



Articles

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by the General Assembly of Members

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1. Preamble

Notwithstanding the contents of these Articles of Association, the *Common General Rules* of the Fonds de recherche du Québec (FRQ) always take precedence.

2. Constitution

These Articles govern the Quebec Water Management Research Centre (CentrEau), hereinafter referred to as “the Centre.”

3. Definitions

Unless otherwise expressly provided or unless the context otherwise requires, the following acronyms mean:

- GAM: General Assembly of Members
- CCTT: College centres for the transfer of technology SteC: Steering Committee
- Centre: Centre québécois de recherche sur la gestion de l'eau (CentrEau) StuC: Student Committee
- Board: Board of Directors
- IDC: Infrastructures and Data Committee
- AC: Advisory Committee
- SciC: Scientific Committee
- EDIC: Equity, diversity and inclusion Committee
- FRQ: Fonds de recherche du Québec
- FRQNT: Fonds de recherche du Québec - Nature and Technologies
- Member institutions: Cégep de Sainte-Foy, Cégep de Saint-Laurent, Cégep de Shawinigan École de technologie supérieure, Institut national de recherche scientifique, McGill University, Polytechnique Montréal, Université de Montréal, Université du Québec à Montréal, Université du Québec à Trois-Rivières, Université de Sherbrooke and Université Laval
- Institutional representative (IR): a regular member from a member institution who represents all the members of that institution at the Centre.
- Axis leader: person in charge of one of the Centre’s research axes.

4. Researcher Status

The FRQ’s *Common General Rules* define four categories of researchers:

- *University researcher*: Regular or grant professor or full-time researcher affiliated with a Quebec university who can supervise students on their own. New or retired professors are also eligible.
- *Clinical university researcher*: From an employer-institution recognized by the FRQ and affiliated with a Quebec university; able to supervise students on their own; holds a health professions degree and a valid license to practice.
- *College researcher*: CCTT teacher or researcher with a PhD, employed full-time by a

recognized college.

- *Other researcher*: Institutional researcher with a PhD; government or private researcher; practitioner; artist, or a person participating on an individual basis.

5. Member Institutions

The Centre shall report to the member institutions and, in each, the Centre shall report to the following authority, hereinafter referred to as the “institutional authority”:

- Cégep de Sainte-Foy: Director General
- Cégep de Saint-Laurent: Director General
- Cégep de Shawinigan : Director General
- École de technologie supérieure: Director of Professorial Affairs, Research and Partnerships
- Institut national de recherche scientifique: Director of Research and Academic Affairs
- McGill University: Provost and Vice-Principal (Academic)
- Polytechnique Montréal: Director of Research, Innovation and International Affairs
- Université de Montréal: Vice-Rector, Research, Discovery, Creation and Innovation
- Université de Sherbrooke: Vice-Rector, Research and Graduate Studies
- Université du Québec à Montréal: Vice-Rector, Research and Creation
- Université du Québec à Trois-Rivières: Vice-Rector, Research and Development
- Université Laval: Vice-Rector, Research, Creation and Innovation

6. Equity, Diversity and Inclusion

CentrEau ensures that the principles of equity, diversity and inclusion are reflected in all its activities. CentrEau adopted a plan of action that ensures it:

- treats its members fairly and equitably so as to provide equal research support opportunities for all, including the removal of systemic barriers that disadvantage certain groups;
- promotes the presence of individuals from different groups among its members and committees, thereby encouraging a diversity of perspectives, approaches and experiences; and
- establishes ways to value all its members and make them feel supported and respected.

7. Mission, Vision and Values

Mission: CentrEau brings together and coordinates the driving forces in research and innovation in Quebec to develop and transfer scientific knowledge to improve the management and governance of inland waters¹. CentrEau offers a rewarding, diverse and inclusive training and career development framework.

Vision: CentrEau is the Quebec reference in the creation and mobilization of knowledge about

¹ Inland waters: All surface water and groundwater that are inland, not seas nor oceans.

continental water so that, through responsible use, it remains available for future generations.

