

# APECS Canada Terms of Reference

This document is intended to describe the purpose of APECS, and its relationship to APECS Canada. APECS is an international organization focused on promoting early career scientists working in polar science. APECS focuses on international level projects, and has a number of national committees which focus on events and projects at the national level. As a national committee of APECS, APECS Canada is a working group under APECS and an organizational member under the APECS Terms of Reference (<http://www.apecs.is/who-we-are/operating-procedures.html>). APECS Canada was formed in 2012 at the International Polar Year Knowledge to Action conference. These Terms of Reference are intended as a guiding document for the operating of APECS Canada's board and membership. The purpose of this document is to outline the leadership structure and work flow within APECS Canada. The conduct and structure of APECS Canada is different from APECS International and will be elaborated upon in the APECS Canada Rules of Procedure. For background information on APECS please see the APECS Terms of Reference and Rules of Procedure, including the guidelines for National Committees (<http://www.apecs.is/who-we-are/operating-procedures/151-appendix-2-guidelines-for-national-committees.html>).

## 1. Framework for APECS Canada

### 1.1 Name

The name of the organization shall be "Association of Polar Early Career Scientists Canada," hereinafter referred to as "APECS Canada," and colloquially referred to as 'ehPECS'.

### 1.2 Mission

To raise the profile of polar research in Canada, by providing a platform for Canadian early career researchers to engage, lead, or support activities promoting polar research. We provide a continuum of leadership that is trans-national and interdisciplinary in focus, working to stimulate collaborative projects in research and outreach. As a part of its overall mission APECS Canada aims to collaborate and work with indigenous partners wherever possible on all projects and programming.

The goals are to 1) share ideas and experiences, 2) stimulate interdisciplinary research collaborations and develop new research directions, and 3) develop effective future leaders in polar research, education, and outreach. We seek to achieve these aims by:

- Facilitating trans-national and interdisciplinary networking opportunities;
- Providing opportunities for professional career development;
- Promoting education and outreach as an integral component of future polar research;
- Encouraging all Canadians to engage in polar research; and
- Encouraging peoples of northern territories to participate in all activities and become involved on all organizational levels of APECS Canada.

### 1.3 Membership

Membership is open to all APECS members that are of Canadian residency, working in Canada, or interested in Canadian polar research. There are no fees associated with membership in APECS Canada.

### 1.4 Organization structure

Beyond members, the APECS Canada organization shall include an open Board to exercise the administrative authority of the organization. These positions are open to all individual APECS Canada members through a democratic process and supported by APECS International. The roles and

responsibilities of the Board are outlined in the APECS Canada Rules of Procedures. APECS Canada is governed by a leadership team that is elected by the board each year.

#### 1.5 Rights and Responsibilities

APECS Canada may adopt, amend, or abolish the APECS Canada Terms of Reference and/or the APECS Canada Rules of Procedures at any General Meeting of the Board with a 3/4 or higher majority of those who vote, with quorum of at least 75% of Board members. Voting may be via means of communications set forth by the Board.

#### 1.6 Language

APECS Canada recognizes Canada's two official languages, English and French, and when possible will aim to make relevant documents available in both official languages. When possible other languages spoken in the polar regions of Canada will also be used.

# APECS Canada Rules of Procedures

The APECS Canada Rules of Procedures (ROP) have been drafted by members of the APECS Canada Board, and passed on August 4<sup>th</sup>, 2015. These are intended to provide a framework for APECS Canada activities and governance. The APECS Canada ROP can be modified through due process in order to respond to the changing needs, compositions, and activities of an evolving APECS Canada (Section 1.5 of the Terms or Reference).

## 1. Membership

APECS Canada has two membership categories: individual members and organizational members.

### 1.1 Individual Members

1.1.1 Individual membership in APECS Canada requires that the individual must be a member of APECS. Membership is open to students, educators, early career researchers, government, non-government, private sector employees, and others with an interest in APECS Canada and activities related to Polar Regions and the Cryosphere.

1.1.2 Individual membership in APECS Canada is automatic with APECS registration, acknowledged by email request, and does not require affiliation with a member organization.

1.1.3 Individual members are entitled to:

- (a) Nominate themselves or be nominated for positions of leadership within APECS Canada (i.e. board member, committee member, working group member, etc);
- (b) Participate in APECS Canada activities;
- (c) Propose new APECS Canada activities through the Board; and
- (d) Suggest new directions and ideas for APECS Canada to the Board.

