



ARTICLE ONE: AUTHORITY AND PURPOSE

1.01 The Centre for Research in Occupational Safety and Health (CROSH) is created under the authority of the Senate of Laurentian University for the purpose of conducting and making available occupational health and safety research. It reports to Laurentian University through the office of the Vice-President, Research.

ARTICLE TWO: HEAD OFFICE AND ASSETS

2.01 The head office shall be at such a place determined by Laurentian University. CROSH will hold no assets or enters into any contracts. Laurentian University shall hold all monies designated for CROSH in trust. The signing officers for the disbursement of such shall be the Research Chair, Director, the Associate Director and Treasurer.

ARTICLE THREE: FINANCIAL YEAR

3.01 Financial Year: The financial year will be the same as that of Laurentian University.

ARTICLE FOUR: MEMBERSHIP

4.01 Full members

Any qualified researcher and faculty member of Laurentian University may apply to be a Full member of CROSH. The Executive Committee will review all applications. Criteria for acceptance will be: the potential for contributing positively to the CROSH's mission; a willingness to collaborate; and a readiness to accept CROSH's financial guidelines. Applications will generally consist of a letter (requesting Full membership) and a current copy of the applicant's curriculum vitae.

4.02 Graduate Student members: Any graduate student at Laurentian University may apply for Graduate Student membership. The Executive Committee will review all applications; approving those of persons determined best able to contribute to CROSH and who will benefit from participation in its activities. Graduate student members have voting rights at all Annual, General or Special meetings. A single graduate student member can hold the position of Graduate Student representative on the Executive Committee (with voting rights) with a term of one year (renewable) but any graduate student may serve as

members on any other CROSH committee. Application to become a graduate student member consists of a letter of interest, submitted by the graduate student to the Director and a recommendation of acceptance, from a Full Member of CROSH. Term is two-years, renewable.

4.03 Undergraduate Student members: Any undergraduate student at Laurentian University may apply for Undergraduate Student membership. The Executive Committee will review all applications; approving those of persons determined best able to contribute to CROSH and who will benefit from participation in its activities. Undergraduate Student members do not have voting rights at Annual, General or Special meetings, nor can they hold any position on the CROSH Executive Committee. Undergraduate Student Members may serve on a CROSH sub-committee at the discretion of the CROSH Sub-Committee Chair. Application will typically consist of a letter of interest submitted by the undergraduate student to the Director and a recommendation of acceptance from a Full Member of CROSH. Term is two-years, renewable.

4.04 Affiliate member: Any qualified researcher employed by a private or public sector institution may apply for Affiliate membership. Such applications will be reviewed by the Executive Committee and approved based on the applicant's potential for contributing to CROSH and forging partnerships. Affiliate members have no voting rights, with the exception of one Affiliate member, appointed by the affiliate membership at the AGM (term one-year, renewable), to represent the voice of Affiliated members at all general meetings (and special meetings) and to sit on the CROSH Executive Committee. Application will typically consist of a letter indicating the applicant's background, affiliation, research interests, and reasons for seeking Affiliated membership with CROSH. The applicant will also be encouraged to submit a current curriculum vitae (if relevant). Term is two-years, renewable.

ARTICLE FIVE: MEETINGS OF MEMBERS

5.01 Annual Meetings: An Annual Meeting of the members shall be held at a date, time and place determined by the Executive Committee, no later than six months after the end of the fiscal year. At such meeting the CROSH Director shall make an annual report on business conducted during the year, including a presentation of the financial position of CROSH. Part of the annual business will be the election of Executive Committee members. The meeting may also transact such business as may properly be brought before the meeting. Any Executive Committee member not up for re-election may preside over the elections.

5.02 General Meetings: The Executive Committee shall have power to call a general meeting of members at any date, time or place in Ontario.

5.03 Special General Meetings: The Executive will hold a special meeting if 25% of the Full members make such a request. The Executive shall call such a meeting within 20 days of the receipt of the request. At such a meeting any business may be conducted as is conducted at an Annual Meeting.

5.04 Notice of Meetings: Notice of the date, time and place of meetings of members and an agenda specifying clearly the nature of the business to be transacted shall be sent to each member at least 10 business days before the date of the Annual Meeting, General Meeting or Special Meeting unless all members waive notice of such meeting.