Values: Collaboration, Responsible commitment, Creativity, Excellence

8. Research Axes

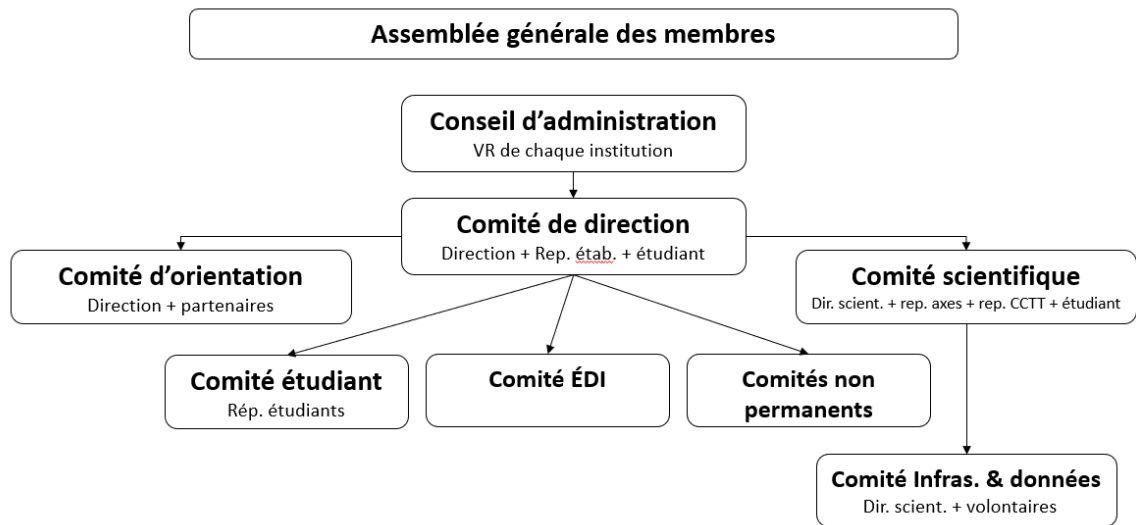
The Centre’s ambitious and long-term scientific programming draws on two main research axes, intersected by a transversal axis. Each is composed of several themes, which are broken down into various projects.

- Axis Water governance and management
- Axis Uses of water
- Axis Water availability

9. Organizational Structure

The organizational structure includes the General Assembly of Members (section 11), the Steering Committee (section 13), the Scientific Committee (section 14), the Infrastructure and Data, the EDI Committee (section 15), Committee (section 16), the Student Committee (section 18), the Board of Directors (section 12) and the Advisory Committee (section 17).

9.1 Organizational chart



9.2 Committee Representations

All committees shall be formed by ensuring that they have at least:

- One early career member and one established member;
- Members of multiple gender identities;
- Two different research axes represented;
- Members from more than one member institution;
- One student.

When a vacancy occurs on a committee, a call for regular members is made.

10. Members

10.1 Regular members (co-researchers)

As defined by the *Common General Rules* of the FRQ, a regular member is a university or college researcher, a clinical researcher, an institutional researcher or a researcher who fulfils one of the four FRQ researcher statuses (defined in section 4) and who contributes significantly to the achievement of the scientific programming or the physical infrastructure of the strategic cluster. A researcher is a regular member if their involvement in the cluster is deemed satisfactory.

The regular member may speak and vote at the GAM.

10.1.1 Membership process for regular members

To become a regular member, an individual from a member institution must have been a collaborating member for at least one year. They must demonstrate that their contribution to research related to the Centre's scientific programming will be substantial. They must apply for membership to their IR and the Director, who will forward the application to the SteC.

All other individuals wanting to become a regular member must have been a collaborating member for at least three years. They must apply to the Director, who will send their application to the SteC for authorization before integrating them and their institution into the group.

The candidacy of a new regular member must be accepted with the support of two thirds of the attending SteC members entitled to vote. This member status takes effect immediately. If the member status is not ratified by the GAM by a majority vote, it ceases to be in effect.

In their letter of application for membership, researchers in pure and applied sciences must:

- a) hold a federal or provincial grant or be responsible for at least one research project on a subject in one of the Centre's research axes that involves graduate students, including postdoctoral fellows (or college students, in the case of college professors and CCTT researchers);
- b) be responsible (or have been responsible within the last six years) for at least one major research project on a topic in one of the Centre's research axes, in collaboration with at least one of the Centre's regular members, that involves graduate students, including postdoctoral fellows (or college students, in the case of college professors and CCTT researchers);
- c) demonstrate that their research falls under one of the Centre's research axes;
- d) describe existing or future links with the Centre's regular members and collaborators;
- e) define a five-year research plan; and
- f) provide an up-to-date résumé, such as a Canadian Common CV.