1.1.4 Individual members shall not speak on behalf of APECS Canada or APECS, or claim their views as representative of APECS Canada or APECS without explicit approval of APECS' executive leadership – the APECS Canada Board, APECS Executive Committee, or APECS Director.

1.1.5 APECS Canada reserves the right to remove APECS Canada privileges if a member behaves in a way that is contrary to APECS Canada ROP (Section 5. Environmental and Social Responsibility, and Non-discrimination).

### 1.2 Organizational Members

1.2.1 Organizational membership is open to all organizations with interests consistent with those of APECS Canada, such as (i) national and regional committees, (ii) disciplinary, interdisciplinary, and science policy related organizations, and (iii) other professional groups that share APECS Canada's goals.

1.2.2 Organizational membership is established through a Memorandum of Understanding (MOU via APECS) or similar document (e.g. Letter of Agreement) between the organization and APECS.

1.2.3 Organizational members shall not speak on behalf of APECS Canada or APECS, or claim their views as representative of APECS Canada or APECS without explicit approval of APECS' executive leadership - the APECS Canada Board, APECS Executive Committee, or Director.

## 2. Organization structure

The APECS Canada organizational structure shall consist of an open Board, an elected Leadership Team, working groups, committees and individual members.

2.1. The Board is concerned with APECS Canada organizational matters and governance including structure, elections and appointments, Rules of Procedure, membership, and ongoing coordination of APECS Canada initiatives and activities. The Board votes on the approval of motions proposed by APECS Canada Board members, individual members, and organizational members. The Board is also responsible for ensuring ongoing communication and liaising with APECS international (e.g. keeping APECS informed of APECS Canada's achievements, sitting on APECS committees when needed, etc.).

2.2 In order to carry out specific short-term projects and tasks, working groups may be formed under the guidance of the Board. These working groups will report to the Board on the progress of projects at each Board meeting. Working groups may consist of Board members, individual members, and representatives from organizational members as is appropriate to the task. Working groups are intended for short-term tasks that have a limited time frame.

2.3 In order to carry out long-term projects and tasks, committees may be formed under the guidance of the Board. These committees will report to the Board on the progress of projects at each Board meeting. Committees may consist of Board members, individual members, and representatives from organizational members as is appropriate to the task. Committees are intended for ongoing tasks (e.g. the APECS Canada Mentor Award Committee).

### **2.4 The roles and responsibilities of the Board**

2.4.1 All APECS Canada members are eligible to serve on the Board.

2.4.2 The Board is mandated to make decisions and implement APECS Canada directions, activities, governance, and organizational structure. All members of the Board shall further the long-term interest of APECS Canada while fulfilling the mission of APECS Canada.

2.4.3 All members of the Board are responsible for attending meetings. Board members are expected to work together outside of their outlined duties to promote major APECS Canada activities and governance.

2.4.4 Incoming Board members must self-nominate through an application process. Board applications are reviewed and are approved by the current Board.

2.4.5 The Board term is from 1 October to 30 September of each year and is renewable. Board members joining mid-term will be up for renewal with all Board members on 30 September.

2.4.6 Terms are for 1 year and renewable, with the hope that not all Board members change at each nomination period in order to provide continuity.

2.4.7 The current Board will review incoming board member applications and vote to accept or decline incoming Board members for the following year. Elections are to be held in September of each year. The outgoing Board can vote to accept new Board member applications as it sees fit at any time throughout the term.

2.4.8 The APECS Canada board will consist of at least 5 members to be considered active and held to these Terms of Reference and Rules of Procedure. There is no maximum size to the Board. The Board has the power and authority to increase or decrease its members as it sees fit based on the growth and development of APECS Canada, while maintaining at a minimum of at least 5 members.

2.4.9 All Board decisions regarding governance, amendments to the APECS Canada TOR or ROP, and spending of monetary funds require a 3/4 or higher majority of those who vote, with at least 75% members voting. Any changes to the APECS Canada TOR or ROP must have a two week review period for the board before voting.

2.4.10 Board Members are entitled to:

- a) Voting privileges on matters of importance to the TOR or ROP;
- b) Participate in decision-making for APECS Canada; and
- c) Apply to be a part of APECS Canada's Board Leadership Team.

2.4.11 Board members have the right and responsibility to share information on their organizational and research area's activities with APECS Canada members on a regular basis, as well as distribute APECS Canada information to their organizations' members.

