ICACBR Constitution

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PREAMBLE

The International Centre for the Advancement of Community Based Rehabilitation (ICACBR) is an international research centre based in the School of Rehabilitation Therapy at Queen's University, Faculty of Health Sciences. The ICACBR was established in 1991 as one of six centres of excellence funded by the Canadian Government, under the then-titled Canadian International Development Agency (now Global Affairs Canada). The work of the ICACBR has grown over the last 25+ years. Since its establishment, over 250 individuals including Queen's faculty, staff and students have worked on 20 ICACBR projects in over 20 countries. All of the projects have contributed to the sustainable development of accessible services for hundreds of thousands of women and men, girls and boys with disabilities.

Vision: The ICACBR envisions a world where all people with disabilities are included in their communities and experience full human rights and equal opportunities.

Mission: To achieve its mission, the ICACBR applies the principles and strategies of community based rehabilitation (CBR) to partner with people with disabilities, their families, and their communities (including government and non-governmental organizations) to develop, implement and evaluate activities that build capacity, support policy, generate new knowledge, and deliver services. This mission and vision fully align with key priorities of the University's Strategic Framework, including the Student Learning Experience, Research Prominence, and Internationalization. In addition, it has a direct impact on the University's priority of equity, diversity, and inclusion.

1. OBJECTIVES OF THE ICACBR

The International Centre for the Advancement of Community Based Rehabilitation fosters research, service, and capacity development with global impact by:

- Developing, implementing and evaluating initiatives, together with international partners, that apply the principles and strategies of CBR,
- Facilitating collaborative research and knowledge translation among faculty, students and community partners to advance CBR,
- Providing faculty with opportunities to work with and supervise graduate students conducting CBR-related research,
- Creating a space that supports networking among faculty, students and practitioners interested in the application and evaluation of the principles and strategies of CBR,
- Pursuing funding opportunities that support international placement experiences for students in CBR-related professions (e.g., occupational therapy, physical therapy), and

- Organizing and promoting the Malcolm Peat CBR Lectureship on an annual basis.

By pursuing these objectives, the Centre works to achieve its mission and work towards its vision.

2. MEMBERSHIP

2.1 Categories of Membership

Regular Members

Faculty who hold an appointment of Lecturer or Assistant, Associate or full Professor at Queen's University involved in community-based rehabilitation or disability-inclusive development research and/or educational activities related directly to the program of the ICACBR.

Adjunct Members

Faculty who hold an appointment as a term adjunct or an Adjunct 1 Academic Staff at Queen's University involved in community-based rehabilitation or disability-inclusive development research and/or educational activities related directly to the program of the ICACBR.

Emeritus Members

Faculty who hold an appointment of Professor Emeritus at Queen's University involved in community-based rehabilitation or disability-inclusive development research and/or educational activities related directly to the program of the ICACBR.

Postdoctoral Fellow Members

Individuals who hold a position at Queen's University as a postdoctoral fellow involved in community-based rehabilitation or disability-inclusive development research and/or educational activities related directly to the program of the ICACBR.

Student Members

Individuals who are students registered at Queen's University in an undergraduate, master's, or doctoral program (e.g., PhD, DSc) involved in community-based rehabilitation or disability-inclusive development research and/or educational activities related directly to the program of the ICACBR.

Affiliate Members

Representatives of any organization or community group that has an active and funded partnership with the ICACBR.

2.2 Eligibility for Membership

The ICACBR will welcome those who seek membership by virtue of application to the ICACBR Management Committee by individuals who meet one of definitions of "member" (above), and who also agree to participate in the activities of the Centre by virtue of research and/or educational activities.

2.3 Rights and Responsibilities of Members

Regular and Adjunct Members

Regular and adjunct members will:

- Contribute to shaping vision of ICACBR
- Contribute toward achievement of ICACBR's aims and objectives
- Contribute to ICACBR-linked research, as appropriate
- Supervise, mentor, and/or serve on committees of ICACBR-funded graduate students
- Participate in ICACBR-sponsored events, such as the Malcolm Peat Lectureship
- Cite the ICACBR as an affiliation, as appropriate
- Include the ICACBR logo on relevant research presentations, posters, etc.

Regular and adjunct members will have access to ICACBR research and graduate student funding opportunities (e.g., Mastercard internal grants for disability inclusion, Queen Elizabeth II Scholarships); conferences, seminars, and workshops facilitated by the ICACBR; and regular ICACBR updates and correspondence (e.g., newsletter)

Emeritus Members

Emeritus members will:

- Share the vision of the ICACBR
- Contribute toward the achievement of ICACBR's aims and objectives
- Contribute to ICACBR-linked research, as appropriate
- Participate in ICACBR sponsored events

Emeritus members will have access to conferences, seminars, and workshops facilitated by the ICACBR.

