



CAPS ACSP

**Canadian Association of Postdoctoral Scholars
Association Canadienne des Stagiaires Post-doctoraux**

CONSTITUTION

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Preamble

1. The Constitution

The following articles set forth the Constitution of the Canadian Association of Postdoctoral Scholars / l'association Canadienne des stagiaires postdoctoraux, which has supremacy over all other governing documents of the Association.

2. Definitions

Postdoctoral Scholar

A postdoctoral scholar or “postdoc” (used herein) is defined as an individual holding a doctoral degree (or medical professional equivalent) who is engaged in a temporary period of mentored research and/or advanced scholarly training for the purposes of acquiring the professional skills and experience required to pursue a career path of his or her choosing. Any person holding a position that meets that definition and/or includes the term postdoc or postdoctoral in its title shall be considered a postdoc for the purposes of this Constitution. Thus, the following common job titles (and any others that include the term postdoc or postdoctoral) shall be considered synonymous: postdoc, postdoctoral scholar, postdoctoral fellow, postdoctoral researcher, postdoctoral associate, postdoctoral scientist, and any acronym or initialism (e.g., PDF) representing one of those terms.

Canadian Postdoc

A “Canadian postdoc” is herein defined as any postdoc who holds Canadian citizenship or permanent residency working outside of Canada or any postdoc associated with a Canadian institution, regardless of nationality, citizenship or residency.

Canadian National Postdoc Registry

A registry of all current and former Canadian postdocs maintained by CAPS/ACSP and associated with a group email list to facilitate communication with members of that list.

Voting Members List

The list of all registered members of CAPS/ACSP who are eligible to vote in CAPS/ACSP elections and referenda and associated with a group email list used to communicate with members who remain subscribed to the list.

3. Interpretation

The following rules of interpretation must be applied in interpreting this Constitution:

- a. Words indicating the singular number also include the plural, and vice-versa.
- b. Words indicating persons also include corporations.
- c. Headings and appendices are for clarity only and do not affect interpretation.
- d. This Constitution must be interpreted broadly and generously.

Article I: Name

The name of this organization shall be the Canadian Association of Postdoctoral Scholars / l'association Canadienne des stagiaires postdoctoraux, and it shall be commonly referred to as CAPS/ACSP (used herein), CAPS-ACSP, or by the English or French portions of the name and/or as CAPS or ACSP, as appropriate to the language of communication.

Article II: Mandate and Vision

The mandate of CAPS/ACSP is to improve the lives, training, and work experience of all Canadian postdocs. The vision that guides this mandate is one of a strong community in which all Canadian postdocs are provided fair and reasonable compensation, benefits, rights, privileges, and protections, as well as a supportive social network and effective support, training, and career development opportunities.

Article III: Mission Statement

CAPS/ACSP shall work to achieve its mandate and vision by:

- a. Providing Canadian postdocs with information, resources, and support services to improve their wellbeing, training, labour conditions, and career development.
- b. Acting as a collective voice for Canadian postdocs on issues relevant to postdocs and postdoctoral policy.
- c. Collecting data from Canadian postdocs, members of CAPS/ACSP, and external agencies for use in advocating for evidence-based reform in postdoctoral policy at the national, provincial, and institutional levels in Canada.
- d. Providing platforms, tools, and meeting opportunities to facilitate communication among Canadian postdocs and maintain a healthy, supportive Canadian postdoctoral community.

Article IV: Membership

CAPS/ACSP shall endeavour to support and represent all Canadian postdocs by providing free and open access to information and resources and by seeking input from all Canadian postdocs, rather than just registered members, via surveys and other means. However, individuals shall be required to register as a member of CAPS/ACSP to access the rights and privileges associated with membership.

