



Canadian Herpetological Society
Société d'herpétologie du Canada
Charitable Reg. No. 88078-1562-RR0001

CONSTITUTION

January 2019

I: Name

The organization shall be called the “Canadian Herpetological Society” (in French: Société d’herpétologie du Canada; abbreviated as CHS/SHC), hereinafter referred to as “the Society”.

II: Mission

The Society shall be devoted to fostering scientific research on amphibians and reptiles, and in recognition of the inherent value of all native amphibians and reptiles, conserving Canada's native species of amphibians and reptiles and their ecological and evolutionary functions in perpetuity.

III: Purposes

1. To advance education and knowledge by disseminating information about Canada’s amphibians and reptiles, including the results of scientific research, to the general public, conservation professionals, and the scientific community.
2. To advance education by organizing herpetological meetings and conferences that will facilitate information sharing and collaboration among students, the scientific community, and conservation professionals.
3. To protect the environment for the benefit of the public by contributing to the conservation of Canada’s amphibian and reptile species and their habitats.
4. To advance education by supporting herpetological research in Canada, specifically by acknowledging academic excellence in herpetological research through an awards program, providing publicly available awards and bursaries to student members, and facilitating communication and networking for students, researchers, and the general public.

IV: Governance

The Society shall be governed by a Board of Directors (hereinafter referred to as “the Board”).

V: Bylaws

The Society shall establish bylaws to regulate its organization and procedures.

VI: Non-profit charitable status

The Society shall carry on without purpose of gain for its members, and any profits or other accretions to the Society shall be used solely to promote its purposes as permitted by law.

VII: Amendments to the Constitution

Amendments to the Constitution of the Society must be approved unanimously by the members of the Board and shall be ratified by vote of the membership of the Society.

VIII: Dissolution

The Society may dissolve itself by 2/3 majority consent of the membership, with notice provided to all members in advance, provided it has no outstanding debt.

BYLAWS

I: Activities of the Society

- 1 The following activities will assist in the dissemination of information about Canada's amphibians and reptiles and, in doing so, directly address the first stated purpose:
 - 1.1 Produce books, articles, and other publications about herpetological research and conservation, or other topics related to the Society's purposes.
 - 1.2 Develop and maintain a website to provide information to the public about:
 - Canada's amphibian and reptile species, including their biology, ecology, and identification;
 - The Society and how the public can become involved in the Society's activities;
 - Resources that are available to support amphibian and reptile research and conservation;
 - Herpetological research and conservation initiatives in Canada; and
 - Any other information that is relevant to the Society's stated purposes and activities.
 - 1.3 Issue press releases to inform the general public about notable amphibian and reptile research and conservation initiatives, as opportunities arise.
 - 1.4 Produce a publication, *The Canadian Herpetologist* (TCH), to disseminate research results, field observations, news, and other relevant information to the Canadian herpetological community and the general public.
 - 1.5 Establish and present non-monetary awards to individuals or organizations that have made significant contributions toward educating the public about Canada's amphibians and reptiles.

2. The following activities support the planning and organization of meetings and conferences, directly contributing to the second stated purpose:
 - 2.1 Organize an annual conference to provide a forum for Canadian herpetologists, including students, to share and discuss the results of their research and conservation projects with each other and with the public.
 - 2.2 Organize public meetings, workshops, or other gatherings on specific issues related to amphibian and reptile research and conservation in Canada, as opportunities arise.
3. The following activities will directly address the Society's third stated purpose by contributing to amphibian and reptile conservation in Canada:
 - 3.1 Develop, or assist in the development of, technical and scientific guidance, such as best management practices, to support amphibian and reptile conservation in Canada, and promote the use of these tools by making them publicly available on the society's website.
 - 3.2 Assist qualified professionals and organizations in the planning and implementation of recovery actions for Canada's amphibians and reptiles by providing scientific information and technical expertise (for example, providing scientific and technical information to inform provincial and federal recovery strategies for species at risk).
 - 3.3 Identify important amphibian and reptile areas (IMPARAs) in Canada and promote their significance with local land managers and the public in order to foster the conservation of local amphibian and reptile populations.
 - 3.4 Establish and present awards (monetary and non-monetary) to individuals or organizations that have made significant contributions to amphibian and reptile conservation in Canada, to recognize and encourage excellence in this field and to provide financial assistance for these initiatives.
 - 3.5 Provide additional opportunities for discussion, networking, and collaboration amongst herpetologists, the conservation community, and the general public through a member e-mail list, social media platforms, and other communication tools, as opportunities arise.
4. The following activities further the fourth stated purpose of supporting education and herpetological research in Canada:
 - 4.1. Establish and present non-monetary awards to individuals who have made significant contributions to the field of herpetological research in Canada to recognize and encourage excellence in this field.
 - 4.2. Provide monetary bursaries and awards to students to facilitate their participation in conferences, which will make these important educational opportunities more accessible and encourage student participation.
 - 4.3 Provide additional opportunities for discussion, networking, and collaboration amongst students, researchers, and the general public through a member e-mail