2.4.12 In addition to the responsibilities of communication and participation, Board members must also contribute to a number of APECS Canada events and activities each year including, but not limited to, the following tasks to build and enhance APECS Canada as an organization, for example:

- Post news items to the APECS website and social media pages
- Participate and/or organize a webinar
- Create a 'did-you-know' factoid for distribution
- Assist in organization and promotion of the field calendar
- Encourage the recruitment of new APECS members
- Attend and/or organize APECS events at conferences when they occur
- Panel discussions and/or networking events at large conference
- Social gatherings at home institution
- Give APECS presentations at a conference/meeting
- Host a drinks-on-ice event locally
- Plan and host a career development webinar
- Suggest new activities, not listed here.

2.4.13 The Board is required to submit an activity report to APECS once a year (usually in August), outlining events and activities that have occurred during the previous term (from October 1<sup>st</sup> to September 30<sup>th</sup> of each year).

2.4.14 If a long period of absence is part of a Board member's research/education/personal life or if periods of low activity due to upcoming commitments are anticipated, Board members have the responsibility to notify the Chair of the Board or Vice-Chair of Administration at least 30 days in advance of the period in question.

2.4.15 The APECS Canada Board reserves the right to remove APECS Canada privileges if a Board member behaves in a way that is contrary to APECS Canada Rules of Procedure (See section 5. Environmental and Social Responsibility, and Non-discrimination).

2.4.16 In the event of a Board member's resignation, the Board can appoint an interim member to serve until the next election if deemed necessary.

2.4.17 It is recommended that at least one outgoing Board member makes themselves available as an ex-officio advisor to the Board.

2.4.18 Each year the Board will elect a Leadership Team that will be responsible for carrying out projects as mandated by the Board. Once in the new term all board members may self-declare nominations or be nominated for any of the Leadership Team positions (as outlined in Section 2.5)

## **2.5 Roles and Responsibilities of the Leadership Team**

2.5.1 The APECS Canada Leadership Team shall, at most, consist of one Chair of the Board (hereinafter referred to as the Chair), three Vice-Chairs, three Coordinators, two Members at Large, and one Ex-Officio (optional, see 2.4.17). At a minimum the Leadership Team must consist of a Chair at any given time to be subject to these Terms of Reference.

2.5.2 Upon the beginning of a Board term (October 1), the incoming Board will elect the APECS Canada Leadership team within three weeks. The Leadership Team term will be for one year (October 21 to September 30). Each Board member gets one vote per position. Election of the Leadership Team positions will be done online and be open to all current Board members.

2.5.3 Incoming Leadership Team members must be APECS Canada Board members and self-nominate through an application process.

2.5.4 The nomination period of the leadership team will be open and advertised for two weeks at the beginning of each new term to ensure that all Board members have an opportunity to apply. The nomination period will then be followed by a one week online voting period by the Board.

2.5.5 If a Leadership Team position remains vacant after elections have occurred in October, the Leadership Team may divide any duties they feel are necessary for the term, as appropriate, among the other Leadership Team members. Any Leadership Team positions that are vacant may remain so until a suitable candidate is found (except for the Chair position as stated in 2.5.1).

2.5.6 If a Leadership Team position is vacated part way through the term, the Board may open a call for nominations if it is deemed necessary.

### **2.5.7 Chair**

The role of the Chair of the Board includes:

- Scheduling and chairing all Board meetings;
- Organizing and managing the general operations of APECS Canada;
- Advocating for and facilitating opportunities for APECS Canada members;
- Finding a representative that can speak on behalf of APECS Canada when needed;
- Providing the proceeding Chair with necessary documents and information to ensure the

successful transition of APECS Canada, such as the Terms of Reference, Rules of Procedures, previous budgets, and requests for funding;

- Promoting APECS Canada, encouraging and recruiting new members;
- Supporting working groups and committees;
- Demonstrating a working knowledge of the operating procedure of APECS Canada; and
- Helping to recruit new APECS Canada members and board members.

#### 2.5.8 Vice-Chair of Administration

The role the Vice-Chair of Administration includes:

- Recording and distributing meeting minutes. In the event the Vice-Chair of Administration is unable to attend a meeting, they must assign this task to another member of the Leadership Team;
- Maintaining and keeping all documents related to APECS Canada safe and publicly available;
- Coordinating the maintenance of the APECS Canada website and communicating with APECS International members on website upkeep;
- Maintaining and responding to emails sent to the APECS Canada Board email address;
- Liaising with various APECS Canada board members to assist and facilitate their work;
- Helping to recruit new APECS Canada members and board members;
- Maintaining and updating APECS Canada forms, poster presentations, and other documents; and
- Assisting the chair in their duties and responsibilities when requested.