1. Registration of members:

- a. Any individual is eligible to register as a member of CAPS/ACSP provided they complete the appropriate membership registration form.
- b. Registered Members are obligated to observe the Constitution and any other governing documents of CAPS/ACSP approved in accordance with the Constitution, and to respect the authority of the CAPS/ACSP Executive Council.
- c. There shall be three categories of membership (Active, Alumni, and Adjunct) that vary in terms of eligibility and the rights they afford members, as described below (Article IV-3) and in Appendix 1.
- d. Common Rights: All members of CAPS/ACSP shall have the right to participate in any general meeting of the membership and to address the CAPS/ACSP Executive Council upon request.
- e. Membership is non-transferable and all rights and privileges associated with Membership in CAPS/ACSP shall cease when the Member resigns, dies, or is otherwise expelled from CAPS/ACSP.

2. Categories of Registered Members

a. Active Member

Eligibility: Any current “Canadian postdoc” who chooses to register as a member of CAPS/ACSP by completing the appropriate membership form shall be recognized as an Active Member of CAPS/ACSP. The individual in question shall be required to provide a valid and current institutional email address as proof of their status as a current postdoc and they shall, at a minimum, agree to be added to the Voting Members List and the Canadian National Postdoc Registry. Postdocs who do not receive an institutional email address can be approved for Active Membership by providing additional proof of their current postdoc status, at the discretion of the Vice-Chair Membership and/or the CAPS/ACSP Executive Council.

Rights: Active Membership is valid until the member ceases to be a postdoc, and shall continue until the Executive Council chooses to confirm the current postdoc status of the member in question (generally guided by the end-date for the current postdoc contract indicated on the individual’s membership registration form). Active Members whose postdoctoral contract comes to an end shall be automatically approved as Alumni Members of CAPS/ACSP. Active Members who fail to respond to a request to confirm their continued status as a postdoc for 3 months or more shall automatically be deemed Alumni Members of CAPS/ACSP, and their rights and privileges as a member shall change accordingly.

All Active Members of CAPS/ACSP shall have the right to:

- cast a single ballot in any CAPS/ACSP election or referendum;
- nominate themselves and other members for elected seats on the CAPS/ACSP Executive Council;
- be nominated and elected, or appointed, to seats on the CAPS/ACSP Executive Council; and
- be appointed to any CAPS/ACSP Working or Standing Committees by the Chair of the committee in question.

b. Alumni Member

Eligibility: Any former postdoc, who previously met the definition of a “Canadian postdoc”, and who chooses to register as a member of CAPS/ACSP by completing the appropriate membership form shall be recognized as an Alumni Member of CAPS/ACSP. The individual shall, at a minimum, agree to be added to the Canadian National Postdoc Registry.

Rights: Alumni Membership in CAPS/ACSP is for life and shall not require confirmation or renewal at any point. Alumni Members shall not have voting rights in CAPS/ACSP elections or referenda, but they are eligible to nominate Active members for elected positions on the CAPS/ACSP Executive Council and they may be approved for nomination to an elected position by vote of the Executive Council. In addition, they are eligible for appointment as Advisors to the Executive Council and/or to serve on any CAPS/ACSP Working or Standing Committees.

c. Adjunct Member

Eligibility: Any individual who does not meet the criteria to register as an Active or Alumni Member of CAPS/ACSP shall be eligible to register as an Adjunct Member of CAPS/ACSP.

Rights: Adjunct Membership in CAPS/ACSP shall be renewed at the discretion of the Executive Council and/or the Vice-Chair Membership. Adjunct Members of CAPS/ACSP shall have no voting, election, or appointment rights, but they have the right to nominate Active members for elected seats on the CAPS/ACSP Executive Council and they may be appointed to CAPS/ACSP Working or Standing Committees.

3. **Privacy**

CAPS/ACSP shall respect the privacy of all individuals. Responses provided on membership forms and any surveys conducted by CAPS/ACSP shall be treated as private and confidential and shall only be shared with current members of the CAPS/ACSP Executive Council and/or third parties (bound by confidentiality agreements) hired to assist in the analysis and interpretation of results. Survey data may only be presented or shared publicly in summary form and shall be reviewed to ensure the privacy of individual members is maintained. Members of the CAPS/ACSP Executive Council shall not share personal information about any individual without that individual's express consent, and no personal information shared with CAPS/ACSP and/or members of the Executive Council shall ever be sold for profit or shared without permission for any other purpose.

