

CONSTITUTION OF THE CANADIAN EDUCATIONAL RESEARCHERS' ASSOCIATION

Approved	June 1976
Amended	June 1979
Amended	June 1981
Amended	June 1984
Amended	April 1987
Amended	June 1995
Amended	June 2016

1. Name

The name of the Association shall be:

Canadian Educational Researchers' Association
L'Association canadienne des chercheurs en éducation

referred to hereafter as the Association.

2. Objectives

- 2.1. To initiate, promote, support, and improve research and development in education.
- 2.2. To provide scholarly leadership to the Canadian education community in the areas of educational assessment, program evaluation, and research methodology.

3. General Organization

- 3.1. The Association is an affiliated association of the Canadian Society for Studies in Education (CSSE).
- 3.2. The Association has all the rights and financial support of other associations within Canadian Society for the Study of Education (CSSE)
- 3.3. The Association shall hold annual meetings as part of the annual conference of the CSSE.
- 3.4. The Association shall be carried on without purpose of gain for its members, and any profits shall be used in furthering its objectives.
- 3.5. In keeping with its objectives, the Association may receive grants for special purposes, such grants to be expended in accordance with the terms of the grantor and accepted by the Association.
- 3.6. In the event of the dissolution of the Association, the Executive shall remain in existence for not more than one year to terminate the affairs of the Association.
- 3.7. The Association includes one Special Interest Group: Special Interest Group on Education and Mediation in Museums (SIGEMM).

4. Membership

- 4.1. Members of the Association must be members in good standing of CSSE.
- 4.2. Active members of the Association have full rights and privileges: they may attend meetings, vote, nominate members for office in the Association, benefit from the services of the Association, and hold office, if elected. Such membership is open to those who have an interest in educational research.
- 4.3. Each member shall have one vote on each question arising at any special or general meeting of the Association.
- 4.4. Memberships shall be for a one-year period based on payment of dues. Failure to pay the membership dues constitutes withdrawal of membership.
- 4.5. Membership dues are set by the Association and payable through CSSE.

5. Executive of the Association

- 5.1. All Executive members be members in good standing of the Association and shall be elected by the membership to a 2 year term, with the exception of the Program Chair and Special Interest Group (SIG) President or Delegate positions. Typically, the President Elect will assume the position of President after a two year term. The President will remain in the role for two years prior to assuming the Past President position. The Past President will remain in the position for 2-years. Nominations will be solicited and candidates advertised prior to or at Annual Business Meeting. Executive members will be elected through a majority membership vote. Votes will be counted by two members. The terms of the office of the Executive shall typically begin the day following the Annual Business Meeting. The Program Chair executive position shall be a member of the Association appointed by the President for a one-year term. Typically, the Program Chair will be local to the next year's conference location. The SIG President or Delegate position will be appointed by the SIG.
- 5.2. The Executive shall purpose policies and conduct business related to the Association. The Executive shall have the power to act for the Association between meetings but any legislative action may be reviewed by the membership at the Annual Business Meeting.
- 5.3. The Executive shall be responsible for:
 - the finances of the Association;
 - the creation of standing, nominating, and ad hoc committees and appointment of members to these committees;
 - the publications of the Association;
 - the distribution of funds; and
 - the planning of the Annual Business Meeting and sessions at the Annual Conference of the CSSE.
- 5.4. The Executive members of the Association shall be:
 - President
 - Past President
 - President Elect
 - Executive Officer
 - Representative to *Canadian Journal of Education* Editorial Advisory Board
 - Representative to New Scholar Advisory Board
 - Graduate Student Officer (may be shared by two graduate students)
 - Special Interest Group (SIG) President or Delegate
 - Program Chair
 - Communications Officer

5.5. Executive members' roles and responsibilities shall be:

5.5.1 President:

- to preside at meetings of the Executive Committee and the Association
- to exercise general direction over the activities of the Association
- to represent the Association before other Associations
- as an ex-officio member of all committees of the Association
- to arrange the Annual Business Meeting
- to establish or discontinue standing ad hoc committees as necessary to conduct business of the Association

5.5.2 Past President:

- to provide guidance and assistance to the Executive and Executive members in fulfilling their roles and responsibilities

5.5.3 President Elect:

- to assist the President and act in place of the President should the President resign or be unavailable.

5.5.4 Executive Officer:

- custody and maintenance of the records of the Association
- preparation of financial reports and reporting of financial records at the Annual Business Meeting
- other duties as are assigned by the President or Executive from time to time

5.5.5 Representative to *Canadian Journal of Education* Editorial Advisory Board:

- to represent and promote the interests of the Association by serving on the *Canadian Journal of Education* Editorial Advisory Board
- to make a report to the Association at the Annual Business Meeting

5.5.6 Representative to New Scholar Advisory Board:

- to represent and promote the interests of the Association by serving on the New Scholar Advisory Board

5.5.7 Graduate Student Officer:

- to coordinate and liaise with other graduate students
- to make recommendations to the Association about how graduate student members can be included and supported by Association
- to provide service to the Program Chair to assist in planning one program session dedicated to graduate students
- to promote within and outside the Association the activities of graduate student members
- to make a report to the Association at the Annual Business Meeting

5.5.8 Special Interest Group (SIG) President or Delegate:

- to report on annual activities of their SIG to the Association during the Annual Business Meeting

5.5.9 Program Chair:

- to work with the Executive to develop the program for the Association's annual general conference including soliciting and processing proposal submissions, establishing a blind peer review process for proposal submissions, select proposals, schedule sessions, organize conference catering, room allocations, and speakers.
- to make a report to the Association at the Annual Business Meeting

5.5.10 Communications Officer:

- to maintain communication via website and email of Association news and events to the membership

6. Meetings

- 6.1 The Association shall meet at least once a year in conjunction with the annual CSSE conference within the Congress of the Social Sciences and Humanities. During the conference, the Association will hold an open Annual Business Meeting.
- 6.2 In addition to the Annual Business Meeting, on the petition of 20 members, the Executive must call a meeting to be held within three months of the petition.
- 6.3 The quorum for the Annual Business Meeting shall be 25 members in good standing.

7. Reporting and Financial Governance

- 7.1 The President, through the Executive Committee, shall prepare a written report for presentation at the Board of Directors meeting of CSSE. Regular communication with the membership is encouraged throughout the year.
- 7.2 The fiscal year of the Association shall be April 1 to March 31.
- 7.3 The Executive shall recommend to the Annual Business Meeting of the Association a budget for the next fiscal year. Financial commitments of the Association shall be governed by that budget for the fiscal year.
- 7.4 The financial accounts of the Association are to be audited at least every two years by a suitably qualified individual commissioned by CSSE, and the membership shall receive a copy of the individual's report at the following annual meeting.

8. Languages

The official languages of the Association shall be English and French.

9. Regulations

- 9.1 The Association shall be subject to the By-Laws and Regulations established by the CSSE.
- 9.2 The Association's Constitution, containing articles 1.0-11.0 inclusive, shall govern the business of the Association.

10. Amendments

- 10.1 Amendments to the Association's Constitution shall be made by 60 percent majority of all members in good standing and in attendance of the Annual Business Meeting, or responding to a mailed ballot.
- 10.2 Written notice of motion for an amendment to the Association's Constitution shall be distributed to all members in good standing sixty (60) days before the Annual Business Meeting or, in the case of a mailed vote, sixty (60) days prior to the last date on which ballots will be accepted.

11. Review

The Association's constitution shall be reviewed by the Executive every three years commencing in 2019.