

# **Standing Rules of the Canadian Society for Ecology and Evolution / la Société Canadienne d'Écologie et d'Évolution**

*The original Constitution (now known as the Standing Rules) was approved by the general assembly of the Society on 3 April 2006 at Montreal, and with the By-Laws, was signed by Louis Bernatchez, Sarah Otto, Graham Bell, and Douglas Morris on 10 July 2006.*

*Amended at July 2018 Annual General Meeting at Guelph.*

*Amended at Aug 2019 Annual General Meeting at Fredericton*

## **ARTICLE 1. NAME.**

This Society shall be known as the Canadian Society for Ecology and Evolution / la Société Canadienne d'Écologie et d'Évolution.

## **ARTICLE 2. PURPOSES.**

The Purposes of the Society shall be:

1. to promote the study of ecology and evolution in Canada;
2. to raise public awareness of the importance of ecology and evolution to Canadian society;
3. to facilitate communication between members of the Society and decision-makers in the public, private and non-governmental sectors;
4. to act as a liaison with Federal and Provincial funding agencies to support and promote ecological and evolutionary research in Canada.

## **ARTICLE 3. MEMBERSHIP.**

The society shall consist of a single class of members. All members have a single vote in all Society votes and elections. Membership is by voluntary application and is subject to approval by Council. Within this single class of members, there are four membership categories, as follows.

**Regular member:** Any person who supports the purposes of the society is eligible for a regular membership.

**Lifetime Member:** Any person who supports the purposes of the society and who pays a life membership fee is eligible for a lifetime membership.

**Student or postdoctoral fellow member:** Any person who supports the purposes of the society and is a registered student or a postdoctoral fellow at a university or college is eligible for a student or postdoctoral membership.

**Retiree member:** Any person who supports the purposes of the society and is a retired person is eligible for a retiree membership

**Honorary Life Member:** Honorary life membership may be conferred on individuals who have demonstrated a lifetime of research excellence or distinguished service in the fields of ecology and (or) evolutionary biology. Honorary members shall be exempt from payment of the annual membership fee and will receive all benefits associated with regular membership.

#### **ARTICLE 4. MEMBERSHIP DUES, NOMINATIONS FOR HONORARY LIFE MEMBERSHIP, AND TERMINATION OF MEMBERSHIP.**

**Annual dues for Regular, Lifetime, Retiree and Student members:** Dues are established by a majority vote of the Council. The fees for membership will be levied from each Member annually and cover membership for the current calendar year.

**Nominations for Honorary Life Membership:** All CSEE members in good standing are entitled to propose the names of prospective honorary members. Each proposal, detailing the justification for the nomination and not exceeding 1000 words, must be supported by two additional members in good standing. Proposals must be submitted jointly to the Chair of the CSEE Awards and Recognition Committee and to the CSEE Secretary. The annual deadline for receipt of proposals for honorary life membership is March 31.

Based on recommendations from the Awards and Recognition Committee, the CSEE Council will evaluate the nominees at a Council Meeting held during the CSEE's Annual Meeting, normally held in May. Council will recommend meritorious nominees for election by all members in attendance at the General Business Meeting, held during the society's Annual Meeting.

The number of honorary members shall be limited to 1% of the total membership.

**Termination of Membership:** Membership may be terminated by direct request of the member, failure to pay dues, or action of the Council.

#### **ARTICLE 5. COUNCIL.**

The Society is governed by a Council that comprises the four Directors, as well as eight Councillors. There are six regular Councillors, one student Councillor, and one student or post-doctoral fellow Councillor. The four Directors and the longest-serving Student/ Post-doctoral Councillor form the Executive. Council members serve without remuneration. Council will manage the Society.

**Directors:** The Society has four Directors, namely the President, Vice-President, Secretary, and Treasurer, as described in the Articles of Continuance and in the By-laws.

**The President** serves a two-year term, following a two-year term acting as Vice-President (President-elect). A person may hold the office of President for only one term, in addition to such time as may be served filling the office following the death or resignation of a President.

The **Vice-President** is the President-elect. The Vice-President serves a two-year term, followed by a two-year term acting as President.