In their letter of application, social sciences and humanities researchers must:

- a) show that they hold a federal grant or supervise a student(s) on a topic in one of the Centre's axes;
- b) demonstrate that their research falls under one of the Centre's research axes;
- c) demonstrate their research potential in one of the Centre's axes;

- d) describe existing or future links with the Centre's regular members and collaborators;
- e) define a five-year research plan; and
- f) provide an up-to-date résumé, such as a Canadian Common CV.

In their application letter, researchers who are just starting out their career must:

- a) show they have submitted, as principal applicant, a grant application to one of the major granting agencies in Quebec or Canada;
- b) demonstrate that their research falls under one of the Centre's research axes;
- c) demonstrate their research potential in one of the Centre's axes;
- d) describe existing or future links with the Centre's regular members and collaborators;
- e) define a five-year research plan; and
- f) provide an up-to-date résumé, such as a Canadian Common CV.

10.1.2 Maintaining regular member status

To maintain their regular membership, researchers will be evaluated by the SteC every five years, according to the criteria outlined above and/or according to the Centre's performance indicators. Regular members must also participate from time to time in the Centre's activities and attend the GAM on a regular basis.

10.2 Collaborating members

Collaborating members are researchers (all statuses; section 4) who contribute on an ad hoc or occasional basis to the scientific programming. Their scientific productivity is not evaluated. Researchers from universities outside Quebec can only be collaborating members.

Collaborating members may speak at the GAM.

10.2.1 Membership process for collaborating members

To become a collaborating member, individuals from partner institutions must fulfil the definition in section 10.2 of these Articles and demonstrate that part of their research activities will contribute on an *ad hoc* or occasional basis to the Centre's research programming. They must apply for membership to their IR and the Director, who will forward the application to the SteC.

All other persons wanting to become a collaborating member must fulfil the definition in section 10.2 of these Articles and demonstrate that part of their research activities will contribute to the Centre's research programming. Such individuals must file their request with the Director, who will submit it to the SteC.

Unless otherwise advised by the SteC, any new applications for membership must be first made as collaborating members. Such applications must be accepted by two thirds of the voting members in attendance at a SteC meeting; once accepted, the collaborating-member status takes immediate effect.

In their letter of application for membership, these persons shall emphasize or demonstrate the following points:

- For academic researchers only: their participation in at least one research project involving graduate students (including postdoctoral fellows) on a topic in one of the

Centre's axes.

- Demonstrate that their research falls under one of the Centre's research axes.
- Describe existing links with at least one of the Centre's regular members and describe the activities planned with this member.
- Provide an up-to-date résumé, such as a Canadian Common CV.

10.2.2 Maintaining collaborating member status

In order to maintain status, the Centre's collaborating members will be evaluated by the SteC every five years, according to the criteria listed above.

10.3 Employee members

Employee members are persons from member institutions, supervised by a regular member, who hold at least a bachelor's degree and whose activities are part of the Centre's programming. Employee members may speak at the GAM.

10.3.1 Membership process for employee members

A person fulfilling the description in Article 10.3 shall be considered an employee member if their activities fall within the Centre's programming and if their IR declares their name and position to the Director. Employee members must then complete the online membership form.

10.4 Student members

The training of graduate students and postdoctoral fellows is central to all Centre activities.

10.4.1 Regular student members

Student members are undergraduate, master's or doctoral-level students or postdoctoral fellows, or college students that are affiliated with a CCTT, who are studying at an affiliated member institution, whose research projects are part of the Centre's scientific program, and that are supervised or co-supervised by a regular or collaborating member.

A student member may belong to more than one FRQNT-funded strategic cluster but he or she must declare it at the time of enrolment and must agree not to receive duplicate funding for the same items.

Student members may speak at the GAM and can volunteer as a student representative of their institution on the Student Committee (StuC).

10.4.2 Membership process for student members

The IR or regular member who is (co-)supervising the students must declare the name of the student and their (co-) supervisor(s) to the Director of the Centre. Student members must then fill out the online membership form.

