

Canadian Sociological Association: Research Cluster Agreement of Understanding

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OVERVIEW

In an effort to foster collaboration and networking opportunities among our membership, the Canadian Sociological Association / Societe Canadienne de Sociologie (CSA-SCS)* will facilitate the operation of approved Research Clusters (RC).

Cluster formation must be initiated by members of the Association and is subject to the approval of the Association's Executive Committee. In order to receive services from the Association, research clusters must agree to abide by the Association's terms and comply with the policies outlined below. This agreement must be renewed annually.

In the event that the RC is unable or unwilling to abide by these terms or comply with these policies, the CSA-SCS reserves the right to withdraw support and services provided. Every effort will be made to resolve issues before this action is taken.

*'Association' refers to the CSA-SCS in this document.

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SERVICES PROVIDED BY THE ASSOCIATION TO ESTABLISHED RESEARCH CLUSTERS

1. General
 - a. Annual teleconference call or online feedback surveys to allow RCs to share thoughts and propose ideas
2. Financial
 - a. Award certificate expenses up to \$45 annually (final amount will depend on RC membership)
 - b. Although the Association will not be implementing dues for RC membership, clusters are not prohibited from internally collecting donations towards network meeting catering
3. Website hosting
 - a. RC are responsible for providing and maintaining content
4. Promotion
 - a. Association website
 - b. Featured in E-bulletins (space permitting)
 - c. Conference website (with respect to sessions and network meetings)
5. Conference
 - a. RC network meeting time during the Conference
 - b. Identification of RC sessions in the official program
 - c. Space to display RC information at the Association booth
 - d. Ability to submit session proposals as a group and provide input on final session scheduling
 - e. Facilitation of interdisciplinary sessions

RESEARCH CLUSTER RESPONSIBILITIES

1. Submit annual statute update (Appendix I)
 - a. Electronic form will be provided to the RC liaisons as part of the Agreement of Understanding and annually following Congress
 - b. Submission of this document will be considered acknowledgement and acceptance of the Agreement of Understanding
2. Comply with the Association's policies, by-laws and code of ethics (found below and in Appendix II and III)
3. Hold network meeting at the Conference and if possible submit session proposals
 - a. Meetings must be open to anyone interested in learning more about the RC
4. Maintain website posted on the Association site
 - a. Minimum update scheduling; September and April
 - b. Research clusters are encouraged to provide bilingual translations of their objective to post on the website
5. Ensure communication strategies will be available to anyone with an interest in the RC
 - a. Includes listserv and social media
6. Provide the Association with a list of RC members and email addresses to be updated annually
 - a. As noted below, the Association will not communicate with RC members nor sell or share their contact information
7. Maintain regular contact with, and provide information to, the Association as requested
8. Ensure that RC members are aware of the support provided by the Association and communicate Association membership, journal, and Conference information to RC members

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ASSOCIATION POLICIES & GOVERNANCE

Association Advocacy Policy:

The Canadian Sociological Association (CSA) is a professional Association that promotes research, publication and teaching in Sociology in Canada. Its membership is incredibly diverse, however, they are united by the fact that they work in sociology and sociology related areas. The CSA will refrain from adopting an advocacy role on social or political issues that do not directly impact the working conditions of Sociologists in Canada in order to respect the diverse political views of our membership. The CSA Executive may occasionally adopt an advocacy role on issues that directly impact the working conditions of Sociologists in Canada, in relation to their teaching, research and other scholarly activities.

Association Affiliation Policies:

Journal Affiliation Policy

From time to time, the CSA Executive may be approached about affiliating with journals other than the *Canadian Review of Sociology*. Recognizing that such affiliations may be beneficial for the CSA and its membership, the following three-stage process will be used to ensure consistency and transparency in making decisions about whether or not to affiliate with a particular journal.

1. A request for affiliation will be screened by the Executive and only moved forward if it will help create or support a venue in which Canadian sociologists publish, and which appeals to a broad audience. Requests will not be moved forward from journals focusing on a specific sub-discipline, or from those that are not focused on publishing sociological research as part of their mandate.
2. If it passes initial screening, the request will proceed to additional review and discussion by the Managing Editor and Editor of the *Canadian Review of Sociology* to consider the potential impacts of any new affiliations on this journal, specifically in relation to competition for readership and authors.
3. If affiliation is recommended by the Managing Editor and Editor of the *Canadian Review of Sociology*, the CSA Executive will discuss the affiliation request in relation to the potential benefits to the Association and its membership, as well as any potential negative impacts. A final decision on whether or not to accept the affiliation request will then be made by vote of the CSA Executive.

