

Human Mobility Research Centre

CONSTITUTION

INTRODUCTION

The Human Mobility Research Centre is a multidisciplinary group of clinician-scientists, basic scientists, and engineers interested in the mechanisms of musculoskeletal diseases and disorders i.e. the causes, the prevention, and the treatment of bone and joint disorders caused by arthritis, osteoporosis, and injury. The Research Centre is jointly supported by Queen's University and the Kingston General Hospital and will work in partnership with the Federal and Provincial governments and private industry.

Deleted: (formally the Clinical Mechanics Group)

Members have diverse backgrounds including: Biochemistry, Chemical Engineering, Computer Science and Information Technologies, Epidemiology, Immunology, Mechanical Engineering, Orthopaedic Surgery, Physical Health and Education, Rehabilitation Therapy, and Rheumatology. Each member brings a different perspective to the study of musculoskeletal diseases and disorders, and the synthesis of these perspectives provides for a fertile research environment.

The focus of the Centre is to help people live fuller, more mobile lives through the development of innovative and effective treatment strategies for bone and joint disorders caused by arthritis, osteoporosis, injury, and related problems.

HMRC's specialized research laboratories are located in the Syl and Molly Apps Research Centre at Kingston General Hospital and include satellite laboratories at Queen's University and Kingston University Hospitals.

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MISSION AND GOALS

The mission of HMRC is:

- To help people live fuller, more mobile lives through the development of innovative and effective prevention and treatment strategies for bone and joint disorders caused by arthritis, osteoporosis, injury, and related problems.

The goals of HMRC shall include:

- To pursue research excellence and innovation to promote and provide the best patient information, interventions, and care for those with musculoskeletal disorders.
- To provide opportunities for university faculty, clinicians, graduate students, and residents to engage in collaborative, interdisciplinary musculoskeletal research, with access to shared resources and the specialized facilities of HMRC.
- To provide advanced education and training for graduate students.
- To provide specialized opportunities by means other than graduate study, including: employment of post-doctoral fellowships at HMRC; work periods at HMRC for visitors from industry, government, universities, consumer organizations and other institutions; short courses and workshops given by or to HMRC members; and special seminars and conferences.

- To support technology transfer as it is embodied in the individuals participating in the Centre’s activities as well as through new technologies moving from the laboratory to the marketplace.

ORGANIZATIONAL STRUCTURE

The organization of HMRC shall include the following: Board of Directors, Executive Committee, Scientific Committee, and Operations.

The Board of Directors

Members

The Board members, described below, will receive their appointments from the Principal. The Chair of the Board will be appointed by the Principal, on the recommendation of the President and CEO of the Kingston General Hospital and in consultation with the Vice-Principal (Research) Queen’s University, Vice-President (Research) KGH and the Board Members. The Chair will normally serve a three-year term.

Deleted: The Chair of the Scientific Committee (voting) and the Director of Operations (non-voting) are ex-officio members of the Board.

The Board composition is intended to reflect the multi-disciplinary nature of HMRC. The Members shall be:

- Principal of Queen’s University (or their delegate),
- President of Kingston General Hospital (or their delegate),
- One Vice-President of Kingston General Hospital (or their delegate)
- One Dean or delegate (selected from one of the following Queen’s Faculties: Applied Science, Arts and Science, Health Sciences),
- Four Principal Investigators from the HMRC Executive Committee,
- Two members external to Queen’s and KGH,
- One trainee (i.e. graduate student, postdoctoral fellow or resident),

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Role

Board Members are the chief authority of HMRC.

Deleted: Chair of Scientific Committee
Director of Operations.

All Board Members are entitled to vote at meetings of the Board. The quorum for a meeting of the Board of Directors shall be a majority of the Board members, which must include at least one Queen’s University and at least one Kingston General Hospital Board member. A simple majority of the votes cast by those Board members at the meeting shall be sufficient to carry a motion except on matters concerning policy issues (such as Intellectual Property) where a 2/3 majority is required to carry the motion. In the case of a tie, the Chair of the Board is not entitled to cast a second vote and the motion shall be deemed not to carry.

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Term

Board Members shall serve three-year terms and they shall be eligible for reappointment. Terms of appointment shall be staggered to maintain consistency.

