

**CONSTITUTION AND BY-LAWS OF  
THE CANADIAN GEOMORPHOLOGY RESEARCH GROUP  
(Last Amended April 17, 2009)**

**Article I**

**1. Name**

"Canadian Geomorphology Research Group" is a Division of the Geological Association of Canada (GAC®) and a Study Group of the Canadian Association of Geographers (CAG), and is also affiliated with l'Association Quebecoise pour l'Étude du Quaternaire (AQQUA), Canadian Quaternary Association (CANQUA), and the Canadian Geophysical Union (CGU). The CGRG secretariat is supported by the Geological Survey of Canada (GSC). For brevity, the group may be referred to as CGRG. Official documents of the executive will be presented in the two official languages of Canada. Reports (etc.) by members may be presented in the official language of their choice.

**2. Objectives**

To foster and promote the research, teaching and application of geomorphology in Canada. Its activities may include, but are not limited to:

- a) The organization and/or sponsorship of symposia and special sessions at Annual Meetings of the affiliated associations;
- b) The sponsorship of other meetings and events either separately as the CGRG or jointly with other associations, whenever such meetings emphasize geomorphology including meetings of a regional nature;
- c) The maintenance of a Canadian National Committee/International Association of Geomorphologists (CNC/IAG);
- d) The organization and sponsorship of field trips and/or technical workshops;
- e) The publication of a newsletter.

The involvement of students in all of these activities is encouraged.

**Article II**

**1. Application for Membership**

Any person who is a member of GAC®, CAG, AQQUA, CGU, or CANQUA may become a full-voting member of CGRG by application through these associations or, if necessary, through application to the CGRG Secretary-Treasurer.

### **Article III**

#### **1. Membership Fees**

Annual CGRG membership fees shall be set from time to time by the Executive of the Group. There shall be no initiation fees.

### **Article IV**

#### **1. Officers of CGRG**

The Executive Officers shall consist of a President, a Vice-President, the Past-President, a Secretary-Treasurer, a Newsletter Editor, up to three Members-at-Large, and one Graduate Student Representative. Following the Annual General Meeting, the executive members will elect a Vice-President. The former Vice-President will become the President, while the outgoing President will serve as the Past-President. In so far as is practical, officers shall include representatives of government, university and industry, and will represent the various affiliated associations of the CGRG and the sub-disciplines represented by the membership. As far as is possible the executive officers will represent the various regions of Canada. In addition, the President, Secretary-Treasurer, and one other member of the executive must be GAC® members.

#### **2. Re-election of Officers**

The Members-at-Large and Graduate Student Representatives may serve no more than three years in office. The Secretary-Treasurer and Newsletter Editor shall be eligible for re-election without limitation. The Past-President and Members-at-Large shall not be eligible for re-election to the same position until three years have elapsed from the end of their term(s) in office. In so far as is practical, terms of office of executive members shall be staggered so as to ensure continuity. In the event of an officer resigning before the end of his/her term in office, the Executive may appoint a replacement until the formalized replacement procedure can be completed.

#### **3. Nomination of Officers**

A CGRG nominating committee consisting of the current President, Vice-President and Past-President will seek candidates for the incoming Vice-President, and when required the Members-at-Large and Graduate Student Representative, based upon their commitment and interest in serving the CGRG. In the event that more than one

nomination is received for these positions on the executive, the Secretary-Treasurer of the CGRG will arrange for an election by the membership.

#### **4. Meetings**

(a) Business Meetings: The location of the Annual General Meeting of CGRG is subject to the decision of the Executive in any given year, and normally shall be held at the Annual Meeting of one the affiliated associations. Additional special general meetings may be called at any time by the Executive for the consideration of any special matter of urgency, or by written petition submitted to the President signed by five members or ten percent of the membership of the CGRG, whichever is less.

(b) Technical Meetings: Consistent with the objectives of CGRG, local groups of CGRG members may, from time to time, convene regional meetings and will be encouraged by the CGRG to do so.

#### **5. Quorum**

A quorum for a Business Meeting shall be five members or ten percent of the membership of the CGRG, whichever is less, provided that the President, Vice-President, or Past-President and at least one other Officer of the Group are present. The person chairing the meeting shall have a casting vote.

### **Article V**

#### **1. President**

The President shall direct the general and active management of the CGRG. The President or, if designated, the Vice-President, shall preside at all Executive and general meetings. The President or the designate(s), shall represent the CGRG in liaising with affiliated organizations, other external organizations, or groups of CGRG members organizing regional or topical meetings and field trips. The President shall keep records of all Executive actions and chair the CGRG nominating committee. The President shall be, or upon gaining office become, a member of the Geological Association of Canada in order to guide the affairs of the CGRG in a manner consistent with its status as a GAC® Division.

#### **2. Vice-President**

The Vice-President shall have and assume the powers and duties of the President in the event of the absence or disability of the President. The Vice-President shall also serve as a CGRG nominating committee member. The Vice-President shall also serve as the

liaison between the CGRG and the organizers of upcoming meetings for the year in which he/she is President.

### **3. Past-President**

The Past-President shall chair and convene the Mackay Award selection committee, and serve as a CGRG nominating committee member.