There may also be situations where the CSA Executive chooses to proactively seek out an affiliation with a journal other than the *Canadian Review of Sociology*. The CSA may, for example, become an institutional subscriber to a journal that it does not publish. In such cases, the Executive should adhere to the same three criteria in order to ensure consistency and transparency in any new journal affiliations.

Other Third Party Affiliation Policy

From time to time, the CSA Executive may be approached about affiliating with a third party other than academic journals. The following guidelines will apply to other types of third party affiliations:

1. The CSA should not be in the business of providing free advertising for online educational services to the CSA membership, even if the advertised services are free/open source.
2. In order to keep the CSA website from becoming overrun by third party postings and links, as well as to reduce the administrative burden of dealing with affiliation requests, the CSA Executive should limit third party affiliations to ventures that it is prepared to sponsor in some concrete way (either in money or in kind).
3. Many third party affiliation requests amount to a request to advertise to the CSA membership and audience who frequent the website. If, at any point in the future, the CSA

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Executive is to allow advertising of this type, the Executive should follow the model of the British Sociological Association, which limits third-party advertising to its newsletter (*Network*) and has a transparent process and fee structure for brokering this.

Association By-laws: Appendix II

Although the Association By-laws do not include references to Research Clusters, they should be reviewed and acknowledged annually.

Association Code of Ethics: Appendix III

Research Clusters must abide by the Association's Code of Ethics

Conference Participation:

The Call for Sessions and Papers (or Abstracts) will be open. Research Cluster members will not be given priority during the session selection or paper review processes.

Association membership is not required to join a Research Cluster but everyone participating in the annual Conference must be a) a registered member of the CSA-SCS and b) a registered CSA-SCS Congress delegate. See the Conference website (<http://www.csa-scs.ca/conference> for details).

Financial Gain:

The research cluster shall be carried on without the purpose of gain for any of its members, and any profits or other accretions to the research cluster shall be used in furtherance with its purposes.

Research cluster designated leaders or liaisons shall serve without remuneration, and no RC member shall directly or indirectly receive any profit from his or her position as such, provided that an RC member may be reimbursed for pre-approved expenses incurred in performing his or her duties. An RC member shall not be prohibited from receiving compensation for services provided to the research cluster in another capacity.

Object of the Association:

The objective of the Association is to promote the advancement of the discipline of sociology in Canada and abroad, and to expand the opportunities for sociological research, teaching, and learning in compliance with the highest ethical and academic standards. It seeks to increase public knowledge, interest and critical awareness of social structures, in particular, in Canadian society, within a global system.

Representation:

Research Clusters and their members shall not identify themselves as representatives of the Association or as speaking on behalf of the Association. This includes public statements on the internet or made to the media, as well as statements to government or other such organizations.

Research Cluster Membership:

The research clusters shall be open to anyone with an interest in the cluster's focus. Membership in the CSA-SCS is not required of RC members unless he or she is participating in the Association's annual Conference. However, at least 25% of the RC membership must also be members of the Association in recognition of the administrative cost involved in supporting the cluster's activities.

For one to be identified as a member of a research cluster, he or she must be included on the listserv or submit contact information to the research cluster organizers for communications.

The Association will not contact RC members (if not already included in the Association's mailing list) nor will they solicit membership registration. The contact lists will not be shared, rented, or sold.

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Website Content Policy:

Research Cluster website content must abide by the Association policies. Sexist or racist language should be avoided. The Association reserves the right to make, without consultation, minor corrections and deletions but will contact the Research Cluster concerning major alterations. The Association reserves the right to ask for revisions or to withdraw content, messages and advertisements that do not comply with the Association's code of ethics, advocacy, or affiliation policies.

APPENDIX I: RESEARCH CLUSTER STATUTES

Designated RC representatives will complete an online form to provide and annually update the following information.

- Objective of the research cluster**
- Form of governance
 - Elected, appointed, or volunteer leadership
 - Allocation of duties
 - Position suggestions; Association contact, webmaster, list-serv manager, Conference session manager, membership recruitment
 - Description of voting or decisions by consensus procedure
- Membership
 - List of members and email addresses
- Outline of activities
 - Participation in Association conference
 - Website content summary
 - Examples may include; job postings, member profiles, conference session information, and resources
 - Other communication strategies
 - Examples may include; listserv, social media, or newsletter
 - Awards
 - Criteria and nomination procedure
 - Recipient information
 - Mentorship initiatives
 - Other

** Objective example (from the CSA-SCS)

The objective of the Association is to promote the advancement of the discipline of sociology in Canada and abroad, and to expand the opportunities for sociological research, teaching, and learning in compliance with the highest ethical and academic standards. It seeks to increase public knowledge, interest and critical awareness of social structures, in particular, in Canadian society, within a global system.