4. **Withdrawal from Membership**

- a. Individuals may withdraw their registration as a member of CAPS/ACSP at any point by notifying the Vice-Chair Membership via email.
- b. Membership shall be terminated immediately and deemed 'withdrawal' upon the death of a member.

5. **Suspension of Privileges and Termination of Membership**

The Executive Council may choose to suspend any or all of the rights and privileges of a member, or to revoke the membership of any individual, for one or more of the following reasons:

- a. if the member has failed to abide by the CAPS/ACSP Constitution and/or other governing documents approved in accordance with the Constitution;
- b. if the member has disrupted meetings or functions of CAPS/ACSP;
- c. if the member has done or failed to do anything judged by the Executive Council to be harmful to CAPS/ACSP or its other members; or
- d. if the member is judged to have committed acts that are deemed to be unbecoming of a member by the CAPS/ACSP Executive Council or the Membership (e.g., criminal activity, etc.).

Article V: Governance

1. Overview

- a. CAPS/ACSP shall be governed by an Executive Council in consultation with the Membership and any Standing or Working Committees the Council chooses to form, and in accordance with this Constitution and any other governing documents approved in accordance with this Constitution.
- b. Decisions made by the Executive Council in accordance with this Constitution and other governing documents of CAPS/ACSP approved in accordance with this Constitution shall be binding on all members and elected/appointed officers of CAPS/ACSP.
- c. The Constitution shall override any other governing document of CAPS/ACSP in the event that conflicting policies or regulations are noted.

2. The Executive Council

- a. Composition: The Executive Council shall consist of the elected officials of CAPS/ACSP (i.e., “the Executive”), including the Chair and the ten Vice-Chairs, as well as the appointed officials of CAPS/ACSP, including the Past Chair, up to seven At-Large Members, and any Advisors.
- b. Election/Appointment: The Chair and Vice-Chairs shall be elected as described in Article VII. The Past Chair, At-Large Members, and Advisors shall be appointed by the Executive Council as per Article V-4b, m, and n, respectively.
- c. Terms of Office: Elected and appointed members of the CAPS/ACSP Executive Council shall hold office for one full calendar year, starting January 1st of each year and ending December 31st of the same year. Once elected or appointed to any position on the Executive Council, an individual shall be allowed to serve the full term in office even if he/she stops being a postdoc while occupying a position that requires nominees to be Active Members. The term of any elected official may be extended for up to 1 year by order of the Executive Council in the event that no eligible nominees step forward for election and said official agrees to the extension. The term of all appointed officials must be renewed on an annual basis, and may only be renewed three times for any individual.
- d. Mid-term Appointments: In the event that an Executive position is vacated prior to the end of term, the members of the Executive Council shall appoint an Active or Alumni Member of CAPS/ACSP to fill that seat until the time of the next election.
- e. Mission: The primary task of the Executive Council is to act towards the goal of fulfilling the mandate, vision, and mission of CAPS/ACSP established in this Constitution (Article II and III).
- f. Conduct: The Executive Council shall rely on group consultation, data collected from CAPS/ACSP members and other current and past Canadian postdocs, and collective decision-making, to ensure their efforts reflect the best interests of members and Canadian postdocs in general.

- g. **Powers:** The Executive Council shall have exclusive authority to manage the business, operations, and affairs of CAPS/ACSP and to make decisions on behalf of the members of CAPS/ACSP, except on matters that require input from the entire voting membership (i.e., elections and referenda).