5.05 Voting at Meetings: Every Full member, and Graduate Student member may cast one vote or assign, in writing, a proxy. The Affiliate member elected to represent Affiliate members may cast one vote or assign, in writing, a proxy. Undergraduate student members may not vote on any CROSH business. A show of hands will be required unless a majority of members request a secret ballot. All matters (except changes to By-Laws which will be decided by a 2/3 majority) will be decided by a majority of votes.

5.06 Quorum: A quorum for the transaction of business at meetings of members shall be attained when at least 7 members are present.

5.07 Chairing Annual and General Meetings: The Associate Director or (in the absence of the Associate Director) the Treasurer will preside at any meeting of members.

ARTICLE SIX: EXECUTIVE COMMITTEE

6.01 Eligibility: Any Full member shall be eligible for the executive committee. Undergraduate Student members are not eligible. One position on the Executive Committee will be open to a Graduate Student Member and one position will be open to an Affiliated member.

6.02 Nominations: Nominations for open positions on the Executive Committee may be made by any general member of CROSH. Such nominations will be forwarded to the Secretary one month preceding the Annual General Meeting.

6.02 Size: The executive shall consist of no more than 12 members, including no more than 10 Full members of CROSH, no more than one Affiliated member, and no more than one Graduate Student member. A representative from the health and safety community at large may also be invited to sit on the CROSH Executive. The four standing officers of CROSH shall be: Research Chair, Director, Associate Director, and Treasurer. The Director, Associate Director, and Treasurer positions on the CROSH Executive will be determined by a vote of the CROSH members at the Annual General Meeting. The Research Chair is appointed to the executive. The executive may designate *other positions* as it sees fit, for

conducting CROSH business. Members required to fill *other positions* will be voted to the CROSH Executive as required (voting will occur at the Annual General Meeting).

6.02.01 Director: A Director is the leader of the research Centre. The Director is expected to maintain the confidence and cooperation of research Centre members in order to effectively manage the administrative affairs of the CROSH.

6.02.02 Research Chair: The Research Chair is responsible for research development. The Research Chair is expected to maintain the confidence and cooperation of research Centre members in order to effectively manage the research program of the CROSH.

6.02.03 Associate Director: During any absence or temporary disability of the Director, the Associate Director shall preside and exercise the powers and duties of the absent Director.

6.02.04 Treasurer: The Treasurer shall keep a record of all CROSH financial transactions associated with operational accounts, and file a financial report to the membership on an annual basis.

6.03 Quorum: A quorum shall be five members.

6.04 Term of Office: Executive members shall sit for a three-year term. Members shall be limited to two consecutive terms on the Executive Committee unless their position is uncontested.

6.05 Mid-term vacancies: The Executive Committee may appoint a member of CROSH to serve on the Executive Committee for the remainder of the term when a vacancy occurs mid-term.

ARTICLE SEVEN: ADVISORY BOARD

7.01 Role of Board: A board of up to 15 persons shall be appointed by the President of Laurentian University to provide advice to Laurentian University on health and safety research needs and priorities in northern Ontario, the funding of CROSH, and its strategic direction. . They shall be appointed for a three-year renewable term and shall serve at the pleasure of, the President of Laurentian University. This advice is provided through the Executive Committee of CROSH to the office of the Vice-President, Research at Laurentian University

7.02 Composition: Advisory Board members shall be selected from government, industry and organized labour, based on: their understanding of health and safety, their connection to workers in northern Ontario, and their potential for providing requisite guidance. They shall be appointed by, and serve at the pleasure of, the President of Laurentian University.

7.03 Meetings: Advisory Board members shall meet at least twice a year, coinciding with CROSH's planning-cycle. The CROSH Research Chair and Director or designate shall attend all advisory board meetings.

7.04 Compensation: The Advisory Board shall not be compensated by Laurentian University.

ARTICLE EIGHT: CHANGE IN BY-LAWS

8.01 Change In By-laws: Any amendment to the by-laws must be approved by a 2/3 majority at an Annual General Meeting or Special Meeting of the members and subsequently ratified by Laurentian University.

ARTICLE NINE: EFFECTIVE DATE

9.01 Effective Date: Subject to confirmation by the members at the next Annual General meeting or a Special meeting of members, this by-law shall come into force and all prior by-laws and resolutions, insofar as they are inconsistent with the provisions of this by-law, are repealed.

ENACTED: October 10, 2013

Revised: May 14, 2015