

RESEARCH CENTRE BY-LAWS FOR THE CENTRE FOR INTERDISCIPLINARY RESEARCH IN MUSIC MEDIA AND TECHNOLOGY 2014

1) Name of Research Centre

Centre for Interdisciplinary Research in Music Media and Technology, hereinafter CIRMMT or the Centre.

2) Location

Schulich School of Music, McGill University, 527 Sherbrooke St. W., Montreal, QC H3A 1E3

3) Partner Institutions

The Centre's partner institutions include McGill University, Université de Montréal and Université de Sherbrooke; hereinafter the partner institutions.

4) Mission

- To undertake interdisciplinary research in the broad area of music and sound
- To develop innovative approaches to the scientific study of music, media and technology
- To promote the application of newer technologies in science and the creative and performing arts
- To provide an advanced research training environment
- To provide an internationally recognized crucible for the development of an interdisciplinary culture between artists and scientists
- To disseminate research through a variety of media
- To form partnerships with the public and para-public sectors in Quebec, Canada and internationally
- To foster knowledge and technology transfer with industrial and commercial partners

5) Management

The overall management of CIRMMT is the responsibility of the Board. The Board is responsible for approving CIRMMT's research direction and priorities, its membership, and global decisions regarding the overall management of its budget and resources. The Director and Associate Directors of CIRMMT are responsible for the day-to-day management and operations of the Centre. The Executive Committee is responsible for CIRMMT's policy decisions and resource allocations. In the event of an extended absence of the Director, an Associate Director will be nominated by the Executive Committee to manage the Centre. In the event of an extended leave by an Associate Director, a CIRMMT member will be nominated by the Executive Committee to replace him/her. International Advisory Council provides counsel on collaborative research, research evaluation, articulation of an international research agenda, and development. The International Advisory Council has artistic, scientific/technological and industrial branches. Appeals concerning resource allocations can be brought by Regular members to the Board, whose decision is final.

6) Membership of the Board

The membership of the Board includes the following ex-officio positions: Dean of the Schulich School of Music, at least one Dean of a Faculty or delegate from each partner university, the Vice-Principal (Research) or delegate of each partner university, the Provost of McGill University or delegate, as well as the Director of CIRMMT. Regular

members include four active Regular Members representing equally the artistic and scientific research directions of the Centre across the partner universities, a graduate student member and/or post doctoral fellow, one representative from each of the three branches of the International Advisory Council chosen by the Board from among the members of each branch of the Council on a rotational basis. The Dean of the Schulich School of Music chairs the Board. The Board members who are also members of CIRMMT, and who are not ex-officio, are elected by the CIRMMT membership. The term of appointment of the Board members, other than those of the University officials and Faculty administrative appointees, is three years for faculty and one year for students and is renewable.

7) Membership of Executive Committee

The membership of the Executive Committee includes the Director and the two Associate Directors and an Associate Dean from the Schulich School of Music. Three or four additional members will be chosen by the Executive Committee in consultation with the research axes to ensure adequate representation of the Centre's research themes. The Executive Committee meets at least once a month. The term of appointment of Executive Committee members is for three years and is renewable.

8) Membership of International Advisory Council

Membership in the International Advisory Council is subject to approval by the Board. The Council is consulted electronically, and Council representatives participate in Board meetings as needed. Artistic, scientific/technological and industrial sectors are equally represented in the Council. The term of appointment of International Advisory Council members is for three years and is renewable.

9) Appointment of Director and Associate Directors

Recommendations for nominations for the Director of CIRMMT are made to the Board by a subcommittee consisting of at least the Vice-Principal (Research) of McGill University (or delegate) as Chair, two active Regular Members of the Centre, and the Chair of the Board. The Board has the right to request that a search for a Director be opened, if it deems that this is necessary. The Director is responsible to the Board and is an ex-officio member of the Schulich School of Music Executive Committee.

Recommendations for nominations for the two Associate Directors (Artistic Research; Scientific and Technological Research) are made to the Board by the Executive Committee.

The recommendations of the Board for the appointments of the Director and Associate Directors are conveyed to the Provost by the Chair of the Board. The Provost has the responsibility of approval of the appointments. The appointments of the Director and Associate Directors are for three years, with the opportunity of renewal once only. The position of Director and Associate Director does not automatically carry teaching release with it. Any decision on teaching release is the prerogative of the head of the home unit of the Director or Associate Director, or the Dean of the faculty implicated.