The powers of the Executive Council shall include, but not be limited to:

- i. the creation, approval, and amendment of Bylaws that govern the detailed operations and management of CAPS/ACSP;
 - ii. enforcement of the CAPS/ACSP Constitution and Bylaws;
 - iii. the authority to open, manage, and close any and all external accounts (online, financial, or otherwise) owned by CAPS/ACSP;
 - iv. the authority to manage the funds, finances, assets, and/or properties of CAPS/ACSP;
 - v. the authority to delegate portions of the Executive Council's powers and responsibilities to other parties (e.g., Standing/Working Committees, employees, sub-contractors, or external companies) as needed;
 - vi. the authority to hire, manage, and terminate any employees, sub-contractors, or external agencies for the purposes of performing specific tasks or services on behalf of CAPS/ACSP or the Executive Council;
 - vii. the authority to implement and set fees for services offered by CAPS/ACSP to external persons and groups;
 - viii. the authority to implement and set fees to cover the cost of any services or perks offered by CAPS/ACSP to members (NOTE: any services/perks offered to member for a fee must be optional, not mandatory, and therefore cannot be tied to the rights [e.g., voting, nomination/election, or appointment rights] guaranteed to members under this Constitution); and
 - ix. the authority to speak on behalf of CAPS/ACSP and its members as a group.
- h. **Responsibilities:** The Executive Council shall have the ultimate responsibility of ensuring the continuity of CAPS/ACSP and pursuing the mandate, vision, and mission of CAPS/ACSP.

The responsibilities of the Executive Council shall include, but not be limited to:

- i. promotion of the mandate, vision and mission of CAPS/ACSP;
- ii. the creation of policies to ensure efficient and effective operation and management of CAPS/ACSP and the sharing of said policies with the membership;
- iii. adherence to and enforcement of the CAPS/ACSP Constitution and Bylaws;
- iv. protection of members with respect to privacy and liability;
- v. the development of advocacy and lobbying actions/initiatives as guided by data from surveys and other input from members;
- vi. the maintenance of all accounts (online, financial, or otherwise) owned by CAPS/ACSP and the keeping of pertinent account records;
- vii. the keeping of records from CAPS/ACSP meetings, elections, and referenda, and the sharing of said records with the membership;
- viii. fundraising and revenue generation to support the activities of CAPS/ACSP;

- ix. the maintenance, protection, and liquidation of any assets or property acquired by CAPS/ACSP;
 - x. the hiring, management, payment, and termination of any employees, sub-contractors, or external agencies for the performance of specific tasks or services (e.g., legal counsel) as needed;
 - xi. ensuring the continuity of CAPS/ACSP and the Executive Council; and
 - xii. any and all external representation of CAPS/ACSP and its members as a group (e.g., interactions with media, government, or other agencies);
- i. Decision-making: Motions may be decided by the Executive Council in Executive Meetings or via email votes as deemed appropriate by the Chair in consultation with the other members of the Executive Council. Quorum for any binding vote by the Executive Council shall be 50%+1 of the elected members of the Executive Council and all motions put forward to the Executive Council shall be decided by a majority vote that requires 50% +1 of the votes cast to be in favour for a motion to pass. In the event of a tie, the Chair shall provide the deciding vote on any motion.
 - j. Resignation: Executive Council members may resign by providing notice to the Executive Council via email or during any Executive Meeting. Executive Council Members are expected to provide at least one months' notice of their intention to resign to allow the Executive to recruit and appoint a replacement.
 - k. Termination: Executive Council members may be removed from their elected or appointed positions by a majority vote of the other members of the Executive Council if the individual in question has:
 - i. failed to perform his/her duties for a period of at least two weeks without providing a warning or explanation to the Executive;
 - ii. failed to abide by the Constitution and Bylaws of CAPS/ACSP;
 - iii. done or failed to do anything judged to be harmful to CAPS/ACSP or its members; or
 - iv. been found to have committed acts (e.g., criminal offences) deemed unbecoming of an Officer of CAPS/ACSP by the other members of the Executive Council.