#### 2.5.9 Vice-Chair of International Relations

The role of the Vice-Chair of International Relations includes:

- Developing and maintaining a working relationships and open communication with APECS and other APECS National Organizations;
- Representing APECS Canada on the Membership Involvement Committee of APECS or appoint a representative;
- Reporting and communicating relevant APECS and other APECS National Committee events or news to the Board;
- Helping to recruit new APECS Canada members and board members; and
- Assisting the chair in their duties and responsibilities when requested.

#### 2.5.10 Vice-Chair of Finance

The role of the Vice-Chair of Finance includes:

- Managing the monetary funds of APECS Canada;
- Acquiring signing authority for APECS Canada's funds;
- Keeping a full and accurate record of APECS Canada funds, receipts, transactions, and deposits of all money into and out of the APECS Canada bank account;
- Helping to recruit new APECS Canada members and board members; and
- Assisting the Chair in their duties and responsibilities when requested.

#### 2.5.11 Webinar Coordinator

The role of the Webinar Coordinator includes:

- Coordinating the APECS Canada webinar series;
- Coordinating and managing a Webinar Committee; and
- Advertising webinars and maintaining up-to-date email lists for distribution of such

advertisements.

#### 2.5.12 Education and Outreach Coordinator

The role of the Education and Outreach Coordinator includes:

- Coordinating educational and outreach activities including, but not limited to, Polar Week and Antarctica Day;
- Working closely with the Vice-Chair of International Relations and APECS International on education and outreach activities; and
- Coordinating and managing an Education and Outreach Committee.

#### 2.5.13 Communications Coordinator

The role of the Communications Coordinator includes:

- Coordinating and monitoring social media sites (e.g. Twitter, Facebook, APECS Canada News page);
- Coordinating and managing a Communications Committee; and
- Working closely with the Vice-Chair of Administration on website maintenance and communicating APECS Canada events to the membership and greater public.

#### 2.5.14 Members At Large

The role of Members At Large includes:

- Supporting APECS Canada Leadership Team;
- Working closely with the Leadership Team to support working groups and committees; and
- Helping to recruit new APECS Canada members and Board members.

#### 2.5.15 Ex-Officio

The role of the Ex-Officio includes:

- Supporting the APECS Canada Leadership Team;
- Working closely with the Leadership Team to support working groups and committees; and
- Helping to recruit new APECS Canada members and Board members.

2.5.16 Leadership Team meetings will occur throughout the year as needed, preferably before Board meetings so that activities/ decisions can be reported to Board. Minutes will be available to the Board within one week of the meeting. Board members and APECS members may attend Leadership Team meetings upon invitation from the Leadership Team.

### 3. Proposals for APECS Canada Activities

3.1 Any APECS Canada member may propose activities for which APECS Canada is (a) the lead organization, (b) a partner organization, or (c) represented in other appropriate roles. Approval must be provided by the Board in writing two weeks prior to the activity.

3.2 Letters of support for external proposals may be provided by the Board.

## 4. Finance

*Preface: APECS Canada has yet to determine how annual budgets and finances are to be managed. This section is intended to provide a basic overview that can be updated when the details of the operational budget become clear. As necessary, the Rules of Procedure in this section may need to be altered to ensure that these requirements can be met, and in that case can be done so by approval of the APECS Canada Board.*

4.1.1 APECS Canada operates as a non-profit organization. Legal and tax status will be determined in conjunction with partnering organizations which remain to be established and formalized through formal agreements with APECS International and APECS Canada, and amendments to the present document (APECS ROP), if necessary.

4.1.2 Unless otherwise determined, the fiscal year for APECS is from 1<sup>st</sup> of October to 30<sup>th</sup> of September.

4.1.3 APECS Canada's budget for the subsequent one-year period, or defined term of the Board, will be drafted annually and its financial report of the preceding year will be published at the end of each financial year.

4.1.4 APECS shall retain and archive all financial documents for at least 10 years.

### **4.2 Income and Expenditure**

4.2.1 Grants and income sought and/ or received by APECS Canada must be approved by the Board.

4.2.2 All APECS Canada expenditures must be outlined in the budget approved by the Board.

4.2.3 The APECS Canada budget may be modified by unanimous agreement of the Board to accept a complete, amended budget.

### **4.3 Deposits**

4.3.1 APECS Canada monies may be deposited in accounts held:

- (i) by APECS Canada, where such an account has been set up with conditions approved by the Board;
- (ii) by an organizational member, through written agreement between APECS Canada and that member;
- or (iii) in any other account that is approved by the Board.