list, social media platforms, and other communication tools, as opportunities arise.

5. In furtherance of the stated purposes and activities, the Society shall conduct fundraising activities, such as:
 - 5.1 Actively solicit private and corporate donations through fundraising campaigns and fundraising events, including but not limited to:
 - Targeted letters to organizations or corporations
 - A request for donations on the society's website
 - The sale of merchandise such as calendars, greeting cards, t-shirts, etc.
 - Silent auctions
 - Crowd funding opportunities
 - 5.2 Collect membership and conference registration fees
 - 5.3 Apply to government and non-government funding programs to secure funds for specific activities, as opportunities arise
6. The Society's activities will be carried by the Board of Directors (Section II), committees that are established by the Board to address specific activities (Section IV), and the general membership (Section VI).

II: Officers

1. The Board shall ordinarily consist of 11 members but not less than 7, as follows:
 - President
 - Vice-President (President-Elect)
 - Past-President
 - Treasurer
 - Secretary
 - Directors-at-Large
2. The term of office of the Vice-President, President and Past-President is two years. Upon completion of the two-year term of office, the outgoing President will assume the office of Past-President and the Vice-President (President-elect) will assume the office of the President. The outgoing Past-President is eligible for renewal of office for one additional three-year term as a Director-at-Large if he or she has served for less than nine consecutive years.
3. The term of office of a Director other than the President, Vice-President and Past-President shall be three years, renewable twice. Renewal of office shall require at least a 2/3 majority

vote from all remaining Directors.

4. After having served on the Board for three consecutive terms (nine years), Directors are eligible for re-election to the Board after a one-year absence.
5. Should the President leave office before the end of the normal two-year term, the Vice-President shall assume the office of President and an election may be called in order to fill the office of Vice-President.
6. Should a Director other than the President leave office before the end of the normal three-year term, an election may be called in order to fill the vacancy.
7. Any Director may be removed from office by a 3/4 majority vote of the remaining Directors.
8. Directors give of their time freely to the Society without monetary compensation.

III: Elections of Officers

1. Election of the Vice-President (President-Elect): Any Board member may put forward the name of any other member of the Society in good standing to fill the office of Vice-President, provided the nominee consents. The winning candidate will require the most votes (plurality vote) from the membership.
2. Appointment of Directors: Any member of the Society in good standing may put forward the name of any other members of the Society in good standing, with approval by the Board, to fill a Board vacancy. The winning candidate will require the most votes from the membership.
3. Elections: Elections may take place at the AGM or electronically. The membership will be notified prior to an election and there will be a set period of time during which the membership may cast their votes.

IV: Committees:

1. Standing committees:
 - 1.1. Standing committees, appointed by the President, are as follows:
 - Awards Committee
 - Conservation Committee
 - Ethics and Diversity Committee
 - Important Amphibian and Reptile Areas (IMPARA) Committee
 - Membership and Nomination Committee
 - Meetings and Workshops Committee
 - Publications and Website Committee

- Social Media Committee
- 1.2. Standing committees may be dissolved or redefined, or new Standing Committees may be organized by the President with the approval of the Board, as the need arises.
 - 1.3. Chairs of standing committees shall be appointed by the President, subject to the approval of the Board.
 - 1.4. The Board may define the duties and tasks to be performed by the standing committees.
 2. Ad hoc committees may be appointed by the President to undertake specific tasks.
 3. Any member of the Society in good standing may be a member and/or chair of any committee aside from the Nominating Committee, which is limited to Board members.
 4. Committees shall report to the Board.

