

# **CANADIAN SEX RESEARCH FORUM**

## **BY-LAWS**

**(Includes all amendments up to and including October 2012)**

## **OFFICIAL BY-LAWS OF THE CANADIAN SEX RESEARCH FORUM**

### **Preamble**

The Canadian Sex Research Forum (CSRF) was formed in 1974 to foster an interdisciplinary exchange in the area of human sexuality. Its objectives are to:

- (1) encourage scientific research in human sexuality.
- (2) facilitate the growth of sexuality research as a professional activity.
- (3) promote cooperation between sexual science and other health and social science disciplines concerned with sexuality.
- (4) disseminate information related to the research activities of Canadian scientists and professionals working in the area of human sexuality.
- (5) support communication and education in the sexual sciences by means of scientific meetings, publications, teaching and service activities.

The following are the by-laws of the Forum:

### **BY-LAW I: NAME**

The name of the organization shall be the Canadian Sex Research Forum, hereinafter sometimes referred to as CSRF or as the Forum.

### **BY-LAW II: LANGUAGE**

The official language of the Canadian Sex Research Forum is English.

### **BY-LAW III: EXECUTIVE COUNCIL / OFFICERS**

#### **Section 1.**

The Executive Council of the CSRF shall be the Past-President, President, President Elect, Treasurer, Secretary, and the Senior and Junior Student Representative. The Executive Director will sit on the Executive Council but will not have voting rights.

The President Elect, Treasurer, and Secretary shall be elected by the voting membership every two years as designated herein. A Junior Student Representative shall be elected by the voting student membership every year as designated herein; they will serve for two years, their first year as Junior Representative, and their second year as Senior Student Representative.

#### **Section 2.**

##### **Executive Council Appointments.**

The Past President will organize and chair a nominations committee in charge of orchestrating the election of Executive Council members. The nominations committee will at least be comprised of the Past President, the Senior Student Representative, and a member at large, but the Chair may invite one other member of the organization to join the committee. A call for nominations will be announced through the CSRF website and listserv 60 days prior to the Annual General Meeting (AGM). All Forum members may nominate other members, or themselves, for elected office. All nominations should be forwarded to the nominations committee for consideration. The election will take place at the AGM. Voting may occur in person or prior to the meeting via electronic ballot (i.e., email).

### Section 3.

#### Resignation / Removal / Vacancies.

Any officer may resign at any time by written resignation to the President. Any officer may be removed with or without cause by a two-thirds majority vote of the Executive Council. A vacancy in any office may be filled for the unexpired portion of the term, by a majority vote of the Executive Council.

### Section 4.

#### Description and Duties of the Officers

##### (A) Past-president

The past-president shall serve as advisor to the President. He/she shall serve in this position for two years in order to provide continuity to the Executive Council's decision-making. He/she shall be responsible for orchestrating the Forum's Executive Council elections.

##### (B) President

The president shall preside at all meetings of the Executive Council and the annual general meeting. He/she shall perform all the duties usually associated with the office of President (i.e., responsible for the development and maintenance of policy affecting the affairs of the Forum). He/she shall be an ex officio member of all committees so appointed (except during nominations). Following the President's two year term of office, he/she shall assume the role of Past President.

##### (C) President-elect

The President-elect shall serve to support to the President. He/she shall serve in this position for two years in order to gain knowledge and experience until assuming the office of President following the President's term in office. The President-elect shall serve as Program Chair for the Annual Conference. The President-elect shall serve as President and shall assume all duties of the President in the absence of the President. The President-elect shall assist the President at all functions of the CSRF whether general or executive. In the year following the term of the President-elect, he/she shall become, ipso facto, President of the Forum.

##### (D) Treasurer

The Treasurer shall oversee the full and accurate accounting of all funds, receipts and disbursements belonging to CSRF, performed by the Executive Director. The Executive Director is mandated to make available for review, by the Treasurer, a report of all monies collected and disbursements authorized in a timely manner prior to any Annual General Meeting.