3. **Members of the Executive Council**

a. **General Obligations**

All members of the Executive Council are obliged to adhere to CAPS/ACSP Constitution and Bylaws, and to fulfill the general responsibilities of the Executive Council as a group. In addition, each member is also obligated to fulfill the common duties of a member of the Executive Council described here (Article V-3c) as well as the duties associated with their particular position on the Executive Council as described below (Article V-4) and in any related Bylaws approved by the Executive Council.

b. Common Rights and Powers

All elected and appointed members of the Executive Council shall have the following rights:

- i. the right to add items to the agenda of any Executive Meeting and to speak to any item being discussed in an Executive Meeting;
- ii. the right to put forward a motion for consideration to the Executive Council either during an Executive Meeting or via the procedure for email motions;
- iii. the full rights of an Active Member in CAPS/ACSP regardless of their current membership status; and
- iv. with the exception of the Chair and the Advisors, each member of the Executive, shall have the right to cast a single vote on any motion being considered by the Executive Council.

c. Common Duties and Responsibilities

All elected or appointed members of the Executive Council, with the exception of Advisors, are obligated to:

- i. Attend or send regrets for all of the online monthly Executive Meetings each calendar year;
- ii. Respond to requests for input or feedback from other members of the Executive Council in a timely fashion;
- iii. Notify the Chair and/or other members of the Executive Council if they are away or otherwise unable to fulfill their duties for any period of time;
- iv. Vote in any online motions being considered by the Executive Council;
- v. Protect the privacy of all members and affiliates of CAPS/ACSP;
- vi. Treat internal CAPS/ACSP Executive Council information and documents as confidential and private unless it is expressly stated as otherwise;
- vii. Check and manage their official CAPS/ACSP email account regularly (if provided);
- viii. Respond to Members and deal with all CAPS/ACSP-related business using their official CAPS/ACSP email account (if provided).

4. Executive Council Positions

In addition to the common obligations, rights and powers, and duties and responsibilities of Executive Council members described above (Article V-3), members of the Executive Council must fulfill the responsibilities ascribed to their individual roles on the Executive Council, as outlined in this section.

a. Chair

The Chair shall guide the activities and initiatives of CAPS/ACSP and the Executive Council, act as official spokesperson for CAPS/ACSP in communications with any and all external organizations/agencies, and be generally responsible for ensuring that the Executive Council acts in accordance with the mandate, vision, and mission of

CAPS/ACSP and adheres to the Constitution and Bylaws of CAPS/ACSP. In addition, the Chair possesses residual discretionary power over matters not explicitly governed by the CAPS/ACSP Constitution or Bylaws. The Chair shall not vote on motions being decided by the Executive Council unless a tie needs to be broken, in which case he/she casts the deciding vote. A minimum of 6 months of experience as a member of the Executive Council is required to be nominated for election as Chair. The Executive Council may choose to waive this requirement under special circumstances (e.g., in the event that no qualified individuals are nominated for election). Should the Chair be unable to perform his/her duties the Past Chair shall assume those responsibilities, with the approval of the Chair or the Executive Council, until the Chair is able to resume the role. Should the Chair step down, be removed from office, or be unable to perform their duties for >1 month, the Executive Council shall appoint a new Chair selected from the current Executive Council Members. The position previously occupied by that member shall be filled via the standard procedure (Mid-term Appointment; Article V-2d).

b. Past Chair

The Chair of CAPS/ACSP for a given year shall be appointed to the position of Past Chair for the following year. If the Chair is elected for a second term, the current Past Chair shall be appointed for a second term, provided they agree. If the Past Chair seat is vacated for any reason, the Executive Council may choose to appoint another Past Chair from the pool of former Chairs. The Past Chair shall be responsible for providing continuity by supporting the incoming Chair and new members of the Executive Council. The Past Chair may, with the approval of the Chair or the Executive Council, act as the Chair for a time if the Chair is unable to act (see Article V-4a).

c. Vice-Chair Operations

The Vice-Chair Operations shall be responsible for coordinating all CAPS/ACSP meetings and the keeping of official CAPS/ACSP records.

d. Vice-Chair Communications

The Vice-Chair Communications shall be responsible for assisting with all external English communications of CAPS/ACSP via the website and email, and shall manage all CAPS/ACSP social media accounts.

e. Vice-Chair French Communications

The Vice-Chair French Communications shall be responsible for assisting with any external French communications of CAPS/ACSP via the website, email lists, and social media, and shall assist with recruitment of francophone members and affiliates.

f. Vice-Chair Finance

The Vice-Chair Finance shall be responsible for all financial activities of CAPS/ACSP, including assisting with the negotiation and documentation of external financial contracts and the development of financial plans and budgets for CAPS/ACSP.