The **Secretary** serves a three-year term and is eligible for re-election to additional terms.

The **Treasurer** serves a three-year term and is eligible for re-election to additional terms.

**Councillors:** The Council has eight Councillors, namely six regular Councillors, one Student Councillor, and one Student or Post-doctoral Councillor.

**Regular Councillors** serve three-year terms. Councillors are eligible for re-election to non-consecutive terms.

## **ARTICLE 6. ELECTIONS**

All Council positions filled by Society elections shall be selected by electronic ballot. The official terms of the officers commence immediately after the Annual Meeting. Only Regular, Lifetime, Retiree, Student, and Post-doctoral members are eligible to hold office in the Society. No employee or member of the immediate family of an employee of the Society may be nominated for or hold elected office within the Society.

The Nominations Committee shall serve for one year and consist of the Vice-President as Chair and four Council members, including a student or student/postdoc Council member. Council shall solicit nominations for Society positions from the general membership not less than three months before the election. Any nomination made by one or more members in good standing and approved by the Nominating Committee shall be put on the list of nominations. The Committee shall submit to the Secretary a list of at least two candidates, who have agreed to serve, for each position to be filled, excepting the positions of Secretary and Treasurer, which may be uncontested. Names of the candidates shall be made known to the membership by the Secretary.

The Secretary shall organize an electronic poll, notify members of the method to cast ballots, tabulate and record the votes, notify the candidates for Council of the election results, and notify the membership of the results. In the event that the election of Council cannot be completed by electronic ballot, the election will be conducted at the annual general meeting of the Society. In the event of a tie vote for any office, the Secretary shall poll the members of the Council to resolve the tie.

Elections with more than two candidates shall be held by a means of an instant-runoff vote, whereby voting members will rank all candidates in order of preference. Ballots will be initially counted for each voter's top choice. A candidate with more than 50% of the votes based on first-choices will be elected. In the event that no candidate has more than 50% of the votes based on first-choices, the candidate with the fewest first-choice votes will be removed from the slate and the votes of members who selected this candidate as first choice will be added to the total of their next most-preferred candidate. This process will continue until one candidate has more than 50% of the votes.

If for any reason the President is unable to carry out the duties of the office, the position shall be filled by the Vice-President. Vacancies in the other offices may be filled until the next election by vote of the Council. A member of the Council or the Executive may be removed from office by a petition signed by seven of the twelve members of Council. A member of Council may be removed from office by a resolution passed by a majority of members present at the General Business Meeting.

#### **ARTICLE 7. DUTIES OF DIRECTORS**

The **President** acts as chief executive officer. The duties of the President are as follows:

- to prepare the annual report of the Society;
- to preside over meetings of Council;
- to appoint committees as directed by Council or prescribed by the By-laws;
- to act as spokesperson for the Society;
- to sign all official Society correspondence;
- to advance the purposes of the Society.

The **Vice-President** is the President-Elect. The duties of the Vice-President are as follows:

- to take over the responsibilities of the President whenever the President is unable to carry them out;
- to coordinate planning for annual conferences;
- to chair the Nominations committee.

The duties of the **Secretary** are as follows

- to keep the records and archives of the Society and the list of members;
- to give notice of Council meetings and the General Business meetings;
- to administer elections;
- to take minutes of the Council meetings and the General Business meetings and to distribute these to the Council and to members in a timely manner.

The duties of the **Treasurer** are as follows:

- to administer all society funds;
- to disburse funds as directed by the Council;
- to prepare an audited financial statement for presentation to the General Business Meeting.

The duties of the **Council members** are as follows

- to direct the business of the Society;
- to advise the Directors as to how to advance the purposes of the Society;
- to serve on Society committees.

#### **ARTICLE 8. CONDUCT OF BUSINESS.**

All business of the Society will be conducted in French or in English and all official documents shall be distributed in both languages unless decided otherwise by majority vote of Council.

The signature of the President, or in the absence or incapacity of the President the signature of the Vice-President, shall certify that a document is an official document of the Society.

The custody of the corporate seal of the Society shall be entrusted to the President or in the absence or incapacity of the President, to the Vice-President.