##### (E) Secretary

The Secretary shall keep a record of all meetings of CSRF and of all meetings of the Executive Council. The Secretary shall have oversight responsibility for ensuring that the CSRF newsletter, listserv and website are maintained. The Secretary will also assist with processing (and communicating with) new membership applicants once they have been received by the Executive Director.

##### (F) Student Representatives

The Student Representatives shall represent student members of the Forum and be afforded a single shared vote on the Executive Council. Their duties shall include the following: (a) recruiting new student members; (b) representing student members' interests at the CSRF Annual General Meeting, (c) acting as a liaison between student members and the Executive Council; (d) organizing and hosting student events at CSRF Annual Conferences, and (e) preparing incoming student representatives to take over the position. The office shall be held by a maximum of two student members of CSRF. The term of office shall be for two years: one year spent as the Junior Representative and one year spent as the Senior Representative. Voting will take place at the Annual Conference. Students who wish to be considered for the Junior Student Representative position will be present in person at the meeting at the time of voting or put their name forward to one of the current Student Representatives. Only students who are at the Annual Conference can

vote for the new Junior Student Representative. At the end of their term, the Junior Student Representative shall become, ipso facto, the Senior Student Representative for the following year.

#### Section 5.

##### Remuneration of Officers

All Officers shall serve without remuneration.

#### Section 6.

##### Succession

Succession in office shall be limited to two consecutive terms (i.e., 4 years); however, no member shall be prohibited from being elected or appointed to another office even though he/she has already served two terms in one office.

## **BY-LAW IV: EXECUTIVE DIRECTOR**

#### Section 1

##### Description and Duties of the Executive Director

The Executive Director shall be appointed by the Executive Council and will normally hold office for a period of 5 years (mutually negotiable) until the termination of his/her signed letter of offer and upon completion of all duties connected therewith. The 5 year term may be renewed upon mutual agreement for additional terms. The Executive Director will sit on the Executive Council but will not have voting rights.

The Executive Director shall have full authority subject to the authority of the President, to manage and direct the affairs of the Forum. The Executive Director shall give to the Officers or any one of them, from time to time, all information they may require regarding the affairs of the Forum. The Executive Director shall be responsible for keeping a register of members.

The Executive Director shall be responsible for preparing an annual budget for all accounts, for submission to the Treasurer and other Executive Council members for their consideration.

The Executive Director shall have custody of all funds and be responsible for keeping full and accurate accounts of receipts and disbursements in books belonging to the Forum, and shall be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the CSRF.

#### Section 2

##### Remuneration of the Executive Director

The Executive Director will receive remuneration. Such remuneration shall be fixed by the resolution of the Executive Council, and shall be in force until the Executive Council determines otherwise.

#### Section 3

##### Resignation / Removal / Vacancies.

The Executive Director may resign at any time by written resignation to the President. The Executive Director may be removed with cause by a two-thirds majority vote of the Executive Council. In the case of a vacancy, the Executive Council will appoint an Acting Executive Director and immediately search for a suitable replacement to be hired as soon as possible.

#### Section 4

##### Performance Review

A performance review will be conducted of the Executive Director biannually and will normally take place in the second year of the President's term. The President will be responsible for carrying out the performance review.

### **BY-LAW V: RESPONSIBILITIES OF THE GOVERNING BODY**

#### Section 1.

The Canadian Sex Research Forum shall have an Executive Council responsible for the general management of the CSRF whose powers and duties shall be those ordinarily held and performed by the board of directors of an organization.

#### Section 2.

It shall consist of the Past President, President, President-elect, Treasurer, Secretary, Student Representatives, and the Executive Director (or those authorized to represent them in the event of illness, death, or other extenuating circumstances). The Executive Director is a non-voting member.

#### Section 3.

Two thirds of the total membership of the Executive Council shall constitute a voting quorum. A majority vote of such a body sitting in official meetings shall control the decisions of the Council.

#### Section 4.

The President, in consultation with the Secretary, shall appoint (1) the editors of all newsletters and publications of the CSRF and (2) the website manager, whenever necessary.

#### Section 5.

The Executive Council may employ temporary or permanent staff, dependent upon the financial status of the Forum, whenever necessary.