g. Vice-Chair Membership

The Vice-Chair Membership shall be responsible for the processing, follow-up, and approval of member registrations, the management of membership databases, and the promotion of membership in CAPS/ACSP.

h. Vice-Chair External

The Vice-Chair External shall act as the chief liaison with external organizations and assists the Chair in developing and maintaining external affiliations and collaborations.

i. Vice-Chair International

The Vice-Chair International shall be responsible for providing and maintaining support and services for members of CAPS/ACSP who are non-Canadian citizens working as postdocs in Canada and Canadian citizens or permanent residents working as postdocs abroad.

j. Vice-Chair Career Development

The Vice-Chair Career Development shall be responsible for providing and maintaining career development support and services for members of CAPS/ACSP.

k. Vice-Chair Surveys & Data

The Vice-Chair Surveys & Data shall be responsible for managing surveys conducted by CAPS/ACSP as well as the resulting data.

l. Vice-Chair Website Management

The Vice-Chair Website Management shall be responsible for managing the design and content of the CAPS/ACSP website.

m. At-Large Members

Up to 7 Executive Council members may be appointed by the Executive Council to serve as “At-Large Members”. At-Large Members have all of the same rights and responsibilities as elected Executive Council members (outlined in the Article V-3) and they may be removed from the Executive Council for dereliction of duties in the same manner as elected members. At-Large Members must be Active Members of CAPS/ACSP and may be nominated for approval by an affiliated postdoctoral association or selected from the membership by the Executive Council.

n. Advisors

The Executive Council may, at its discretion, choose to appoint Advisors to help guide decision-making. Advisors are not bound by the normal responsibilities of other elected or appointed members of the Executive, as they are not required to attend Council meetings and are simply obliged to provide input and feedback to the Executive as needed or requested and to help maintain long-term ties to external organizations and individuals. Advisors do not have voting rights in Executive Council meetings, but they do have the right to put forward motions to the Executive Council, to argue/discuss motions

being voted on, and to volunteer to join any Working/Standing Committees established by the Executive. This role shall typically be reserved for former members of the Executive, but the Executive Council may choose to appoint any individual to serve as an Advisor. Advisors can only be nominated by existing members of the Executive and their appointments must be renewed within the first month following any election. Given that they have no Executive voting rights, there is no limit the number of Advisors that the Executive Council may retain at any one time.

5. **Working Committees**

Working Committees shall be established by the Executive Council on an *ad hoc* basis. These committees shall be temporary and focused on a specific project or the development of solutions to specific problems. The Executive Council may establish, appoint members to, and dissolve Working Committees, and shall at a minimum, establish the purpose(s)/goal(s) of each Committee and assign a suitable Chair to guide the work of the Committee. The Executive Council may also choose to delegate a portion of its power and/or responsibilities to any such committee. The Chair of a Working Committee shall have the authority to plan, organize, delegate, and generally oversee the work conducted by the committee, including the selection of committee members and a specific member to record minutes. Working Committee Chairs shall be empowered to appoint any Active or Alumni Member of CAPS/ACSP to their committee and may request the appointment of Adjunct Members or other individuals (i.e., non-members), subject to approval by the Executive Council. Working Committees are required to record meeting minutes, which must be submitted to the Vice-Chair Operations for record-keeping, and the Chair of each Working Committee shall report on committee progress at each regular meeting of the Executive Council for the duration of the committee's existence.

6. **Standing Committees**

The Executive Council may choose to form Standing Committees that are intended to exist in perpetuity to provide input to the Executive Council from key groups representing Canadian postdocs and/or in regards to any issue facing Canadian postdocs that is of a continuous nature. The Executive Council may establish, appoint members to, and dissolve Standing Committees as needed. The Chair of CAPS/ACSP (or his/her delegate) shall act as the Chair of any Standing Committee and these committees will meet at least once every 2-3 months, holding a minimum of 4 meetings per year. The Chair of each Standing Committee has the authority to plan, organize and run all meetings and is responsible for ensuring that meeting minutes are recorded and submitted to the Vice-Chair Operations. The Standing Committee Chair shall also report any issues, concerns, or suggestions raised by the Committee to the Executive Council in Executive Meetings. The Standing Committee Chair has the authority to appoint any registered member of CAPS/ACSP. Other individuals (i.e., non-members who represent external groups/organizations) may be appointed as Standing Committee members upon approval by the Executive Council.