10) Annual Report

The Director prepares the Annual Report of CIRMMT, which includes all financial details of the operation of the Centre, and presents this Annual Report to the Board for approval. The Annual Report is then submitted to the Vice-Principal (Research) of McGill University, in his/her capacity as the chief research officer of the University.

11) Membership

CIRMMT has the following four classes of membership:

- (i) **Regular Member:** This category includes senior researchers, such as faculty members from one of the partner universities as well as other institutions and from industry, whose principal research affiliation is with the Centre.
- (ii) **Collaborator:** This category includes industry partners, adjunct professors, faculty members from partner and non-partner universities who are primarily affiliated with another Centre, visiting researchers and technical and research associates/assistants. Collaborator members are not eligible for CIRMMT funding and cannot sponsor student members.
- (iv) **Post-doctoral/graduate student member**
- (v) **Undergraduate and visiting student members:** these members are not eligible for funding.

Researchers seeking Regular membership within CIRMMT must submit their full curriculum vitae with a cover letter explaining their interest in joining the Centre and two letters of support from Regular members to the Centre's Executive Committee for review. Applications will be considered in a two-stage process. Selected candidates will be required to present their work to the Centre's research community before a final recommendation is made to the Board.

Researchers seeking Collaborator membership must submit their full curriculum vitae, a letter of intent and two letters of sponsorship from CIRMMT Regular Members to the Executive Committee for review. The ratification of nominations for new Regular and Collaborator Members of the Centre, as well as renewals of membership, is the prerogative of the Board.

Post-doctoral, graduate, undergraduate and visiting students seeking membership must be sponsored by one of the Centre's Regular Members, and must be working on a research project that is within the mandate of the Centre. Students requesting to be new CIRMMT student members must also submit a short written explanation to be reviewed by the Director(s) as to why they want to be part of CIRMMT and how their research connects to the Centre.

The term for Regular and Collaborator Centre membership is up to three years, renewable. The term for Post-doctoral/Graduate Student membership is up to two years, renewable. Renewals will be recommended to the Board following a review by the Executive Committee. Members must present a renewal application highlighting their publications, presentations, performances, recordings and collaborative activities within CIRMMT over the past three years, and a cover letter explaining their interest in renewal.

12) Budget

CIRMMT's budget is prepared by the Director, in consultation with the Executive Committee, for approval by the Board.

13) Allocation of the Centre's Space and Equipment

CIRMMT's central laboratories are a shared resource for interdisciplinary, collaborative research projects and are available to all members of the Centre. These central research laboratories have no default users. Allocation of (a) space which has been assigned to the Centre, and (b) equipment is the responsibility of the Director and the Executive Committee in accordance with the Centre's Laboratory Allocation Policy (Appendix A). Centre research equipment not part of the default lab configurations and not in use at any given time in the central laboratories may be made available for temporary loan to members upon request.

14) Access to Facilities

The facilities of CIRMMT are accessible to all of its members. CIRMMT laboratories and offices are accessible to members in accordance with the Centre's Laboratory Allocation Policy.

15) Annual General Assembly of Research Centre

A General Assembly of all Members of CIRMMT is held once a year during which the annual report is presented and approved. However, only Regular Members are permitted to vote on motions presented. The assembly is convened and chaired by the Chair of the Board. The Director reports on the activities of the Executive Committee and of the Centre, and presents the annual report and budget for information and comment prior to submission to the Board for approval. An Extraordinary General Assembly 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 Regular Members of CIRMMT.

16) Meetings of the Board

The Board meets at least once a year to receive the Annual Report, to review activities and membership, to approve the budget, to provide long-term research and development strategies and to help resolve any difficulties that may have arisen during the past year. 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 Regular Members of CIRMMT.

17) Research Agreements, Contracts, Grants and Gifts

CIRMMT does not have the right to enter into research agreements, grant or contract agreements without co-signatures of the appropriate University signing officers. Similarly, gifts to the Centre must be managed through the appropriate University channels.

18) Modification to the bylaws

Changes must be approved by the Executive Committee and the Board.

19) Dissolution of the Research Centre

If CIRMMT no longer satisfies the basic requirements laid down by McGill University, e.g., insufficient membership, lack of demonstrable research activity, failure to file Annual Reports or by a vote of the membership at the Annual General Assembly, the Vice-Principal (Research) of McGill University can recommend to the Provost that the Research Centre be closed.