#### Section 6.

The Executive Council may appoint either standing or temporary committees as may be necessary in order to meet the needs of the CSRF at any given time.

### **BY-LAW VI: MEMBERSHIP**

#### Section 1.

The levels of membership in the CSRF shall be:

- (a) Members
- (b) Honorary Members
- (c) Student Members
- (d) Associate Members

#### Section 2.

At any time that the Executive Council deems it so desirable, new levels of membership may be added.

#### Section 3.

Definition of levels of membership:

(A) *Members* shall be persons who possess an advanced degree from an accredited university in one of the biological, social sciences, education, or theology/pastoral studies. In addition, an

active member is one who by virtue of their research, educational or clinical service activities demonstrates a commitment to the scientific pursuit of knowledge relating to sexuality. Outstanding contributions to the sciences related to sexuality may be considered in lieu of a degree as qualification for membership status.

Applications for *members* shall include a completed application form; a current curriculum vitae (CV); a letter of reference from one CSRF member, or two non-members.

(B) *Honorary Members* shall be proposed by the Executive Council on the basis of outstanding achievement in the various areas of sexual research, education, and/or therapy. Honorary members shall not be eligible to vote or to hold elective office. They shall not be required to pay dues.

(C) *Student Members* shall be individuals registered (full or part-time) in an accredited academic or clinical training program of study leading to a bachelor's, graduate, or professional (e.g., medicine, law, social work) degree who have received or are currently receiving training in sex education, sex research, sexual medicine, or sex therapy.

Applications for *student membership* shall include a completed application form, a current CV, a letter of reference from one CSRF member (or two non-members) attesting that the individual is (a) a student studying sexuality and (b) is in good standing at his/her institution of higher learning.

Upon completion of their degree, students may choose to renew their membership in CSRF at Member or Associate Member status.

(D) *Associate Members* shall be individuals who are recent graduates, post-doctoral fellows, or any new individual joining (who is not a student) who opt to join CSRF at this membership level (these individuals would also be eligible to join at *Member* status). Individuals may hold *Associate Membership* status for up to three consecutive years. At any time an *Associate Member* may return to *Student Membership* if he/she returns to study as described above. Benefits of *Associate Membership* may include reduced membership and conference registration fees.

Applications for *Associate Membership* shall include a completed application form, a current CV, a letter of reference from one CSRF member (or two non-members). If an individual is already a Student Member, letters of reference and CV are not required.

For all membership categories, provisional approval is provided once all application materials and dues are received. Decisions regarding applications are made by the Executive Council as soon as reasonably possible thereafter. Final ratification of new members will be made at the following Annual General Meeting of the CSRF.

All members must abide by the ethical and professional standards associated with their field of practice.

#### Section 4.

Termination of Membership may be for any of the following:

(A) Resignation

All rights and privileges of any member shall be terminated upon his or her resignation.

(B) Expulsion

The Executive Council shall have the power to expel a member for non-adherence to the principles of membership or for any cause that in its judgment is deemed sufficient. No member may be expelled unless he or she has been properly informed of the charges against him or her in writing and has had the privilege of a hearing before the Executive Council. An affirmative vote

of at least 2/3 of the members of the Executive Council is necessary for such expulsion. Upon expulsion, all rights and privileges are terminated.

(C) Delinquency

A member shall become delinquent after failure to pay dues for two months. If the delinquency continues for 30 days after written/electronic notification by CSRF, the membership shall be automatically terminated. A delinquent member so terminated may upon payment of dues owed reapply for membership and be reinstated.

## **BY-LAW VII: PUBLICATIONS**

Section 1.

The Executive Council shall authorize publications, in keeping with the objectives and purposes of the CSRF, as it becomes advisable. These shall be edited by appointees of the Executive Council.

A newsletter shall be distributed to the membership. Similar materials, related to the Forum's objectives and purpose, may be distributed to the membership or placed on the Forum's web site from time-to-time.

## **BY-LAW VIII: MEETINGS**

Section 1.

The Annual Conference is the scientific meeting of the Canadian Sex Research Forum, and shall be held on a date and at a place recommended by the CSRF membership at the previous Annual General Meeting (AGM) and finalized by the Executive Council.