Article VI: Meetings

1. Executive Meetings

The Executive Council shall meet online at least once every month. Additional Executive Meetings may be called as needed and shall be requested at least one week prior to the proposed meeting date. The Chair or Vice-Chair Operations shall send an agenda to the Executive Council no less than two days in advance of any Executive Council meeting. A minimum of 50%+1 of the elected members of the Executive Council must be in attendance in order for decisions to be made and motions to be passed in Executive Meetings. If an Executive Meeting fails to meet quorum the meeting may proceed or be canceled at the discretion of the members in attendance.

2. General Meetings

a. Annual General Meeting (AGM)

CAPS/ACSP shall hold at least one in-person meeting per year that all members are invited to attend. This annual general meeting shall be held in the fall with the date, time and location set by the Executive Council and communicated to the members via email with a minimum of 2 months' notice. At a minimum, the AGM shall include presentations from Executive Officers reviewing the activities, initiatives and events undertaken since the last AGM, updates on policies and other information pertinent to Canadian postdocs, and a review of the finances of CAPS/ACSP. There is no quorum for the AGM, as no decision-making takes place.

b. Special General Meeting (SGM)

A Special General Meeting (SGM) of the CAPS/ACSP members may be called by the Executive Council at any time to discuss important issues such as proposed Constitutional amendments or other matters that the Executive Council deems appropriate to decide via referendum. The proceedings of any SGM shall be recorded and that recording shall be made available to all members until the close of the related referendum. There is no quorum for a SGM, as no decision-making takes place.

3. Disruption of Proceedings

Any member who disrupts the proceedings of a meeting of CAPS/ACSP may be expelled from the meeting by order of the meeting chair and/or a majority vote of the Executive Members in attendance.

Article VII: Elections

1. Elections for the Chair and Vice-Chair positions on the Executive Council will be held annually with nominations opening in November and the nomination period including the date of the AGM.
2. Only Active Members of CAPS/ACSP are eligible for nomination to Executive Council positions, although the Executive Council may choose to allow Alumni Members to be nominated in the event that eligible nominees for each position are lacking.
3. An individual may only be nominated for an elected position on the CAPS/ACSP Executive Council three times in total, and may only be nominated for the same position twice.
4. Any elected/appointed official who is expelled from office prior to the end of their term shall be automatically stripped of the right to be nominated or elected to seats on the Executive Council in future elections.
5. Eligible nominees who run unopposed will be acclaimed, and elections will only be held when there are multiple nominees for any of the seats on the Executive Council.
6. When elections are held, balloting will be done electronically with the winners determined by the majority of cast ballots received by a given electoral closing date.
7. Each Active Member of CAPS/ACSP is eligible to cast only one vote in any election.
8. In the event that an Executive position is left unfilled following an election, it shall be treated as a mid-term vacancy and filled accordingly (see Mid-term appointments; Article V-2d).

Article VIII: Consultation of Members

1. Referenda

The Executive Council may choose to consult with Members on any decision by opting to hold a referendum. Once a motion to conduct a referendum on a specific topic has been passed by the Executive Council it is obliged to do so and to comply with the resulting vote. The Executive Council shall vote to approve the specific referendum question(s), which must be phrased in a manner that allows for a simple yes/no response, where 'yes' shall indicate the desire to change the status quo and 'no' shall indicate the desire to retain the status quo. The Executive Council must hold a special general meeting to inform and consult with members prior to the referendum vote. Voting shall proceed in a similar fashion as that described in Article VII (Elections). Quorum for a CAPS/ACSP referendum shall be 10% of the voting members. If quorum is not met, the Executive may extend the voting period. If quorum remains unmet after the voting period has been extended, the votes remain valid, but the missing votes (up to quorum) shall all be counted as nays in the final tally of votes. For example, if quorum is 50 voting members, but only 20 members vote, then the 30 missing votes would all be counted as nays and the motion would not pass.

