



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 Senior Scientist, Director and the Associate Director.

ARTICLE THREE: FINANCIAL YEAR

3.01 Financial Year: The financial year will be from April 1 to March 31.

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 and vote on all applications. Criteria for acceptance will be: the potential for contributing positively to CROSH's mission; a willingness to collaborate; and a readiness to accept CROSH's financial guidelines. Applicants will submit the CROSH Membership Application Form, including a statement of interest, a current curriculum vitae, plus an identified sponsor (any existing CROSH member). Members must renew their membership annually by May 15th, while submitting their updated CV (for reporting purposes) and using the appropriate Membership Renewal Form.

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 sub-committees. Graduate students use the CROSH Membership Application Form to become a graduate student member, and must include the following information: Program and Year of Study, a completed Student Membership Sponsor Form, A current curriculum vitae and a Statement of Interest. Graduate students must renew every year by May 15th, when submitting their annual CV (for reporting purposes) and using the appropriate Membership Renewal Form.

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 any CROSH sub-committees at the discretion of the CROSH Sub-Committee Chair. Undergraduate students use the CROSH Membership Application Form to become a undergraduate student member, and must include the following information: Program and Year of Study, a completed Student Membership Sponsor Form, A current curriculum vitae and a Statement of Interest. Undergraduate students must renew every year by May 15th while submitting their updated CV (for reporting purposes) and using the appropriate Membership Renewal Form.

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. Affiliate members complete the CROSH Membership Application Form, which includes: The Research Partner Sponsoring Document, a current curriculum vitae, and a Statement of Interest. Affiliate members must renew every year by May 15th while submitting their updated CV (for reporting purposes) and using the appropriate Membership Renewal Form.

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 (March 31). 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 whose terms were up. 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 7 calendar 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. Any member holding 2 positions within CROSH will retain only 1 vote on any position.

5.06 Quorum: A quorum for the transaction of business at Annual General, General Membership or Special meetings 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 Senior Scientist 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 Director one month preceding the Annual General Meeting.

6.02 Size: The executive shall consist of no more than 11 voting members, plus 1, non-voting member (Business Manager). The six standing officers of the CROSH Executive shall be: Director, Associate Director, Senior Scientist, and the three Research Leads (Occupational Physiology Environment (OPE); Human Factors Ergonomics (HFE); Occupational Health and Wellness (OHW)). Standing officers are appointed to the Executive for a 3-year term.

Up to 3 additional individuals may occupy the Member-at-Large category; but it is not necessary to fill these positions in any given year.

The, Director, Associate Director, Senior Scientist and Members-at-Large on the CROSH Executive will be determined by a vote of the CROSH members at the Annual General Meeting, following a call for applications.

Research Leads will be selected through an application process conducted by and managed by the Elected Executive Committee. Open positions for the Research Leads will be communicated to the membership in the fall, for a July 1 start of the following year.

In addition, an Affiliate Member Representative and Graduate Student Representative will be selected annually to sit on the Executive; for a 1-year term.

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 Senior Scientist: The Senior Scientist is responsible for research development. The Senior Scientist 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.

6.03 Quorum: A quorum for Executive Committee meetings shall be five members.

6.04 Term of Office: Standing Officers and Members-at-Large 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 provide advice to CROSH Executive and 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.

7.03 Meetings: Advisory Board members shall meet at least twice a year, coinciding with CROSH's planning-cycle. The CROSH Senior Scientist 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: June 6, 2019

Purpose of CROSH

The centre 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 does this by:

- Identifying the health and safety priorities in the north and developing research goals that address these;
- Developing research relationships with other Centers of Research and research partnerships with community-based health and safety agencies;
- Encouraging knowledge transfer through all phases of research;
- Making research findings readily available through publications, conferences, website, and social media;
- Influencing policy and practice in government and industry by providing research-based evidence on key health and safety issues.

Reporting of CROSH

CROSH reports to Laurentian University through the office of the Vice-President, Research.

CROSH Advisory Board

A committee of up to 15 persons shall be appointed by the President 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. This advice is provided through the Executive Committee of CROSH to the office of the Vice-President, Research

These advisors shall be selected from government, industry and organized labour, based on: their understanding of health and safety, their connection to workers in Laurentian University's catchment area, and their potential for providing requisite guidance. They shall be appointed for a three-year renewable term and shall serve at the pleasure of, the President of Laurentian University.

Role of Advisors

Specifically, the Advisory Board will:

- provide advice on the occupational health and safety research needs for northern Ontario industries, workplaces, and communities; and provide advice on the strategic direction of CROSH
- provide advice on emerging national and global occupational health and safety research needs;

- provide links to workplaces that would be interested in participating in workplace research;
- assist in the interpretation and contextualization of workplace research findings;
- identify strategies for improving the dissemination of research knowledge generated by CROSH;
- help identify and pursue funding opportunities to support CROSH;
- advocate for CROSH (within labour, industry, relevant government agencies, professional societies, etc.), to open new avenues of community engagement, collaboration, research and knowledge dissemination;

Advisory Board Meetings

Members shall meet at least twice a year, coinciding with CROSH's annual planning-cycle. The CROSH Director or designate, and the CROSH Research Chair in Occupational Safety and Health shall attend all advisory board meetings. Under exceptional circumstances, and upon approval of the CROSH Director, an Advisory Board member may appoint a designate.

Compensation of Advisors

Advisory Board members will not receive any compensation from Laurentian University nor will they be reimbursed for expenses incurred.