A program committee, normally including the President-elect, Past-president, Executive Director, an additional CSRF member-at-large, a student member, and a local area conference organizer, will be struck to (1) review and select submitted proposals and decide on presentation formats, and (2) plan and develop the conference program, activities and select major speakers.

Final financial arrangements with the conference hotel are the responsibility of the Executive Director.

Section 2.

The Annual General Meeting (AGM) is the business meeting of the Canadian Sex Research Forum and shall be held at each Annual Conference. The AGM shall generally be held after the last session on the last day of the Annual Conference/Meeting.

Notice shall be provided in the Conference Program generally three months prior to the holding of the meeting. Methods of communicating about the Annual Conference may include the Newsletter, the Forum website, the CSRF listserv and email.

At the AGM officers shall report to the membership and any business of the CSRF may be transacted by the membership present. Quorum for the Annual General Meeting shall be thirteen (13) *Members, Associate Members and/or Student Members*.

Section 3.

The Executive Council of the Canadian Sex Research Forum shall hold a minimum of one executive meeting annually and at any other times deemed necessary by the President. The Executive Council shall generally hold a meeting at the Annual Conference.

#### Section 4.

All CSRF meetings are closed to the press unless a press conference is specifically called by the Executive Council.

#### Section 5.

Decisions are made by voting on questions before the CSRF general membership (at an AGM) or the Executive Council. Before a question can be voted on at a meeting, a motion on that question must be moved and seconded. Unless otherwise stated, motions arising at any meeting shall be decided by a majority vote (at least 50% plus 1) of voting members present. Any member may ask for a recorded vote. A declaration by the Chairperson (who is generally the President) that a motion has passed or failed and an entry to that effect in the minutes shall be admissible in evidence as *prima facie* proof of the fact.

### **BY-LAW IX: FUNDS**

#### Section 1.

The Canadian Sex Research Forum may receive funds, endowments and bequests. Solicitation and expenditure of these shall be authorized and allocated by the Executive Council.

#### Section 2.

No monies shall be expended by the Executive Council unless available in the treasury.

### **BY-LAW X: PRIVILEGES & DUES**

#### Section 1: Membership Privilege

- (a) Membership in Canada's national organization of sex researchers, therapists, clinicians, and educators;
- (b) Reduced membership rates of registration at conferences sponsored by CSRF;
- (c) An annual Membership List, to aid in information exchange with other members;
- (d) Updates on Canadian sexological research through the CSRF Newsletter;
- (e) Opportunity to participate in the CSRF listserv.

#### Section 2: Dues

Changes in annual dues or any special dues shall be decided by majority vote of the Executive Council.

### **BY-LAW XI: FISCAL YEAR**

The fiscal year shall begin July 1 and end June 30 each year.

### **BY-LAW XII: VOTING OF THE GENERAL MEMBERSHIP**

Outside of the Annual General Meeting, voting of the general membership may be conducted via mail or email. Quorum for a mail/email ballot shall be 25% of the membership. All mail/email ballots shall be considered closed thirty days after being mailed/emailed out to the membership. Members will respond to the electronic vote by either noting an objection or responding with any vote: yes, no or abstention. If one-third of the members (rounded down) objects to the electronic vote, it will not take place. A record of these motions shall be kept by the Secretary and reported at the subsequent Annual General Meeting.

## **BY-LAW XIII: AMENDMENTS**

### **Section 1.**

The By-laws may be amended by two-thirds of the voting members in good standing, voting in a referendum submitted by mail or email/online, or by two-thirds of those members in attendance at the Annual General Meeting.

### **Section 2.**

A majority of the votes cast shall constitute acceptance or rejection of the proposed amendment.

### **Section 3.**

Amendments may be proposed by:

- (A) the Executive Council
- (B) any five members of the Forum who are in good standing

### **Section 4.**

Proposals for amendments shall be communicated to the membership at least thirty days prior to the call for a vote. Such communication may be in any published form accepted by the Executive Council.

Accepted: 24 October 2012.