2. Access to the Executive Council

If any members of CAPS/ACSP wish to bring forward an initiative, make a suggestion, or raise a concern with the Executive Council, they may do so via email at any time. If the member(s)

wish to address the Executive Council directly about their cause/concern, they may do so by contacting the Chair and/or the Vice-Chair Operations to request to participate in an upcoming Executive meeting. The date of the meeting the member(s) shall be allowed to attend and the time allocated to any such discussion during the meeting shall be at the discretion of the Executive Council.

Article IX: Indemnities

1. No member of CAPS/ACSP shall, in his/her own capacity, be held liable for any debt or liability of CAPS/ACSP.
2. No Executive Officer, employee, or volunteer working for CAPS/ACSP in any capacity shall be held liable for any debt or liability of CAPS/ACSP.
3. This Constitution provides no protection to Executive Officers, employees, volunteers, or members who commit acts of fraud, dishonesty, and/or bad faith.
4. CAPS/ACSP shall not be held liable for the actions or the views and opinions expressed by its members except in the case where the Chair and/or Executive Council has approved said action or sanctioned an official statement from CAPS/ACSP.

Article X: Amendments to the Constitution

1. This Constitution can only be amended by a vote of the Membership of CAPS/ACSP via Referendum.
2. Proposals to amend the Constitution must be presented by the Chair or the Vice-Chair Operations for Executive Council approval to proceed.
3. Alternatively, any Active Member of CAPS/ACSP may present a proposal to amend the Constitution to the Executive Council, and if that proposal is accompanied by a petition signed by at least 20 other Active Members of CAPS/ACSP the Executive Council shall automatically approve the proposal and hold a referendum to determine whether the Constitutional amendments are approved by the Membership.
4. Proposals must contain explicit redrafting of the current sections of the document or offer new articles for consideration.
5. Once a proposal to amend the Constitution is approved by the Executive Council, the Executive Council must schedule a SGM to present the proposed amendments to the Membership for discussion and consideration.
6. Members shall have one week following that meeting to consider the amendments, followed by a referendum vote to approve the amendment(s).
7. Referendum balloting shall be conducted online during a one week window, which may be extended by order of the Executive Council.
8. Constitutional amendments must be approved by a majority plus 20% (a total of 70%) of the votes cast by eligible voting members and shall be subject to the same rules of quorum as other referenda.
9. The Vice-Chair Operations is responsible for ensuring that a copy of the updated Constitution is added to the official records of CAPS/ACSP and made available to members online.

Appendix 1: Summary of Membership Categories

	ACTIVE MEMBER	ALUMNI MEMBER	ADJUNCT MEMBER
Eligibility	Current Canadian postdocs only	Former Canadian postdocs only	All others (e.g., PDA and union representatives)
Registration	Must apply to register	Active Members automatically become Alumni when they cease to be postdocs Former postdocs who were not Active Members must apply	Must apply to register
Renewal	Periodic confirmation of postdoc status	Lifetime registration No renewal required	Periodic renewal at the discretion of the CAPS/ACSP Executive Council
Eligible to vote in elections and referenda	Yes	No	No
Eligible to nominate self/others for election to Executive Council	Yes (Self/Other)	Yes (Self-nominations require Executive approval; Other nominations do not)	Yes (Others only)
Eligible for nomination / election to Executive Council	Yes	If approved by Executive Council	No
Eligible for appointed seats on Executive Council	Yes (At-Large & Advisors)	Yes (Advisors only)	Yes (Advisors only)
Eligible to serve on working committees	Yes	Yes	If approved by Executive Council
Eligible to serve on standing committees	Yes	Yes	Yes
Right to participate in any General Meeting	Yes	Yes	Yes
Executive Meeting access	By request	By request	By request

Appendix 2: Overview of Governance Structure