Responsibilities

Financial Management

- Approves the Centre's annual operating and capital budgets.
- Approves the selection of auditors.
- Approves audited financial statements.

Policies, Objectives and Plans

- Exercises the power necessary to act as the governing body of the Centre within the limits defined by the constitution.
- Approves changes to the constitution. Changes approved by the Board are forwarded to the Queen's Senate for final approval and Constitutional amendment.
- Approves broad policies for the Centre.
- Reviews the content and quality of the long-range plan.
- Establishes appropriate mechanism for the distribution of available research funding.

Organization and Personnel

- Approves major changes in the Centre's organizational format.
- Approves the appointment of the Executive Manager.
- Delegate management responsibility and authority to the Executive Committee and the Executive Manager.
- Appoints committees as needed. May appoint a research Steering Committee to act on the following matters:
 - Critically reviews operating and capital budgets to ensure consistency with research priorities and financial constraints.
 - Rationalizes the Centre resources to ensure consistency with research priorities.
 - Undertakes long-term planning to ensure sustainability of the Centre.
 - Investigates and provides research information at the request of the Board.
 - Approves Post-doctorate positions supported through Centre funds.

Deleted: Director of Operations

Deleted: Chair of the Scientific Committee and Director of Operations.

Operational Controls

- Approves the operations budget prior to the beginning of the fiscal year and receives forecasts against this budget at each Director's meeting.
- Identifies the Board's needs and requirements for information and requests of the Executive Manager its timely supply.
- Investigates major deficiencies in operation performance and initiates appropriate corrective action.

Deleted: Director of Operations

Executive Committee

Members

Four Principal Investigator elected from the Scientific Committee plus the Chair of the Board of Directors.

Role

The Executive Committee is primarily responsible for maintaining the excellence of the research programs.

Term

Executive Committee members shall serve three-year terms and they shall be eligible for reappointment. Terms of appointment shall be staggered to maintain consistency.

Responsibilities

- Represent the Scientific Committee on the Board of Directors. Present policy and budget recommendations to the Board of Directors
- Provide direction to the Executive Manager
- Coordination of major funding initiatives including advancement
- Communication linkage with research group representatives
- Reporting on research group activities and productivity
- Resource/infrastructure allocation and planning

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Scientific Committee

Members

All Queen's University Faculty members interested in musculoskeletal research are eligible to become members of the Scientific Committee.

Deleted: Other members are the Chair of the Scientific Committee and the Director of Operations (ex-officio).

Role

The Scientific Committee is primarily responsible for maintaining the excellence of the research programs.

All Scientific Committee members are entitled to vote at the Annual Meetings of the Centre. A simple majority of the votes cast by those members at the meeting shall be sufficient to carry a motion.

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Deleted: Scientific Committee

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Responsibilities

- Elects four members to form the Executive Committee for a term not normally less than two years.
- Identifies and fosters research ideas consistent with the overall goals of the Centre.
- Provides a venue by which faculty members can discuss research initiatives, educational activities, events, and occupational health and safety.
- Identifies standards of research practice, productivity, and excellence consistent with the best practices worldwide.
- Regularly reviews the performance of the Centre against these standards.
- Determines research priorities of the Centre and makes recommendations to the Executive Committee.

Deleted: Board

Deleted: Responsibilities of the Chair of the Scientific Committee
Represents the Scientific Committee on the Board of Directors.
Acts on behalf of the Centre on scientific matters as necessary and appropriate.
Coordinates activities to ensure that the responsibilities of the Scientific Committee are met.

Executive Manager

The Executive Manager is appointed by the Board of Directors.

Deleted: Director of Operations

Role

The Executive Manager manages the Centre's operations. The Manager is primarily responsible for implementing policies established by the Board of Directors, for maintenance and renewal of the infrastructure of the Centre, and works with the Executive Committee to create an effective environment to support research goals and priorities.

Deleted: The Director of Operations is appointed by the Principal of Queen's University on the recommendation of Vice-Principal (Research) Queen's University, Vice-President (Research) KGH, and the Board of Directors and after having consulted with and received the approval of the President and CEO of Kingston General Hospital.