#### **ARTICLE 9. AUDITOR**

Each calendar year, the CSEE Treasurer and an arms-length accountant will each prepare a financial report in lieu of an audit. The Treasurer will present the report each year at the General Business meeting.

#### **ARTICLE 10. MEETINGS.**

A Meeting of the Society will be held annually at a date and place to be determined by the Council. The Annual Meeting will include a General Business Meeting of the membership at which the quorum shall be 40 members in good standing. Every question will be decided by a majority of the votes cast on the question. If a quorum is not reached at the Annual Meeting votes on issues arising will be held subsequently electronically. Motions will be passed if approved by a majority of members present, provided these comprise at least 40 members in good standing.

Council meetings of the Society will be held at least annually at a time and place determined by Council. At least two weeks' notice of the meeting will be given. A quorum for the Council meeting consists of the President or Vice-President and at least six other members of council. All members of Council have a single vote in all business, with the President having a second, tie-breaking vote as necessary (this is mandated in the By-laws). Minutes of Council meetings shall be made available to the membership in a timely fashion by the Secretary.

#### **ARTICLE 11. COMMITTEES.**

The Nominations and Awards and Recognition Committees are permanent standing committees of CSEE Council. Additional *ad hoc* committees may be formed by the President in consultation with Council.

### **Nominations Committee**

The Nominations Committee shall serve for one year and consists of the Vice-President as Chair and four Council members, one of whom will be a student/postdoc Councillor. The Nominating Committee shall solicit nominations for Society positions not less than three months before the election from the general membership.

### **Awards and Recognition Committee**

The Chair of the Awards and Recognition Committee is appointed by the President. The Committee will advise the Directors and Council on matters concerning Awards and Recognition, including the President's Award, the Early Career Award, and Student Awards.

## **ARTICLE 12: AWARDS OF THE SOCIETY**

**President's Award for Research Excellence in Ecology and Evolution:** The President's Award for Research Excellence in Ecology and Evolution is given in odd-numbered years to a Canadian scientist in recognition of outstanding contributions to ecology and (or) evolutionary biology.

**President's Award for Excellence in Societal Engagement:** President's award for Excellence in Societal Engagement is given in even-numbered years to an individual in recognition of outstanding contributions to public and/or policy engagement in ecology and (or) evolutionary biology in Canada.

**Early Career Award:** One CSEE Early Career Award is given each year to recognize the outstanding accomplishments and future research potential in ecology and evolution by scientists early in their careers (5 years post-PhD).

**Student Travel Awards:** Student travel awards are given to assist student members with expenses of travelling to the Annual Meeting.

**Student Presentation Awards:** Student presentation awards are awarded to the top verbal and poster research presentations by student members at the Annual Meeting.

## **ARTICLE 13. AMENDMENTS.**

These Rules may be amended by the following procedure:

**Proposals for amendment:** An amendment may be proposed either by a majority vote in council or by a request in writing from any 12 members of the Society.

**Notice of amendment:** A notice of amendment must be sent out to members by the Secretary at least 20 days in advance of the next General Business Meeting.

Voting on amendment: Following discussion at the General Business Meeting, an amendment shall be adopted if approved by 2/3 of voting members in attendance at the meeting.

#### **ARTICLE 14. SECTIONS.**

A Section may be organized by Members to promote the various special interests of the Membership. Activities should encourage research, the exchange of ideas, and facilitate communication among members with similar disciplinary interests. Any group of members may propose the establishment of a Section to the Council. Any proposal must include a general scope for the Section and its organizational plan and structure. Any Section that is organized and approved will be responsible to a) designate a Chair, b) uphold the values of the CSEE, including inclusivity, diversity, and equity, c) maintain a reasonable and functional number of members d) charge a fee to fund the activities of the Section that will be collected by, the CSEE, and administrated in coordination with the CSEE Treasurer, and e) be accountable to the CSEE membership by the provision of an annual report summarizing the Section's activities to the CSEE council and the CSEE membership at the Annual General Meeting by the Section Chair at the annual CSEE conference. CSEE council reserves the right to fold a Section with 6 months notice if there is no activity within the Section for a reasonable period of time.