

Centre de Recherche en Développement Humain CHARTER

1. NAME

- 1.1 The organization's official name is *Centre de Recherche en Développement Humain* (CRDH), translated in English as the Centre for Research in Human Development.
- 1.2 The Centre for Research in Human Development is one of the theme Regroupements of the *Fonds Québécois de la recherche sur la société et la culture* (FQRSC).
- 1.3 The CRDH head office is located at the university with which its current Director is affiliated.

2. MISSION

- 2.1 The CRDH mission is:
 - (a) To support interdisciplinary research on human development across the lifespan;
 - (b) To promote the development and maintenance of a critical mass of researchers in the area of human development;
 - (c) To support and to help to increase overall research capacity in the area of human development, including the training of new researchers;
 - (d) To stimulate and facilitate the creation of partnerships between groups of researchers who belong to the CRDH as well as with public and private institutions.
- 2.2 The CRDH's ultimate goal is to increase knowledge about the biological, psychological, environmental, and social factors affecting human development and to transfer this knowledge to people who use it, including clinicians, government decision-makers, and the general public in Quebec and internationally.
- 2.3 By fulfilling its mission, the CRDH will help to promote successful development across the human lifespan and to prevent the expression of difficulties in human development.

3. CATEGORIES OF MEMBERSHIP AND APPLICATION PROCEDURES

3.1 MEMBERSHIP

- 3.1.1 A member must be an active, independent researcher (according to the FQRSC definition¹) who is directing an ongoing research program in an area of human development.

¹ Catégories de membres d'un regroupement stratégique

Chercheur régulier: Un chercheur universitaire ou, pour les regroupements ayant choisi la vocation Rapprochement recherche-société, un chercheur des milieux de pratique, l'un ou l'autre étant responsable ou co-responsable de la direction scientifique d'un ou de plusieurs projets de la programmation de recherche (dans un centre) ou d'un ou plusieurs éléments du projet structurant (dans un pôle).

Chercheur collaborateur: Un chercheur universitaire ou un chercheur des milieux de pratique qui contribue de façon ponctuelle ou occasionnelle aux activités de recherche nécessaires à la réalisation d'un projet faisant partie de la programmation scientifique de recherche (dans un centre) ou à des activités du projet structurant (dans un pôle). Il agit alors comme collaborateur au sein du regroupement et sa productivité scientifique n'est pas évaluée.

- 3.1.2 Any active independent researcher working in the field of human development may apply for membership in the CRDH by submitting an application to the Director of the Centre.
- 3.1.3 This application must be accompanied by a letter of support from a member of the Centre.
- 3.1.4 Every application for membership must be approved by the CRDH Steering Committee. The committee's approval is based on the applicant's potential to make a scientific contribution to the CRDH.
- 3.1.5 Membership is valid for the length of the current FQRSC funding period (presently 6 years) and is renewable.
- 3.1.6 Membership shall be terminated if the member does not engage in any scientific activities relevant to the CRDH or participate in any of its activities for two (2) years.

3.2 STUDENT MEMBERSHIP

- 3.2.1 A student member (trainee) may be a student enrolled in a master's, doctoral, or post-doctoral (2^e, 3^e, or 4^e cycle) research training program related to the field of human development.
- 3.2.2 All students under the academic supervision or co-supervision of an active member of the CRDH are student members of the Centre.
- 3.2.3 Other students may apply for student membership to the Director of the CRDH.
- 3.2.4 The student membership application is then evaluated by the CRDH Executive Committee.
- 3.2.5 Student membership is valid for the length of current funding period and is renewable.

3.3 MEMBERSHIP PRIVILEGES AND OBLIGATIONS

- 3.3.1 The CRDH expects all of its members to participate actively in its activities.
- 3.3.2 Active members and student members are eligible to apply for the various types of awards and/or funding opportunities offered by the CRDH.
- 3.3.3 Only active members are eligible to hold CRDH offices.
- 3.3.4 All members agree to abide by the spirit of scientific research in the sense understood by the main granting agencies and academic institutions.
- 3.3.5 All members agree to submit to the CRDH Executive Committee, in a diligent and timely fashion, all of the information that the CRDH needs to function properly (such as, yet not exclusive to, updated copies of the members' résumés, updated lists of their publications, and updated lists and proof of the grants that they have received).
- 3.3.6 It is expected that all members of the Centre will list CRDH as one of their affiliations in scholarly publications and presentations.