10.5 Honorary members

Honorary members are former members who are now retired and whose contributions to the Centre are recognized. They are nominated by the SteC. They may speak at the GAM.

11. General Assembly of Members

11.1 Composition

The General Assembly of Members is open to all CentrEau members, whether or not their status confers the right to vote.

11.2 Responsibilities

The GAM oversees the administration of the Centre according to FRQ criteria and in compliance with the objectives defined by these Articles.

The GAM shall be consulted in regard to the scientific programming, the strategic planning and the Centre's operations and activities, in particular on the following subjects:

- The orientation, organization and conduct of the scientific program
- Graduate training and supervision activities (including postdoctoral fellows) and scientific activities
- Policies for hosting postdoctoral fellows, visiting researchers and other visitors
- Programs for the transfer of knowledge to practice settings

In addition, the GAM:

- receives budgets and financial statements from the FRQ grant;
- receives the Director's annual activity report;
- ratifies the admission of new regular members; and
- ratifies amendments to the Centre's Articles.

11.3 Rules

11.3.1 Quorum

A quorum for the GAM shall be the number of voting members present, including absent members who have provided a valid proxy. This written proxy (paper or electronic), addressed to the Director by a member expecting to be absent from a meeting, confers their right to vote to a designated member from the same institution. A person may have only one proxy.

A GAM may be held by any means of communication deemed appropriate by the Director of the Centre or a replacement. The same applies to the voting procedure.

11.3.2 Notice of assembly

A notice of each assembly shall be sent to all members in good standing of the Centre. Written notice of the assembly location, date and time and its agenda shall be sent by email at least 10 working days before the meeting date for ordinary general assemblies and at least five working days for extraordinary general assemblies. A member who wishes to add an item to the agenda must submit a request to the Director at least five working days before the assembly. No decision shall be made on an item that is not on the agenda. Unintentional minor irregularities in the notice of assembly shall not invalidate a meeting.

11.3.3 Ordinary general assemblies

The ordinary general assembly of CentrEau members is convened at least once a year, before the end of the Centre's financial year (i.e. from May 1 to April 30). This assembly is chaired by the Director, who also prepares the agenda and convenes the assembly.

11.3.4 Extraordinary general assembly

An extraordinary general assembly of members may be convened by a resolution from the SteC or at the request of at least six regular members from three different institutions. This request must state the purpose of the extraordinary general assembly, be signed by the petitioners and be submitted to the Director. Upon receipt of the request, it is the Director's responsibility to convene the assembly within five working days, after which the petitioners may convene the assembly themselves.

12. Board of Directors

12.1 Composition

The Board of Directors is composed of the following persons:

- The institutional authority of each member institution or its representative, who sits ex officio (generally the Vice-Rector of Research)
- The Director
- The Scientific Director The Board elects its chair.

12.2 Responsibilities

The role of the Board of Directors is to:

- act in an advisory capacity to the SteC;
- form the Nomination Committee;
- recommend to the institutional authority of each member institution the appointment of the Director of the Centre proposed by the Nomination Committee (see section 17.1.1);
- appoint the Scientific Director, in the event of the Director's resignation, to act in the interim; and
- adopt the budget estimates.

12.3 Board meetings

The Board meets at least once a year when convened by its chair. Two thirds of the members constitute a quorum. A meeting may be held by any means of communication deemed appropriate by the Chair. The same applies to the voting procedure.

13. Steering Committee (SteC)

13.2 Composition

The composition of the SteC:

- The Director, who chairs the SteC
- The Scientific Director

- Representatives designated by each member institution
- One member from the Student Committee, elected by their peers
- The Coordinator(s) of the Centre (non-voting)

13.3 Responsibilities

The SteC:

- applies the Centre's guidelines;
- ensures the sound management of the amounts received;
- promotes concerted research efforts among the Centre's members in partnership with local stakeholders;
- approves the budget related to the use of the Centre's grants and submits it to the Board of Directors for ratification;
- approves membership applications for regular and collaborating members;
- receives and follows up on requests, proposals and suggestions submitted by members of the Centre or external entities;
- receives and follows up on the research program developed by the SciC;
- suggests the means and measures conducive to the smooth functioning of its members' research programs and the achievement of objectives;
- reports on its actions to the various meetings in relation to their respective mandates; and
- appoints the Scientific Director, as per the Director's proposal.