### **4. Secretary-Treasurer**

The Secretary-Treasurer shall keep the records of the proceedings of CGRG, and shall, with the assistance of the President, keep the records of Executive meetings and actions. The Secretary-Treasurer shall keep a complete list of the members and correspondents of CGRG and their mailing addresses. The Secretary-Treasurer shall collect and disburse all funds and shall have the custody of all funds of CGRG and shall deposit such funds in the name of CGRG in a bank or trust company designated by the Executive. The Secretary-Treasurer shall report in writing at the Annual General Meeting of CGRG on all receipts and disbursements of funds and other financial transactions since the previous report, and on the current fiscal balance. The Secretary-Treasurer shall also report on these matters to the affiliated associations upon request (normally in January) for the previous calendar year. The Secretary-Treasurer shall be, or upon gaining office become, a member of the Geological Association of Canada in order to guide the affairs of the CGRG in a manner consistent with its status as a GAC® Division.

### **5. Newsletter Editor**

The Newsletter Editor shall solicit and accept items of interest to Canadian geomorphologists, compile a Newsletter, and distribute the Newsletter to CGRG members and correspondents at least twice a year. The Newsletter Editor shall issue notices of all CGRG meetings, symposia, field trips, and other functions.

### **6. Members-at-Large**

Members-at-Large shall maintain communication with members of CGRG in their regions, disciplines or profession, and affiliated associations, through the Newsletter and electronic mail and present issues of special significance to the executive for consideration.

### **7. Graduate Student Representative**

The Graduate Student Representative on the Executive shall maintain communication with student members of CGRG through the Newsletter and electronic mail and present issues of special significance for graduate students to the executive for consideration.

### **8. Ex-officio Member**

Any member of the CGRG who is in good standing and who is elected as a member of the Executive Committee of the IAG shall be an Ex-officio member of the CGRG Executive.

### **9. Canadian National Committee/IAG**

The executive of the CGRG will form the Canadian National Committee of the International Association of Geomorphologists (CNC/IAG), thereby providing an international voice for Canadian Geomorphologists.

### **10. Representative Officers**

CGRG officers may on occasion be asked to report on the functions of the CGRG to affiliated associations. The CGRG Executive will submit regular written reports as may be required by affiliated associations.

### **11. Quorum**

The quorum for an Executive meeting shall be either the President, the Vice-President or the Past-President plus at least two other Officers. Executive meetings may be held by conference telephone call if approved by the President. The person chairing the meeting has a casting vote.

## **Article VI**

### **1. By-Laws**

By-Laws of the CGRG may be adopted, amended or rescinded only by voting members. Votes on the By-Laws shall be carried out either by mailed ballots or online via the Internet. Proposed changes shall be approved only if a majority of votes returned by a specified date are in agreement. Copies of the proposed By-Laws and amendments and/or the nature of the proposed rescission of By-Laws shall be either posted online or mailed with the ballots to the voting members of the CGRG not less than 20 days nor more than 40 days before the specified voting date. The votes shall be then be tallied. Ballots will be

placed with the Secretary-Treasurer for safekeeping for 60 days, after which time they will be destroyed.

## **2. Proposals of Amendments**

Any group of five members or ten percent of the membership of the CGRG, whichever is less, may, by letter addressed to the President or Secretary-Treasurer, recommend to the Executive, the adoption, amendment or rescission of a By-Law. The Executive shall modify, reject or accept the recommendation. Within 120 days of receipt of the recommendation, the Executive shall either carry out a vote by the membership on the recommendation, with or without revision, or advise the group of members that the recommendation has been rejected, giving its reasons.

## **Article VII**

Amendments to the Constitution of the CGRG may be proposed only by the Executive, who may accept recommendations from non-Executive members, and may be adopted only by voting members. Votes on any proposed amendments shall be carried out either by mailed ballots or online via the Internet, and proposed changes shall be approved only if a majority of the CGRG members vote in favour of the amendment by the date specified for the return of the ballots. Copies of the proposed amendments shall be either posted on the Internet or mailed with the ballots to the voting members of the CGRG not less than 20 days nor more than 40 days before the specified voting date. The votes shall then be tallied. Ballots will be placed with the Secretary-Treasurer for safekeeping for 60 days, after which time they will be destroyed.

## **Article VIII**

The Constitution and By-Laws of the CGRG shall be consistent with the Constitution, By-Laws, Rules and Regulations of the affiliated associations. The Executive of the CGRG shall within 120 days of the receipt of information indicating that a conflict exists between the Constitution, By-Laws, Rules and Regulations of the affiliated associations and the CGRG, carry out a vote by the membership to amend the CGRG constitution and By-Laws.

## **By-Law I**

The Executive may create committees, appoint their chairpersons, and define their terms of reference, to assist members of the Executive in the performance of their duties or to perform specific tasks. These may include, but are not limited to, the organization of meetings, symposia and field trips. Committees shall be composed of consenting CGRG members or other individuals as deemed appropriate by the Executive. Committees shall

report their activities to the Executive as requested. For committee-organized functions such as field trips, meetings, and social events, the Executive shall ensure that the committee follows GAC® safety and risk management policies and procedures that govern such events.

## **By-Law II**

The Executive of the CGRG will support the International Association of Geomorphology and pay annual dues to the IAG.