4. ADMINISTRATIVE STRUCTURE

4.1 DIRECTOR²

- 4.1.1 The Director of the Centre is responsible for convening and chairing the meetings of the Centre's Executive Committee, Steering Committee, and the membership.
- 4.1.2 The Director provides the necessary leadership to ensure the Centre's vitality, its members' active participation, and the relevance and scientific quality of its activities.
- 4.1.3 Together with the Executive Committee and the Steering Committee, the Director establishes a process for selecting and reviewing the Centre's objectives and priorities.
- 4.1.4 The Director ensures that the funding provided to the Centre by the FQRSC is allocated and employed in a transparent, effective, and equitable manner while contributing to the achievement of the Centre's objectives.
- 4.1.5 The Director is accountable to the Centre's members, host University, and the FQRSC for the decisions that are made regarding the Centre.

² See also CRDH Director – Job Description January 25, 2008

4.1.6 The Director is responsible for ensuring that the results of the Centre's research activities are disseminated and publicized both nationally and internationally.

4.1.7 The Director is appointed as follows³:

At least six months prior to the date at which the current Director's or Co-Directors' term(s) end, the Centre Steering Committee is responsible for drafting a description of the Director or co-Directorship positions and a profile of the ideal candidate. The description and profile must be approved by the host University VPRGS in consultation with the Associate Dean, Research and Graduate Studies of the host Faculty, or equivalents. A search committee will be struck to choose a new Centre Director or Co-Directors. All members of the Centre are entitled to vote for up to five members of the search committee, of whom no fewer than three will be from the host University. Graduate student members of the Centre will elect the student representative on the search committee. Two additional members will be the Director of another Research Centre at the host University, or a Canada or University Research Chairholder appointed by the Vice-President, Research and Graduate Studies (VPRGS). The VPRGS will appoint an Associate Dean from the host Faculty to serve as a non-voting Chair of the Search committee. Once the search committee has been struck, the Chair of the Search committee will circulate a call for nominations for the Director or Co-Director position(s) to all members of the Centre. If Co-Directors are nominated, it is understood that at least one of the individuals must be from the host University and that the central administration of the Centre will continue to be located at the host University. During the nomination period, the responsibility for identifying and approaching potential nominees should lie with members of the Centre rather than the Search Committee.

Once all nominations have been received, the Search Committee will solicit the candidates' cv's and proceed to interview all of the nominees. Prior to the interviews the search committee will invite all members of the Centre—researchers, trainees, and staff -- to appear before the Committee if they wish, or to submit written statements about the nominees. As part of this process, the Search Committee will interview the outgoing Director or Co-directors about their past experiences and solicit their advice regarding priority issues for the future. When the Search Committee has interviewed the nominees and completed its deliberations it will choose its preferred candidate by secret ballot. The result of the vote together with a reasoned recommendation of appointment will be forwarded to the VPRGS. The VPRGS will make the final decision with respect to the appointment of the Centre Director.

4.1.8 The Director serves a term of five (5) years, renewable.

4.2 EXECUTIVE COMMITTEE

4.2.1 The Executive Committee consists of three (3) members: the Director, and up to two (2) other members who assist the Director in his or her duties, as well as the Centre Administrator. The Executive Committee must operate in a manner consistent with the strategic priorities and directions of the Steering Committee (see below).

4.2.2 The two (2) members of the Executive Committee who assist the Director may, at the Director's discretion, be given the title of Associate Directors. They are nominated for their positions by the Director and must then be approved by the Steering Committee.

4.2.3 The Associate Directors replace the Director in his/her absence. If there are no Associate Directors, the Centre Director designates the member of the Steering Committee who will serve as the Acting Director.

4.2.4 The Director of the Centre serves as the Chair of the Executive Committee.

4.2.4 The members of the Executive Committee serve a term of three (3) years, which is renewable.

4.2.5 Mandate of the Executive Committee

4.2.5.1 The Executive Committee supports the Director in implementing the Centre's policies and ensuring that the Centre pursues its research directions and achieves its objectives.

4.2.5.2 The Executive Committee supports the Director in ensuring that the Centre

³ As described more fully in the document Centre Director Search Process, Interim Procedures, Concordia University, December, 2007

operates equitably and transparently.

4.2.5.3 The Executive Committee supports the Director in managing the Centre's budget and ensuring that it is put to optimal use.

4.2.5.4 The Executive Committee supports the Director in receiving and analyzing the scientific and financial reports from the Centre's Axes and Strategic Initiatives in order to report on them to the Steering Committee.

