

**CBB**  
*Centre for biorecognition and biosensors*  
*(Centre de bioreconnaissance et de biocapteurs)*

*CBB By-Laws*

**I) NAME OF RESEARCH CENTRE**

The present by-laws define the objective and governing structure of an interuniversity research Centre called "*Centre for Biorecognition and Biosensors*" (CBB) as initiated by the collaborating universities in 2001. The Centre brings together an exceptional group of researchers and scholars from a variety of disciplines, faculties and departments at McGill and other member institutions.

**II) GOALS OF THE RESEARCH CENTRE**

The overall objective of CBB is to use innovative strategies to create biosensors, biochips and biomaterials based on nanostructured biorecognition systems. Our goals are to:

- a) Contribute to excellence in nanobiology and nanotechnology at McGill;
- b) Promote cross-sectional multidisciplinary research on diagnostic tools;
- c) Train high-qualified people by taking advantage of CBB's multidisciplinary research environment;
- d) Insure sustainable capacity for innovation in diagnostic tools;
- e) Increase McGill's competitiveness in a cutting-edge field;
- f) Maintain sustainable relationships among researchers at McGill and other member institutions;
- g) Extend international collaboration and industrial partnerships.

**III) LOCATION OF CBB**

The Centre has its headquarters at the Duff Medical Science Building, Department of Biomedical Engineering, 3775 University Street Montreal, QC, H3A 2B4. The Centre is hosted by the Faculty of Dentistry and the Faculty of Medicine.

**IV) MANAGEMENT**

The overall management of the CBB is the responsibility of the Management Board. The Director is responsible for the day-to-day management. In the event of an extended absence of the Director, two Associate Directors will be in charge of managing the Centre. The CBB has also an advisory committee composed of representatives of faculties, departments of host and member institutions.

**V) MEMBERSHIP OF THE MANAGEMENT BOARD**

The Membership of the Board consists of the Dean of the Faculty of Dentistry(or delegate),, Dean of the Faculty of Medicine (or delegate), the Vice-principal (Research) (or delegate),, the Director, two full Members of the Centre, one Industrial member, and a Governmental member.

The responsibilities of the Management Board are the following:

- a) make sure that the strategic plan and research activities of the Centre comply with the policies of the institution.
- b) insure that CBB research activities follow the McGill research policy.
- c) approve annual report

- d) approve research funding allocations
- e) management of intellectual properties
- f) approval of new memberships
- g) disclose new market opportunities
- h) approve nomination of Director

This Board will meet at least once annually. The terms of appointment of the Board Members, other than those of the University officials, will normally be for three years.

#### **VI) APPOINTMENT OF DIRECTOR OF CBB**

The appointment of the Director of the Centre will be the responsibility of the Management Board, and will normally consist of a term of three years, renewable once.

The Director must be a full member of the Centre. The appointment of a new Director is as follows: The nominations for Director will be made to the Board by a sub-committee consisting of the Vice-Principal (Research) or delegate as Chair, two active members of the Research Centre and one member of the Board. The position of Director does not automatically offer teaching release. Any decision on teaching release is the prerogative of the head of the home unit of the Director. The formal appointment of the Director is made through the Provost's office.

#### **VII) APPOINTMENT OF ASSOCIATE DIRECTOR**

The CBB advisory Committee designates two of its members to become the associate Directors of the Centre.

The functions of the Associate directors are to:

- a) Serve as substitute to the director during her or his absences.
- b) Optimize the coordination of the scientific and administrative activities among the member institutions with the director.

#### **VIII) ANNUAL REPORT OF CENTRE**

The Annual Report is prepared by the Director and administrative assistant, which includes all financial details of the operation, and presented to the Board for approval. A progress report involving research activities, management of intellectual properties portfolio, membership, market opportunities, and financial statement is submitted to the Research Development Committee of the Centre, and forwarded to the Management Board for approval.