The SteC may be advised by persons with useful, relevant input.

13.4 Meetings

The Director shall convene and chair ex officio SteC meetings and may be replaced if so required.

SteC decisions shall be made by a show of hands, by a majority of the voting members present. Abstentions shall not constitute votes cast. In the event of a tie, the vote of the Director or the replacement shall be decisive. The SteC may meet by any means of communication deemed appropriate by the Director or the replacement. The same applies to the voting procedure.

Subject to the provisions of these Articles, SteC meetings shall follow the procedure laid out in the Morin Code (which may, however, be set aside for reasons of efficiency).

If a SteC member expects to be absent from a meeting, they may delegate as a replacement another regular member from their institution (for IR) or another member of the Student Committee (for the student representative).

13.3.1 Quorum

Quorum shall be 50% + 1 of voting members, including the Director or, in the Director's absence, the Scientific Director.

13.3.2 Ordinary meetings

Ordinary meetings shall be held at least four times a year at the Director's convocation.

The Director sends each member of the SteC, at least five working days before the meeting, a notice of assembly accompanied by a copy of the draft minutes of the previous meeting, a draft agenda and, if possible, any relevant documents.

13.3.3 Extraordinary meetings

If necessary, the Director may convene extraordinary meetings at the request of two thirds of voting members via a notice of assembly, specifying the meeting's date, time, location and agenda. Such notice shall be sent by email to each member of the SteC at least five working days before the date of the meeting.

No business other than that mentioned in the agenda may be transacted at an extraordinary meeting unless all voting members are present and so consent.

An extraordinary meeting may be held without notice if all voting members are present and so consent.

14. Scientific Committee (SciC)

14.1 Composition

The composition of the Scientific Committee:

- The Scientific Director
- Two leaders per research axis
- One CCTT representative
- One student representative

Any person deemed useful to the discussions may join the SciC in an advisory capacity.

14.2 Responsibilities

The Scientific Committee:

- establishes and maintains the Centre's scientific programming;
- coordinates scientific activities among members;
- submits to the SteC an annual budget required to run axis activities; determines the percentage of the budget directed to each of the axes, depending the budget allocated by the SteC, and distributes the budget into projects and programs;
- submits an activity report to the SteC;
- ensures every member in each axis is represented; and
- proposes scientific activities.

The SciC may be invited to SteC meetings, yet will not have the right to vote.

14.3 Meetings

The SciC meets at least twice a year. Quorum shall be 50% + 1 of voting members, including the Scientific Director or the Director, in the absence of the Scientific Director. An axis leader may designate a researcher from the same axis as a replacement. SciC meetings may be held by any means of communication deemed appropriate by the Director or a replacement. The same applies

to the voting procedure.

15. Equity, Diversity and Inclusion Committee (EDIC)

15.1 Composition

The EDIC is composed of members who wish to be involved. Members should notify the General Director of their interest. The IDC reports to the SteC.

EDIC members shall elect a chair from among its members, who shall report to the SteC.

15.2 Responsibilities

The objectives of the EDIC are:

- Familiarize CentrEau members with EDI concepts;
- Conduct an overall picture of CentrEau's EDI situation;
- Define and monitor EDI objectives, targets and performance indicators;
- Helping member researchers to better integrate EDI in their projects.

15.3 Meetings

The EDIC meets at least once a year at its convenience. The IDC may be held by any means of communication deemed appropriate by the General Director or the committee's chair. The same applies to the voting procedure.

16. Infrastructures and Data Committee (IDC)

16.1 Composition

The IDC is composed of interested regular members and the Director. Members should notify the Scientific Director of their interest. The IDC reports to the SciC.

IDC members shall elect a chair from among its members, who shall report to the Scientific Director.

16.2 Responsibilities

The IDC:

- ensures that the infrastructures made available to the Centre's members are efficiently and fairly managed;
- facilitates access to the infrastructures belonging to the various institutions;
- ensures that members can share their data effectively; and
- oversees the sharing of the Centre's research technicians and professionals.