4.2.6 Meetings of the Executive Committee

4.2.6.1 The Executive Committee must meet at least six (6) times per year.

4.2.6.2 A quorum for the meetings of the Executive Committee shall consist of two (2) out of its three (3) members.

4.2.6.3 The members of the Executive Committee cannot send replacements to represent them at its meetings.

4.2.6.4 The Executive Committee shall make its decisions by a simple majority vote, and the Chair shall cast a vote.

4.2.6.5 The Executive Committee shall produce a complete annual report on the Centre's scientific and administrative activities. This report must be approved by the Steering Committee, which presents it to the members and submits it to the FQRSC.

4.3 STEERING COMMITTEE

4.3.1 The Steering Committee of the Centre implements the directions, developments, strategies, and scientific and budget priorities discussed within its Steering Committee.

4.3.2 The Steering Committee is composed of approximately eleven (11) persons representative of the disciplines and institutions comprising the Centre membership: one (1) representative from each of the Centre's Axes and Strategic Initiatives; if not already represented among the Axis/Strategic Initiatives Co-ordinators, one member from a discipline other than psychology and one member from outside the host institution; two (2) student trainees, one of whom shall be from another institution; and the three (3) members of the Executive Committee, as well as the Centre Administrator.

4.3.3 The representatives of each university shall be appointed by the researchers at that university who are active members in good standing of the Centre.

4.3.4 The Centre's Director serves as the Chair of its Steering Committee.

4.3.5 The university representatives serve a term of two (2) years, which is renewable.

4.3.6 The Steering Committee may, upon the unanimous vote of all of its remaining members, require the resignation of any member whom it deems to have acted in a manner inconsistent with the mission, objectives, and values of the Centre.

4.3.7 If a member of the Steering Committee is absent from two (2) duly convened meetings for no valid reason, the Steering Committee may request that the members of the Centre from that member's institution appoint a replacement.

4.4 MANDATE OF THE STEERING COMMITTEE

4.4.1 The Steering Committee sets the Centre's policies and research directions.

4.4.2 It establishes the Centre's Axes and Strategic Initiatives.

4.4.3 It ensures that the Centre maintains a balance among phases of the lifespan, biological, social, cognitive, sociological and economic research, and basic and applied research.

4.4.4 It has overall responsibility for the achievement of the Centre's objectives.

4.4.5 It ensures that the Centre operates equitably and transparently.

4.4.6 It evaluates and approves applications for members, collaborators, and graduate trainees in the Centre.

4.4.7 It participates in the nomination of a candidate for Director, to be approved by the Search Committee.

- 4.4.8 It establishes whatever advisory committees it deems necessary, appoints their members, and determines their mandates.
- 4.4.9 It decides how the Centre's budget will be allocated and ensures that it is put to optimal use.
- 4.4.10 It reviews the Executive Committee's evaluations of the scientific and financial reports submitted by the Centre's Research Axes and Strategic Initiatives, and makes recommendations to the Executive Committee concerning them.

4.5 MEETINGS OF THE STEERING COMMITTEE

- 4.5.1 The Steering Committee determines the locations, dates, and frequency of its own meetings. It must meet at least three (3) times per year, and typically meets once (1) per month during the academic year.
- 4.5.2 These meetings must be called at least one (1) month in advance, unless there is an emergency that might jeopardize the Centre's ability to operate effectively. These meetings may be held in person, or by video conference, or by telephone conference call.
- 4.5.3 At these meetings, the presence of fifty percent (50%) of the members shall constitute a quorum.
- 4.5.4 The members of the Steering Committee cannot send replacements to represent them at its meetings.
- 4.5.5 The Steering Committee shall make its decisions by a simple majority vote, and the Chair shall cast a vote.
- 4.5.6 Any amendment to the provisions of the present Charter shall require the approval of the Centre's active members.
- 4.5.7 The Steering Committee must approve the Executive Committee's complete annual report on the Centre's scientific and administrative activities before that report is presented to the Centre's annual members meeting.