### **4.4 Contracts**

4.4.1 The Board may authorize any APECS Canada member to enter into any contract or execute and deliver any instrument in the name of and on behalf of APECS Canada, unless otherwise restricted by law. Such authority may be general or confined to specific instances.

4.4.2 APECS Canada also may enter into contracts with third parties via APECS as a signatory.

## **4.5 Loans**

4.5.1 No loans shall be contracted on behalf of APECS Canada and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board and APECS International pursuant to section 2.4.9. Such authority may be general or confined to specific instances.

## **4.6 Cheques, Drafts and other Payment Orders**

4.6.1 The Board shall determine policy for appointing officers of APECS Canada as approved signatories for cheques, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of APECS Canada.

## **4.7 Financial Accountability**

4.7.1 All operating practices will be transparent and accountable to our membership, Board, and Leadership Team.

4.7.2 Financial activities will be accurately described to ensure that the financial support received furthers APECS Canada's mission annually.

4.7.3 All written agreements will be honoured to the best of APECS Canada's ability.

4.7.4 The details of all major financial support, in-kind or otherwise, and the activities for which support has been used, will be made available upon request.

4.7.5 Any Board member of APECS Canada that acts, with permission of the Board, to spend APECS Canada funds will be responsible for collecting receipts for the Vice Chair of Finance or Chair.

4.7.6 APECS Canada will make decisions based on financial abilities as well as guidelines on Environmental and Social Responsibility ratified in accordance with section 5.1.

# **5. Environmental and Social Responsibility, and Non-discrimination**

Preface: Members of APECS and APECS Canada have a deep appreciation for the Polar Regions. We recognize that it is our responsibility and in our interest to make our research accessible and relevant to society, respect and safeguard the environment and cultures of the Polar Regions, be mindful of the implications and consequences of our professional actions, and be fair and ethical in the course of our work.

Here we outline the broadest sense of APECS Canada's commitment to Environmental and Social Responsibility and Non-discrimination with regard to APECS Canada's Rules of Procedure. We propose to adopt a Code of Conduct to be ratified by the APECS International Council. This approach separates specifics from the ROP, and allows such a Code of Conduct to be developed over time and to evolve with members' responses to relevant issues.

## **5.1 Environmental and social responsibilities**

5.1.1 APECS Canada will respect the integrity, morality, and spirituality of the culture, traditions, and

relationships of indigenous peoples, and local communities, and endeavor to work in collaboration with these groups whenever possible.

5.1.2 APECS Canada recognizes the importance of capacity building in northern regions and territories, and whenever possible will make efforts to make APECS activities accessible to northerners in order to promote increased engagement of northerners in northern research. (see Mission).

5.1.3 APECS Canada will promote socially, environmentally, and ethically responsible practices within the research community.

5.1.4 APECS International has developed environmentally and socially responsible guidelines for accepting donations. These guidelines are attached as Appendix 1 to the Rules of Procedure. Further guidelines related to APECS practices may be adopted in accordance with section 2.4.9.

5.1.5 APECS Canada will not knowingly support research that promotes military conflicts or the production of weapons.

5.1.6 APECS Canada will recognize the need to advocate for science and evidence-based policy as it pertains to Polar Regions, without being partisan, and recognizes the difference between advocacy and partisanship.

## **5.2 Non-discrimination**

5.2.1 APECS Canada will seek to provide equal opportunities to all members regardless of gender, sexual orientation, religion, race, colour, country of origin, economic status, marital status, family status, age, disability, cultural mores, organizational affiliation, or conviction for which a pardon has been granted or a record suspended.

5.2.2 APECS Canada will not discriminate against either members or others on the basis of gender, sexual orientation, religion, race, colour, country of origin, economic status, marital status, family status, age, disability, cultural mores, organizational affiliation, conviction for which a pardon has been granted or a record suspended.

## **6. Modification of the Terms of Reference and Rules of Procedure**

6.1 Proposed amendments to either the Terms of Reference or Rules of Procedure must be presented in writing to, and approved by, the Board according to section 2.4.9.

6.2 Proposed amendments shall be considered annually unless extenuating circumstances dictate earlier.