Postdoctoral Fellow and Student Members

Postdoctoral fellow and student members will:

- Participate in ICACBR-sponsored events
- Engage with and contribute to an ICACBR student learning cohort
- Cite the ICACBR as an affiliation, as appropriate
- Include the ICACBR logo on relevant research presentations, posters, etc.

Postdoctoral fellow and student members will have access to ICACBR student funding opportunities, as relevant (e.g., Queen Elizabeth II Scholarships for field travel); conferences, seminars, and workshops facilitated by the ICACBR; regular ICACBR updates and correspondence (e.g., newsletter); and peer support within the ICACBR student cohort.

Affiliate Members

Affiliate members will:

- Contribute toward the achievement of ICACBR's aims and objectives
- Contribute to ICACBR-linked research, as appropriate
- Cite ICACBR as an affiliation, as relevant

Affiliate members will have access to conferences, seminars, and workshops facilitated by the ICACBR.

3. ADMINISTRATIVE STRUCTURE

The Centre has the following elements:

a) Host Body

The ICACBR is a Centre based within the School of Rehabilitation Therapy in the Faculty of Health Sciences at Queen's University.

b) Scientific Director

The Scientific Director shall provide scientific, financial, and operational direction of the Centre and will be chairperson of the Management Committee, and shall provide regular reports with respect to the Centre's activities to the Vice Dean of Research in the Faculty of Health Sciences and the Scientific Advisory Board. The Scientific Director must be a faculty member at Queen's University and will be appointed for a term of five years by the Dean of the Faculty of Health Sciences, in consultation with the Director of the School of Rehabilitation Therapy. This term may be renewable once. The Scientific Director shall be responsible for the direction, management and leadership of Centre activities. Specific responsibilities of the Scientific Director Include:

- Identify general and specific research goals and developing a strategic plan for the Centre.
- Support the development of budget, staffing, and fundraising proposals for the Centre.
- Inform Heads of Departments of contributions of faculty members who are involved with the Centre.
- Promote and represent the vision and mission of the ICACBR at Faculty, University, national, and international events.

c) Management Committee

Day-to-day oversight of the ICACBR will be provided by the Management Committee. Membership of the ICACBR Management Committee will be approved by the ICACBR Scientific Director in consultation with the Vice-Dean (Health Sciences) and Director of the School of Rehabilitation Therapy.

3.c.1 Membership

The ICACBR Management Committee will normally reach decisions related to day to day operations by consensus.

The Management Committee will consist of the following members:

- ICACBR Scientific Director (Chair)
- Director, School of Rehabilitation Therapy
- Finance Manager, School of Rehabilitation Therapy
- ICACBR Project Managers (Grant-specific, each major project will have an assigned Manager)

3.c.2 Scope of Responsibility

Responsibilities of the ICACBR Management Committee include:

- Support the ICACBR Scientific Director with development of annual and long-range strategic directions and research priorities, as well as broad policies relevant to the ICACBR.
- Ensure implementation of strategic priorities, objectives and policies in practice.
- Develop metrics of success and evaluate overall performance of the Centre against these measures, with respect to achievement of its objectives on an annual basis.
- Develop membership eligibility criteria, approve membership applications based on those criteria, and review membership. Report membership information annually to the ICACBR Scientific Advisory Board.
- Review the ICACBR's annual operating budget.
- Support the ICACBR Scientific Director with preparation of the ICACBR's annual report for submission to the Vice-Dean Research (Faculty of Health Sciences), the ICACBR Scientific Advisory Board, the Queen's Senate and ICACBR Membership.
- Make recommendations for establishment of working groups as required (see section 4.4).

3.c.3 Meetings

Members of the ICACBR Management Team will normally meet monthly, with additional meetings and email correspondence between meetings at the discretion of the ICACBR Scientific Director.

d) Scientific Advisory Board

The Scientific Advisory Board provides advice to the Scientific Director, including strategic planning, budgeting and fundraising, and profile-raising for the ICACBR and its members. Further details about this board are provided in Section 4 below.

4. SCIENTIFIC ADVISORY BOARD

4.1 - Responsibilities. The Scientific Advisory Board will meet at a minimum of once per year and will hold the following responsibilities: (a) review and provide advice on Centre projects and operations, (b) create linkages between Centre-affiliated individuals and activities to other relevant stakeholders – both internally at Queen's, and externally; (c) on an annual basis, review Centre financial statements and provide guidance/suggestions; and (d) provide advice on and support the fundraising and profile-raising efforts of the Centre; (e) make recommendations for participants in working groups, as required (see section 4.5 below).