4.6 COORDINATORS OF CENTRE AXES AND STRATEGIC INITIATIVES

- 4.6.1 The Coordinators of the Centre's Axes and Strategic Initiatives are in charge of these entities. The Coordinators call and chair the meetings of their respective entities, at least once (1) per year.
- 4.6.2 The Coordinators provide the leadership necessary to ensure the vitality of their axes/initiatives, the active participation of their members in multidisciplinary projects, and the relevance and scientific quality of their activities.
- 4.6.3 The Coordinators are responsible for managing their axes/initiative budgets in accordance with Centre and FQRSC policies, in conjunction with the Centre Administrator.
- 4.6.4 The Coordinators ensure that the funding provided to their axis/initiative by the Centre is allocated and used in a transparent, effective, and equitable manner while contributing to the achievement of the Centre's objectives.
- 4.6.5 The Coordinators are accountable to the Steering Committee for the scientific and financial decisions that are made regarding their axes/initiative.
- 4.6.6 The Coordinators agree to provide the Centre Executive Committee with all the information required for the Centre to function properly (including annual and interim scientific reports, financial reports, and any other information requested).
- 4.6.7 The Coordinators are responsible for ensuring that the results of their entities' activities are disseminated and publicized.
- 4.6.8 The Coordinators are elected by the members of their entities, and their elections must then be approved by the Centre's Steering Committee.
- 4.6.9 Each Coordinator serves a term of two (2) years, renewable once.
- 4.6.10 The position of Coordinator of an entity may be shared by two active members of the Centre.

5. GENERAL ASSEMBLY

- 5.1 The General Assembly is composed of all members, collaborators, and trainees of the Centre.
- 5.2 The General Assembly meets at least one (1) time per year, usually in conjunction with the Centre's Annual Science Day.
- 5.3 Special meetings of the General Assembly may be called at the request of the Executive Committee or the Director; a written notice of any special meeting must be sent out at least two (2) weeks in advance.
- 5.4 The quorum at meetings of the General Assembly shall be five (5) per cent of the members.
- 5.5 Only members have the right to vote.
- 5.6 The General Assembly receives the Centre's annual report, and amends the Centre's Charter as necessary.

6. SCIENTIFIC STRUCTURE

- 6.1 The Centre's scientific activities are divided among a number of Axes and Strategic Initiatives.
- 6.2 Every member must officially belong to at least one Axis but may also participate in the activities of other axes.

7. FUNDING RULES

7.1 ELIGIBLE EXPENSES

- 7.1.1 The Centre's expenses must meet the eligibility criteria for the FQRSC Regroupement funding program as described on the FQRSC web-site.

7.2 FUNDING CRITERIA

- 7.2.1 Funding for the Centre's Research Axes and Strategic Initiatives is allocated according to the extent to which their activities are interdisciplinary and multi-institutional, their potential scientific productivity, their actual productivity, and their potential leveraging or structure-building effect.
- 7.2.2 This funding must contribute to the accomplishment of the Centre's mission.

7.3 FUNDING RULES AND PROCEDURES

- 7.3.1 The amounts of the awards and funding that the Centre provides depend on how much funding the Centre has available, as determined by its annual grant from the FQRSC.
- 7.3.2 All awards and budgets are provided on an annual basis.
- 7.3.3 The funds provided are disbursed to an approved official at a university. This official is responsible for ensuring that the funds are used in accordance with FQRSC regulations.

7.4 SCIENTIFIC AND FINANCIAL REPORTS

- 7.4.1 Whenever the Centre provides funding, the recipient is required to (1) accrue expenses in the categories allotted, and (2) submit an annual or interim scientific and financial report. This report must be evaluated by the Executive Committee and approved by the Steering Committee.
- 7.4.2 All recipients agree that these reports shall be retained by the Director of the Centre.
- 7.4.3 All expenditures must be made in accordance with the requirements of the FQRSC.
- 7.4.4 All budget overruns shall be the responsibility of the entity Coordinator and not of the Centre Executive Committee.

7.4.5 All unspent funds shall automatically revert to the Centre global budget at the end of the Centre's fiscal year.

8. CONFLICT RESOLUTION MECHANISMS

- 8.1 If a conflict arises within an Axis or Strategic Initiative and jeopardizes its scientific or administrative effectiveness, that conflict must be referred to the Centre Executive Committee.
- 8.2 Depending on the seriousness of the situation, the Executive Committee may suggest or require corrective actions, including the appointment of an *ad hoc* committee to examine the situation and submit a proposed course of corrective action to the Centre's Director. The Executive Committee must provide the Steering Committee with a report on the conflict and on the measures taken to resolve it.
- 8.3 If a conflict arises that directly involves the Director of the Centre, then the affected member or entity may approach any of the other members of the Steering Committee. If the Steering Committee cannot provide a satisfactory resolution to the conflict, then the member or entity may bring the matter to the attention of the host institution or FQRSC senior management.