16.3 Meetings

The IDC meets at least once a year at its convenience. The IDC may be held by any means of communication deemed appropriate by the Director or a replacement. The same applies to the voting procedure.

17. Advisory Committee (AC)

17.1 Composition

The AC is made up of partner representatives (industry, municipalities, NGOs, government, international associations, research institutes or organizations, universities outside Quebec) chosen by the SteC. It is chaired by the Director, assisted by the Scientific Director.

17.2 Responsibilities

The mandate of the Advisory Committee is to advise the SteC on the orientations and actions to be deployed to ensure the realization of its scientific programming and its impact on society. It gives its opinion on the orientations and courses of action to be prioritized within the framework of the cluster's research programming and advises the SteC on how to ensure synergy between scientific progress, development and the needs of society.

17.3 Meetings

The AC meets at least once a year at its convenience. The AC may be held by any means of communication deemed appropriate by the Director or a replacement. The same applies to the voting procedure.

18. Student Committee (StuC)

18.1 Composition

The student members of each institution nominate or elect a representative to the StuC. Only regular student members are eligible may sit on the StuC.

StuC members elect a chair to represent them on the SteC. They also choose a different representative to sit on the SciC.

18.2 Responsibilities

The StuC acts as a consultant to the SteC and the SciC. It makes proposals to improve the Centre's operations, organizes various student activities and participates, among other things, in organizing the CentrEau Student Day.

18.3 Meetings

The StuC meets at least twice a year at its convenience. StuC meetings may be held by any means of communication deemed appropriate by the Director or a replacement. The same applies to the voting procedure.

19. Ad hoc committees

If necessary, the SteC may set up ad hoc committees to address specific issues.

20. Officers

20.1 Director

20.1.1 Nomination, term, resignation and dismissal

A nomination committee is responsible for appointing the Director. This committee shall be composed of the following:

- An institutional authority, designated by the Board, who chairs the Nomination

Committee

- One regular member from each member institution, appointed by the institutional authority of that institution
- Any other person whose expertise is deemed relevant; this person may be invited by the Nomination Committee to participate in its deliberations without the right to vote

This committee shall be formed by the Board. The Director must be a regular member of the Centre. The Director's nomination shall be proposed by the Nomination Committee and ratified by the Board.

The FRQ grant will be received and managed by the finance department of the Director's home institution. The Director's term is five years and is renewable.

The Director may resign by letter sent to the members of the SteC. The SteC then refers the matter to the Board, which has three months to initiate the nomination process for a new Director. The Scientific Director will act as Interim Director.

The Director may be dismissed for serious misconduct by two thirds of SteC members who are in attendance and entitled to vote; dismissals are ratified by the Board.

The nomination of a new Director should be made one year before the end of the FRQ grant to ensure a smooth transition of management.

20.1.2 Responsibilities

The Director is an active scientist and in charge of ensuring the Centre's proper functioning and continuous progress. Their profile must meet the criteria set out by the FRQ.

All of the Director's activities must be carried out in consultation with the Scientific Director. The Director:

- ensures the general management of the Centre in accordance with its guidelines;
- chairs the SteC and exercises the SteC's delegated authority on a day-to-day basis;
- represents the Centre in dealings with university authorities and current and potential partners;
- is the Centre's contact person for the FRQ;
- takes the necessary steps to promote and develop the Centre's activities;
- ensures effective communication and discusses issues with SteC members;
- replaces the Scientific Director in certain tasks when required;
- works, in consultation with the Scientific Director and the SteC members, to: extend and consolidate the links between academic researchers and the community of practice; concretize these relationships through joint projects; and consolidate and broaden the Centre's pool of collaboration and intervention with water professionals;
- provides guidance with a view to developing, financing and carrying out large-scale innovative projects, in consultation with the Scientific Director and the SteC;
- supervises the coordinator(s);
- prepares the Centre's budget and manages the resources made available to the Centre, as

voted by the SteC;

- approves the financial report; and
- prepares an annual activity report at the end of each fiscal year.

20.2 Scientific Director

20.2.1 Nomination, term, resignation and dismissal

The Scientific Director is appointed by the SteC following a call for nominations among regular members.

The Scientific Director cannot come from the same home institution as the Director. The Scientific Director's term is five years and is renewable.