4.2 - Composition. The Scientific Advisory Board shall consist of the following:

1. Dean of the Faculty of Health Sciences, or delegate (Chair)
2. Vice Dean (Research), Faculty of Health Sciences, or delegate
3. Three members of the Faculty of Health Sciences (preferably one from each School; may be professor emerita or other retired faculty)
4. One trainee (graduate student or post-doctoral fellow)
5. A person with lived experience of disability

When considering selection of committee members and delegates, one or more of the following membership characteristics are desirable:

- Lived experience with disability (either as an individual or family member)
- Ability to mobilize diverse networks in support of Centre activities
- Ability to embed ICACBR in high-level administrative conversations at Queen's University
- Ability to embed ICACBR in high-level provincial, national, and international discussions around disability, inclusive development, and CBR
- Previous experience serving on scientific advisory boards
- Connections to future potential funders of ICACBR activities
- Experience in international development project implementation

4.3 - Term of Advisory Board Members. The Advisory Board members shall be (re)appointed as required at the annual meeting of the Board or, in the event of a vacancy, as necessary. Terms shall be three years, renewable.

4.4 - Working Groups. The Scientific Advisory Board may from time to time appoint topic-specific working groups as it deems necessary or appropriate (e.g., Centre branding and outreach working group, funding proposal development working group). These working groups will be assembled on an *ad hoc* basis to deliver specific time-bound centre related deliverables that require input from individuals with defined areas of expertise. Working groups will provide regular reports on activities to the Scientific Advisory Board and will be disbanded upon completion of the relevant deliverables.

4.5 - Place and Frequency of Meetings. Meetings of the Scientific Advisory Board will normally be held at Queen's University in Kingston, Canada, with the possibility for virtual connections. The Board shall meet at least once per calendar year.

4.6 - Quorum. One-half plus one of the advisory board members who have the right to vote shall form a quorum for the transaction of business.

5. RELATIONSHIP TO THE UNIVERSITY

The ICACBR will be governed by the Senate of Queen's University and will submit reports at prescribed intervals to maintain liaison with the University. The ICACBR is reviewed, at least once every five (5) years, by a committee appointed by the Vice-Principal (Research), Queen's University, in accordance with the regulations of the Senate of Queen's University.

6. LIMITATION OF LIABILITY AND INDEMNIFICATION

6.1 Limitation of Liability

No Director or Officer of the ICACBR shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee, or for joining in any receipt of other act for conformity, or for any loss, damage or expense happening to the Institute through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Institute, or for the insufficiency for deficiency of any security in or upon which any of the monies of the ICACBR shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the ICACBR shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto unless the same shall happen through their own wilful neglect or default.

6.2 Indemnity

Every Director and Officer of the ICACBR and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified by Queen's University from or against all costs, charges and expenses whatsoever that such a Director or officer sustains or incurs in or about any action, suit or proceedings that is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; except such costs, charges or expenses as are occasioned by their own wilful neglect or default, a fault which is unrelated to the duties of office, or fraud. Provided however, that such indemnified Director or Officer shall cooperate fully with Queen's University in the defines of such proceedings and shall be subject to such direction, as the University shall deem appropriate.

7. WORKER COMPENSATION

The ICACBR is not an employer. All individuals working under the umbrella of ICACBR are employees of Queen's and as such are covered under Queen's employment rules, including insurance policies and workers compensation. All employment matters will be addressed in consultation with Human Resources, Queen's University.

8. FINANCIAL ADMINISTRATION

The fiscal year of the Centre shall be May 1st to April 30th unless otherwise dictated by Queen's Financial Services. The Queen's University School of Rehabilitation Therapy Finance Manager shall:

a) Verify at reasonable intervals that the accounts, registers and other management documents of the Centre are kept according to generally recognized rules of good management, and issue instructions needed for necessary correctives to be made;

b) Review and discuss with the Centre Scientific Director the preparation of the management reports to be submitted to the Centre Scientific Advisory Board for review.

9. CLOSURE OF THE CENTRE

If circumstances are such that the ICACBR cannot continue to fulfill its mandate, Queen's University is not under any obligation to continue to operate the ICACBR.

10. INTELLECTUAL PROPERTY

10.1 - Ownership: ICACBR intellectual property conceived and developed by one or more researchers should be owned by that researcher in accordance with the Queen's policy on intellectual property, and/or any relevant QUFA or other Academic Collective Agreement clauses, and the School of Rehabilitation Therapy's authorship policy.

10.2 – Acknowledgement: For any intellectual property developed with support of the ICACBR (e.g., funding, collaboration platform), the research shall note an affiliation with the ICACBR and/or acknowledge in writing the support of the Centre.

11. AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be proposed to the Queen's University Senate Centre by the Scientific Director once approved by the Scientific Advisory Board and the School of Rehabilitation Therapy's Academic Council.