Deleted: Director of Operations

Deleted: Director

Deleted: Scientific

Responsibilities

- Coordinates planning, development, and implementation of the Centre. Identify equipment and personnel necessary for achieving the research priorities identified by the Board. Represents the Centre in interactions with the administration of Queen's University and Kingston General Hospital, and with the Centre's industrial partners regarding resource allocation, infrastructure and personnel issues and to ensure that policy and regulatory requirements are met in the areas of occupational health and safety, biohazard control, research ethics, and confidentiality.
- Develops administrative procedures for the Operations Group, including criteria for, and implementation of, annual performance reviews of technical and support staff.
- Establishes and reviews the budget for the Operations Group.
- Manages the day-to-day operation of the Centre through direction of the technical and support staff.
- Identifies the need for, and facilitates continuing education for technical and support staff, and professional training and development of postdoctoral fellows and graduate students.
- Coordinates technical and support staff and research team leaders in routine research and educational activities (such as seminar series, graduate student recruitment).
- Interacts with an interdisciplinary group of principal investigators through the Scientific Committee and with individual research teams through their respective team leaders.
- Coordinates project management of ongoing research in all stages, from grant applications for research project funding through to production of journal publications and development of intellectual property.
- Manages media and public relations, and coordinates the production of an Annual Report for the Centre.
- Establishes and maintain contacts with existing and potential industrial partners to achieve targeted contract research of interest to the academic and business communities.

Deleted: In the initial three-year start-up period, this will involve equipment acquisition and facilities planning, and the recruitment of technical and support staff for the Operations Group as necessary. ¶

Deleted: <#>Develops and executes plans for obtaining continuing operating funds for the Operations Group in accordance with policies and priorities established by the Board. ¶

PROCEDURES AND REGULATIONS OF HMRC

The Centre will be governed by the pertinent regulations and policies of the Queen's University Senate.

PUBLICATIONS AND INTELLECTUAL PROPERTY

The general policy of HMRC shall be to pursue the dissemination of advances in knowledge by presentation at scientific meetings and by publication in scientific journals.

An intellectual property policy for HMRC will be approved by the Board of Directors. This shall be contained in a separate document from the Constitution and it shall be consistent with the Queen's University Collective Agreement, Senate Policy, and Kingston General Hospital's Administrative Policy Manual.

AMENDMENTS

All proposals for amendments to this Constitution shall be submitted to the Executive Manager of HMRC and shall be considered at a Board of Directors meeting.

Deleted: Director of Operations

Amendments shall require the approval of the HMRC Board and the Senate of the University.

CONFLICT OF INTEREST

HMRC officers shall disclose to the Chair of the Board of Directors any activities or association that could create a conflict of interest. University faculty members will follow procedures as presented in the Queen's University Collective Agreement, dated 98.06.10 and with Senate Policy. The VP Research of KGH will be notified by the Chair of any conflicts of interest that may impact on KGH.

LIABILITY AND INDEMNITIES

Limitation of Liability

No director or officer of HMRC 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 HMRC through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of HMRC, or for the insufficiency for deficiency of any security in or upon which any of the monies of HMRC 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 HMRC 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 his/her office or in relation thereto unless the same shall happen through his/her own willful neglect or default.

Indemnity

Every Director and officer of HMRC and his/her 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 him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office; except such costs, charges or expenses as are occasioned by his/her own willful 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 defense of such proceedings and shall be subject to such direction, as the University shall deem appropriate.

Institution Liability and Worker Compensation

HMRC is not an employer. All individuals employed at the HMRC facility are either employees of Queen's or KGH only and as such are covered under those institutions respective insurance policies, and their activities at the Centre do not preclude that relationship.

REVIEW OF CENTRE

HMRC will be 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, and after consultation with the Vice-President (Research) Kingston General Hospital.

HMRC will be reviewed annually by the Board of Directors and a copy of this report will be sent to the Vice-Principal (Research), Queen's University and the Vice-President (Research), Kingston General Hospital.

CLOSURE

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

In the event that the decision is taken to close down the operation of the Centre, any costs associated with dissolving the Centre shall be included in the Facility Plan for the final year of operation. The proceeds of the sale of assets will be used to defray the costs of dissolving the Centre. In the event that the costs of closure are greater than the funds available, including proceeds of any sales or sales of assets, such costs shall be paid by Queen's University.