V: Meetings and Conferences:

1. An Annual General Meeting (AGM) of the membership shall be held during which the business of the Society may be discussed, including reports from the committees and Society's financial statement, and elections may be held.
2. An annual conference will be held, provided that a local host and organizing committee can be identified.
3. The annual conference shall be planned by a Local Organizing Committee (LOC).
4. The Meetings and Workshop Committee will provide support to the LOC.
5. The Society shall hold other meetings, conferences, and workshops as it deems necessary.

VI. Membership

1. Anyone with an interest in the Society's mission is eligible for membership.
2. A membership fee, at a rate determined by the Board, will be charged to belong to the Society.
3. To be a Member in good standing, a person must not be in arrears for dues. The fiscal year to which a membership term applies is the same as the calendar year.
4. The Society may recognize Honorary Members.
 - 4.1 Honorary Members of the Society include:
 - a. Individuals who hold a Michael Rankin Distinguished Canadian Herpetologist Award or Blue Racer Award, and
 - b. Any other person the Society decides to so honour, in which case a nomination

for honorary membership, accompanied by a rationale for the honour, must be presented at an Annual General Meeting by the nominator.

4.2 Honorary Members are not required to pay dues.

VII. Amendments to the Bylaws:

Bylaws for the conduct of the business of the Society may be enacted, amended, or repealed by a 2/3 majority vote of the Board and shall be ratified by vote of the membership of the Society.

VIII: Awards

1. Awards will be advertised annually on the CHS website, by e-mail to the Membership, and through other forms of media, as opportunities arise.
2. An Awards Committee will be established to advertise awards, select award recipients, and distribute awards.
 - 1.1 Awards Committee membership is approved by the Board and shall consist of not less than three and not more than 10 members, with a minimum of one Director.
 - 1.2 The Awards Committee will base decisions on the eligibility and selection criteria outlined in section VIII.4 to VIII. 6.
3. Awards will be presented and distributed to recipients at the AGM or by mail.
4. In accordance with section **I.1.5, I.3.4 and I.4.1**, the following non-monetary awards will be given out by the Society to recognize and encourage excellence in the fields of amphibian and reptile conservation and research in Canada:
 - 4.1 The **Michael Rankin Distinguished Canadian Herpetologist** award is presented to an individual in recognition of life-time achievement in the study of amphibians and reptiles in Canada. A maximum of one Michael Rankin Award will be given out each year.
 - a. Eligibility Criteria:
 - Any member of the public may be nominated, as long as they have contributed to the study of amphibians and reptiles in Canada
 - b. Selection Criteria:
 - Publication history relevant to the field of herpetology
 - Consideration of other professional or academic awards
 - Participation on professional or academic committees
 - The role the individual played, if any, in supervising students and encouraging future generations of herpetologists

- Consideration of any other contributions that may be relevant

4.2 The **Blue Racer** award is presented to an individual in recognition of cumulative contributions to the conservation of amphibians and reptiles in Canada. A maximum of one Blue Racer Award will be given out each year.

a. Eligibility Criteria:

- Any member of the public may be nominated, as long as they have contributed to the conservation of amphibians and reptiles in Canada

b. Selection Criteria:

- Contributions to amphibian and reptile conservation initiatives in Canada
- Participation on local, national, or international conservation teams or committees
- Contributions to research that is relevant to the conservation of Canada's amphibians and reptiles
- Mentoring future generations of amphibian and reptile conservation biologists
- Consideration of any other contributions that may be relevant

4.3 The E.B.S Logier Communications award is presented to an individual or organization in recognition of a significant contribution to the conservation of, or research on, amphibians and reptiles in Canada through hard-copy, digital, or other means of text-based or visual communication.

