ARTICLE I. NAME AND AFFILIATION

Section 1 The name of this organization is the Canadian Section of the Society of Research Administrators International (hereinafter referred to as the “Section”).

Section 2 This organization is established as a Section of the Society of Research Administrators International, (hereinafter referred to as “SRA”), and shall be governed by, and function under the Constitution and Bylaws thereof.

ARTICLE II. PURPOSE

The purpose of this organization shall be as set forth in the Bylaws of SRA, and in addition.

Section 1 To consider matters affecting Section members and to promote collaboration, education and cooperation among members;

Section 2 To carry out activities for the purpose of fostering education, communication, networking, understanding and friendship among research administrators in this Section;

Section 3 To carry out other purposes as determined by the membership which are not in conflict with the SRA Bylaws.

ARTICLE III. MEMBERSHIP

Section 1 Any member of SRA in good standing, residing within Canada shall be automatically enrolled as a member of the Section.

ARTICLE IV. OFFICERS

Section 1 The officers of the Section shall be: President, President-Elect (Vice President), Immediate Past-President, and Secretary/Treasurer. These officers shall be nominated and elected according to the procedure prescribed in Article V of these Bylaws, and shall continue in office for the period of their term or until their
successors are duly elected, whichever is earlier. Any vacancy, except that of President, shall be filled by a qualified member for the balance of the unexpired term by majority vote of the Executive Committee.

Section 2  A vacancy in the Presidency shall be filled by the President-Elect. Where no President-Elect exists, the vacancy will be filled by the Immediate Past-President or Secretary/Treasurer.

ARTICLE V.  ELECTION OF OFFICERS

Section 1  Nominations for all elective offices shall be made by the Section Nominating Committee as described herein. There shall be adequate opportunity for write-in nominations and nominations from the floor. Officers will each have terms of two years except, the President, President-elect and Past-President, who will each have 1 year terms. The terms of officers can be extended only by unanimous approval of the Executive Committee members.

ARTICLE VI.  CHAPTERS/INTEREST GROUPS

Section 1  There are no Chapters or Interest Groups within this Section, however, the Executive Committee may, at its discretion, propose to SRA for approval the creation of such Chapters or Interest Groups.

ARTICLE VII.  COMMITTEES

Section 1  Executive Committee

The Executive Committee shall be composed of the Section officers. A simple majority shall constitute a quorum. The Executive Committee shall be the governing body of this Section and is responsible for the activities and financial expenditures of the Section.

Meetings of the Executive shall be called by the President, or by any three members of the Executive Committee. The President will be the chairperson of the Executive Committee.

Section 2  Standing Committee - Nominating Committee
The Nominating Committee shall be composed of a minimum of three members chosen by the Executive Committee from nominees at each annual meeting or at such other date as is determined by the Executive Committee. The chairman shall be appointed by the President from those elected members.

The Nominating Committee will be responsible for the presentation annually to the Section members all eligible nominations receive for each officer position. The committee will also be responsible for presenting to the Executive Committee, for approval, the additional members required to populate other Ad Hoc or Standing Committees created by the Executive Committee in accordance with Article VII, Section 3.

Section 3 Other Ad Hoc Committees and Liaison Positions

The Executive Committee may, at its discretion, create other ad hoc or standing committees or liaison positions to meet the goals and objectives of the Section and the Society. The Liaison positions and terms of reference, membership and chair of any ad hoc committee will be determined by the Executive Committee from time to time.

ARTICLE VIII. ANNUAL BUSINESS MEETINGS

Section 1 There shall be an annual business meeting of the Section, determined by the Executive Committee. The membership shall be notified of the time and location no later than thirty (30) days prior to the scheduled start of the meeting.

Section 2 There may be other business meetings of the Section subject to approval by the Executive Committee. Meetings may be held as face to face meetings, teleconferences or via other electronic means of communication.

Section 3 A portion of the annually scheduled Section Business Meeting each year shall be set aside for the election of the officers as described in these bylaws, unless elections have already occurred for that year.
ARTICLE IX. FINANCES

Section 1 A financial report of Section funds shall be presented by the Section Secretary/Treasurer at the Annual Section Business Meeting and additionally as determined by the Executive Committee.

Section 2 Financial reports of SRA budget funds expended will be submitted by the Section to the SRA Secretary/Treasurer as required by SRA.

Section 3 Should the Section dissolve itself, or be dissolved by SRA, all assets shall revert to SRA.

ARTICLE X. AMENDMENTS

Section 1 Amendments to these bylaws must be proposed by the Executive Committee or by a petition signed by at least 10 members of the Section and submitted to the Secretary/Treasurer.

Section 2 These Bylaws may be amended when proposed as stipulated in Section 1 at any regular or special meeting by a two-thirds vote of the members present and voting, provided that notice of this meeting, purpose thereof and copies of the proposed amendment(s) are sent to each member no less than 30 days prior to the meeting. Any written statement from any member not present pertaining to a proposed amendment shall be presented prior to submission of the proposed amendment for passage.

Section 3 Upon passage of such an amendment it shall be submitted to the Bylaws Committee of SRA for Board of Directors notification and ratification. It shall become effective at the time of approval unless subsequent time is specified in the amendment or by the SRA Board of Directors.

ARTICLE XI. ADOPTION

Section 1 These Bylaws will be adopted by a two-thirds vote of the members present and voting at any regular or special meeting called for this purpose. When adopted by the Canadian Section, these bylaws will become effective when ratified by the SRA Board of Directors.
Amended at October 2014 business meeting of the Canadian Section, San Diego, California.

Ratified October 2015 by the SRA International Board of Directors, Las Vegas, Nevada.