responsible to, the Committee of the Whole.
  - 5.2.2. The Executive Committee shall be composed of a Chair, Vice-Chair, Treasurer, Secretary, plus four Members-at-large selected from the representatives of the Full Members of ACCRU. The composition of the Executive should reflect the geographical diversity of ACCRU Members and be sensitive to gender and regional balance. Terms are for two years and are renewable once. One year after stepping down from the Executive Committee, a former member may serve again. If a member of the Executive Committee vacates their position with the Member University, they must step down from the Committee.

### 5.2.3. Terms of reference

- Will meet as often as required, but at least two times per year and normally will meet quarterly. Meetings may be held in person or by electronic means (e.g., teleconference or videoconference).
- Will act on behalf of the General Meeting in meeting all aspects of the Mission and Objectives of ACCRU, including setting policies.
- Responsible for organizing, developing agendas, and officiating General Meetings.

### 5.3. Standing and Ad Hoc Committees

5.3.1. Report to and is responsible to the Executive Committee.

5.3.2. Committees are constituted as needed by the Executive Committee.

5.3.3. Normally chaired by a member of the Executive Committee.

## 6. Meetings

### 6.1. General Meetings (GM)

6.1.1. Full Member representatives unable to attend in-person may assign their votes by proxy to a Member representative attending in-person (i.e., Member representatives may attend the meeting by electronic means, but must be present in-person to vote).

6.1.2. Notices must be circulated to all Members at least 30 days prior to the meeting.

### 6.2. An annual meeting will address at a minimum:

6.2.1. Membership on Executive Committee for the coming year including the appointment of the Chair, Vice-Chair, Secretary and Treasurer. The membership will nominate and vote for the Executive and Officers.

6.2.2. New Member applications.

6.2.3. Financial statements for the previous year and annual budget for the coming year including fee structure.

6.2.4. Approval of/amendments to the ACCRU Constitution.

6.3. Special Meetings may be called at the discretion of the Executive Committee to address items mid-year which normally would be addressed at GMs. Attendance may be in person and/or by electronic means. Notices of GMs must be circulated to all Members at least 14 days prior to the meeting.

6.4. Meetings of the Executive Committee shall be held as often as required, but at a minimum, twice per year. Meetings may be in person and/or by electronic means.

6.5. Meetings of Standing or Ad Hoc Committees shall be held as often as required, but normally prior to Executive Committee Meetings. Meetings may be in person and/or by electronic means.

## 7. Quorum

7.1. The quorum for the GM will be 50% of full membership.

- 7.2. The quorum for meetings of the Executive, Standing or Ad hoc committees will be 50% of the committee membership.

## **8. Voting**

- 8.1. Voting at all meetings will be by simple majority, except for Amendments to the Constitution (see § 9), which will require a two-thirds majority.

## **9. Rules of Order**

- 9.1. All meetings of ACCRU and its committees will be conducted according to this Constitution. Issues not explicitly covered by this Constitution will be conducted in accordance with Francis and Francis (2010) *Democratic Rules of Order, 9th ed.*

## **10. Amendments**

- 10.1. Amendments to this constitution may be considered at a GM.
- 10.2. The Executive Committee or a Full Member may make a motion to amend the constitution.
- 10.3. Notices of amendment must be circulated to all members at least 30 days prior to the meeting when the amendment will be considered.

## **REVISION HISTORY**

May 29, 2020

February 2, 2015

September 27, 2012

March 19, 2021 – Changes approved at April 29, 2021 General Meeting