#### **IX) MEMBERSHIP IN RESEARCH CENTRE**

All members of the Centre are individuals whose research projects are related to the CBB. There exist four categories of members:

- a) Full member: university professor or researcher whose activities overlap substantially with the CBB program. Full members must be eligible to hold a grant from one of the common grant agencies (NSERC, CIHR, FQRNT...).
- b) Associate member: university professor or researcher whose activities are substantially or partially committed to the CBB program. Associate members must be eligible to hold a grant from one of the common grant agencies (NSERC, CIHR, FQRNT...).
- c) Affiliated member: Research associates, technicians, postdoctoral fellows, graduate students whose research activities and projects deals overlap substantially or partly with CBB activities.
- d) Visiting member: researchers coming to the Centre for short periods, such as invited professors, consultants, exchange or summer students, etc.

In order to become a Full or Associate Member, a formal letter of request has to be submitted along with an updated CV. All potential members are presented at the general assembly and voted in followed by the approval of the Management Board.

**X) SCIENTIFIC ADVISORY COMMITTEE**

The CBB has an advisory Committee composed of:

- a) The director
- b) Representative of member faculties at McGill
- c) Representative of member institutions
- d) Representative of Vice-principle (research)
- e) Representative of affiliated members

The advisory committee members is selected by the members at the annual general assembly for three years, which may be renewed

The advisory Committee meets at least once a year at the initiative of the director or any time during the year at the request of three or more full or associate members.

Five advisory Committee members constitute a quorum

**XI) RESEARCH FUNDING ALLOCATIONS TO MEMBERS**

Requests from members concerning collaborative, promoting and consulting activities are received, and examined made by the Scientific Advisory Committee of the Centre, which makes recommendations to the director. These are incorporated into the budget by the Director, who makes recommendations to the Board. Once the decision is made by the Board, an e-mail is sent to all the members detailing the distribution of funds and inquiring if there are any objections. Any appeals against the distribution of funds will be heard by the Board and its decision will be final.

**XII) GENERAL ASSEMBLY**

The General Assembly meeting takes place twice a year, in the spring after the approval of the budget has been obtained by FQRNT, and then in the fall (mid-term) with at that meeting a workshop to allow members to discuss and initiate the collaboration for the oncoming fiscal year. The General Assembly elects the non ex-officio members of the Board, and the members of the Scientific Advisory Committee.

The presence of one third of full or associate members constitutes a quorum.

**XIII) REGULAR MEETINGS**

The full and associate Centre members will be eligible to attend the regular meetings of the Centre, which may occur as frequently as is deemed beneficial. The meetings may be called by the Director, or at the behest of a third of the full and associate membership. The Centre will meet at least twice a year, including the annual meeting

**XIV) QUORUM**

A quorum is achieved by participation of at least one third of the members eligible to attend a Centre meeting. All members will be informed by electronic mail, and presented with an agenda, at least two weeks in advance of the meeting. Minutes of meetings will be circulated within ten days to all of the full and associate members.

**XV) VOTES**

Votes at the General Meeting can be cast by direct participation at meetings, by consultation via electronic mail or any other written means beforehand, or by written proxy. Votes by consultation will also require a one third quorum of participation. Any vote, with the exception of changes to the bylaws as noted below, will be carried by a simple majority of the ballots cast. In case of a tie, the Director shall decide whether the motion is carried.

#### **XVI) EXTRAORDINARY MEETINGS OF THE BOARD**

An Extraordinary Meeting of the Board can be convened if the Chair of the Board has been informed, in writing, of such a request and the letter has been signed by at least 2/3 of the Full and Associate Members of the Research Centre.

#### **XVII) RESEARCH AGREEMENTS, CONTRACTS AND GRANTS**

For any research agreements and grant application, the CBB members will follow the guidelines provided by the host and member institutions as well as by the funding agencies. For the research contract all members should contact "Office of Technology Transfer" or equivalent offices in their institutions and make the required arrangement.

The management of the intellectual properties must also be performed through these offices in agreement with the rules of the institution.

#### **XVIII) AMENDMENTS**

Bylaws or membership may be amended at any official general meeting of the full and associate members. A notice of motion for a proposed amendment shall be distributed to members at least three weeks in advance of the meeting. The motion may originate from the Director, the Advisory Committee, or any voting member of the Centre. To amend bylaws on the administrative structure of the center or to exclude any member or class of members, a two-thirds majority vote will be required to carry the motion. However, a simple majority vote is sufficient to carry a motion to amend any other bylaw.

#### **XIX) VALIDITY**

The present bylaws take effect as of the initiation date of the Centre.