a. Eligibility Criteria:

- Any member of the public may be nominated, as long as they have made a significant contribution to amphibian and reptile conservation or research in Canada through hard-copy, digital or other means of communication.

b. Selection Criteria:

- Communications are easily accessible to a large portion of the Canadian public and fill a demonstrated educational need
- Communications will assist in a meaningful way with amphibian and reptile research or conservation in Canada
- Communications inspire future generations of amphibian and reptile researchers and conservation professionals
- Consideration of any other contributions that may be relevant

5 In accordance with section **I.4.2**, the following monetary bursaries and awards will be provided to students to facilitate and encourage their participation in conferences:

5.1 The **Best Student Platform Presentation** is awarded for the best student platform and/or lightning presentation at the annual conference.

a. Eligibility Criteria:

- A current member of the CHS
- Enrolled at a Canadian educational institution within the last year
- Presenting either a platform presentation or lightning talk
- Has not previously won this award during their current degree

b. Selection Criteria:

- Student presentations will be scored based on their introduction, methods, results, discussion/conclusions, slide design, presentation skills, ability to answer questions, and timing
- c. The value of this award will be determined annually by the Board based on availability of funds, but will typically be between \$100-250

5.2 The **Best Student Poster Presentation** is awarded for the best student poster presentation at the annual conference.

a. Eligibility Criteria:

- A current member of the CHS
- Enrolled at a Canadian educational institution within the last year
- Presenting a poster
- Has not previously won this award during their current degree

b. Selection Criteria:

- Student poster presentations will be scored based on their introduction, methods, results, discussion/conclusions, poster design, poster presentation
- c. The value of this award will be determined annually by the Board based on availability of funds, but will typically be between \$100-250

5.3 **Student Travel Bursaries** are awarded to students to assist them in attending the Society's annual conference or other conferences related to herpetology.

a. Eligibility Criteria:

- A current member of the CHS
- Currently enrolled at a Canadian educational institution

- Applicants must be presenting at the conference (platform or poster)
 - Applicants must be traveling greater than 500 km to the conference
- b. Selection Criteria:
- Eligible recipients for this award will be chosen by a random draw prior to the conference
- c. The number and value of awards will be determined annually by the Board based on availability of funds, but that value will not typically exceed \$250 per award
6. In accordance with section **I.3.4**, the following monetary awards will be given out by the Society to provide support for amphibian and reptile conservation work in Canada.
- 6.1 The **Silver Salamander** award is presented to an individual or an organization in recognition of, and support for, a specific contribution to the conservation of amphibians and reptiles in Canada.
- a. Eligibility Criteria:
- Any individual or organization may be nominated, provided they are undertaking an activity that is providing a significant contribution to amphibian or reptile conservation in Canada
 - Individuals or organization are nominated by the LOC (see section V.3.)
- b. Selection Criteria:
- Direct contribution of the project to the conservation or recovery of amphibian and reptile species, locally or nationally
 - The level of engagement of partner organizations and volunteers
 - Preference is typically given to recipients or projects that are local to the province or area where the annual conference is held
- c. The number and value of Silver Salamander awards will be determined annually by the Board based on availability of funds, but that value will not typically exceed \$250 per award
7. The Society may develop additional awards, as the need arises.

IX: Finances

The Society's net revenues from membership fees, donations, and other sources shall only be used for expenses in furtherance of the Society's stated purposes and activities.

X: Ethics and Code of Conduct

1. The Society will strive to foster a safe, friendly, and respectful environment for members

and will not condone or tolerate harassment or discrimination in any form.

2. CHS members will observe and uphold the highest standards of scientific integrity and professional behaviour.
3. The Society will adhere to a code of conduct to govern its practices, including, but not limited, to conferences, meetings, and electronic communications.

XI: Dissolution

Upon the dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses, including the remuneration of a liquidator, and after the payment of any debts of the Society, shall be distributed to one or more charitable institutions for the purpose of conserving amphibians and reptiles or their habitats, upon recommendation by the Board.