The Scientific Director may resign by letter sent to the Director. The Director refers the matter to the SteC, which has three months to initiate the nomination process for a new Scientific Director. In the meantime, the Director shall act as Interim Scientific Director.

The Scientific Director may be dismissed for serious misconduct by two thirds of SteC members who are in attendance and entitled to vote; dismissals are ratified by the Board.

20.2.2 Responsibilities

The Scientific Director must be an active scientist. They are responsible for ensuring the cohesion and monitoring of the Centre's research programming. Their profile must meet the criteria set out by the FRQ.

All of the Scientific Director's activities must be carried out in consultation with the Director. The Scientific Director:

- chairs the SciC and, in this capacity, supervises and leads discussion on scientific aspects with axis leaders;
- promotes networking among researchers from different institutions, in collaboration with axis leaders;
- coordinates axis leaders' activities and proposes development plans for each axis to the SteC;
- prepares an annual report on the axis leaders' activities by March 15 of each year;
- discusses the progress of projects in each axis with the Director; and
- replaces the Director in certain tasks, when required.

20.3 Axis Leaders

20.3.1 Nomination and term

Axis leaders constitute the SteC, along with the Scientific Director; they are proposed by the Director and the Scientific Director to the SteC and are appointed by the SteC. Whenever possible, they come from different member institutions and FRQ sectors.

Axis leaders' term is three years and is renewable.

20.3.2 Responsibilities

All of the following activities must be supervised by the Scientific Director, as part of the SciC.

The axis leader:

- brings together, at least once a year, the axes' researchers to develop research planning for each axis;
- develops a six-year research plan and submits a brief report to the Scientific Director;
- updates the research plan annually and develops it as required;
- establishes a funding strategy external to the Centre that is linked to each axis research plan;
- facilitates or oversees the writing of grant applications;
- prospects to develop research and development projects with practice settings; and
- helps write the annual activity report with the Scientific Director.

20.4 Institutional Representatives

20.4.1 Nomination and term

Centre members from each institution chose an institutional representative.

Institutional representatives' term is three years and is renewable.

20.4.2 Responsibilities

Institutional representatives sit on the SteC to represent the Centre members from their home institution.

Institutional representatives:

- sit on the Scientific Committee;
- know the regular members of their axis;
- promote interactions between the axis' research teams to facilitate the meshing of expertise;
- organize, once a year, an activity for the axis' researchers;
- stimulate the writing of grant applications or supervise the writing of such applications;
- assist in the preparation of scientific workshops;
- contribute to the writing of the Centre's annual reports;
- share information on new projects in order to better delegate;
- follow up with the Centre on the inter-institutional and/or intersectoral projects of the members of their axis;
- supervise the research coordinator of the axis.

21. Fiscal year and budget

The end of the Centre's fiscal year is April 30.

21.1 Budget

The Centre's budget is managed by the Director according to the breakdown drawn up at the beginning of each financial year by the SteC and adopted by the Board. In compliance with the accounting rules and standards in effect at the FRQ, the procedures for managing expenses and reimbursements are those of each member institution.

The finance department of the Director's institution receives the FRQ grant. It is responsible for producing the financial reports in the required form and according to the schedule requested by the granting agency, in this case no later than June 30 of each year for the fiscal year from May 1 to April 30. The institution that administers the funds on behalf of the institutional representatives and the Director will send the finance department of the institution receiving the FRQ grant the required documentation by May 1, to assist the institution in preparing the financial report.

21.2 Budget transferred to member institutions

The portion of the grant transferred to institutional representatives shall be managed by them according to the work or activities for which the transfer is intended. In compliance with the rules and standards in effect at the FRQ, the procedures for managing expenses and reimbursements are those of the IRs' home institutions.

22. Annual report of activities

The Director produces an annual report of the Centre's activities. This report shall be submitted no later than the end of each financial year to the institutional representatives. To enable production of the report, the IRs and the Scientific Director provide the Director, before April 30 of each year, the required data on the previous fiscal year's activities.

An annual report of activities will also be produced by any outgoing Director to facilitate the transfer of responsibilities to the new Director.

23. Changes to the Articles

On the recommendation of the SteC, these Articles may be amended at any time by the Centre's General Assembly of Members by a two-thirds majority of the voting members present.