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APPENDIX II: CSA-SCS BY-LAWS

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the Canadian Sociological Association (the "Corporation")

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Be it enacted as a by-law of the Corporation as follows:

SECTION 1: GENERALITIES

1.1 Definitions

In the present bylaws or for all purposes pertaining to the application of the laws to the Association,

- a. "Association" or "Corporation" means Canadian Sociological Association / Société canadienne de sociologie
- b. "National Office" means the legal address of the Association and/or the Office Manager
- c. "Executive Committee" means the Board of Directors
- d. "Director" means member of the Executive Committee
- e. "General Meeting" means according to the context the Annual or Special General Meeting of the members
- f. "Act" means the Canada Not-for-profit Corporations Act S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- g. "Articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation
- h. "By-law" means this by-law and any other by-laws of the Corporation as amended and which are, from time to time, in force and effect
- i. "Meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a Meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members
- j. "Ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution
- k. "Proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act
- l. "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time
- m. "Special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes
- n. "Objective" refers to the object of the Corporation, "The object of the Association shall be the encouragement of research and publication in, and teaching and general development of, Sociology in Canada"

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1.2 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.1 above, words and expressions defined in the Act have the same meanings when used in these by-laws.

1.3 Amendments

Amendments to the bylaws may be proposed by the Executive Committee, or by a member of the Association notifying the Executive Committee, through the Secretary or the National Office. The Treasurer/Election Officer shall notify the membership of the Association of such proposed amendments to the bylaws at least one (1) month prior to the date of the meeting at which they are to be presented, or one month before the deadline for any other kind of vote decided by Executive Committee. The amendments to the bylaws shall be adopted by a two thirds (2/3) majority of the votes cast.

1.31 Invalidity of any provisions of this by-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

1.4 Execution of Documents

Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The members of the Executive Committee shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The members of the Executive Committee may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the corporation. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the members of the Executive Committee.

1.5 Corporate Seal

The Association may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the Treasurer of the Association shall be the custodian of the corporate seal.

1.6 Banking Arrangements

The banking business of the Association shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Executive Committee may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Association and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

1.7 Annual Financial Statements

The Association may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available from the registered office of the Association and any member may obtain an electronic copy.

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SECTION 2: MEMBERSHIP

2.1 Membership Conditions

Subject to the articles, there shall be two classes of members in the Association, namely, Class A members and Class B members. The Executive Committee of the Association may, by resolution, approve the admission of the members of the Association. Members may also be admitted in such other manner as may be prescribed by the board by resolution. The following conditions of membership shall apply:

Class A Members

- a. Class A voting membership shall be available to all individuals who are interested in its objective upon application and payment of the appropriate fees.
- b. The term of membership of a Class A voting member shall be annual, subject to renewal in accordance with the policies of the Association.
- c. As set out in the articles, each Class A voting member is entitled to receive notice of, attend and vote at all meetings of members and each such Class A voting member shall be entitled to one (1) vote at such meetings.

Class B Members

- a. Class B non-voting membership shall be available only to institutions who have applied and have been accepted for Class B non-voting membership in the Association.
- b. The term of membership of a Class B non-voting member shall be annual, subject to renewal in accordance with the policies of the Association.
- c. Subject to the Act and the articles, a Class B non-voting member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Association.

2.2 Notice of Meeting of Members

2.21 Notice of the time and place of a meeting of members shall be sent by the National Office to each member entitled to vote at the meeting via electronic communication and public notices on the Association's website during a period of 21 to 60 days before the day on which the meeting is to be held. A written notice may be provided upon request from 21 to 60 days before the day on which the meeting is to be held.

2.22 Motions for inclusion in the formal agenda of the Annual General Meeting must be received by the Secretary or the National Office four (4) weeks prior to the date of the General Meeting, and must be proposed by five (5) members in good standing.

2.23 Motions for discussion at the General Meeting as new business must be submitted to the Secretary twenty-four (24) hours before the meeting.

2.24 Thirty-five (35) members of the Association shall constitute a quorum and a majority vote of those members in attendance and voting shall control its decisions unless the law or the present bylaws require a special resolution or a greater majority.

2.25 A remote ballot of all the members of the Association may be undertaken on a motion before the Annual General Meeting, if a procedural motion for such ballot is put forward by a member and supported by two-thirds (2/3) of the members assembled at the meeting.

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2.251 Such ballot of all the members may be carried out for all motions before the Annual General Meeting except those for the adoption of reports itemized in section 2.22 or for any other items of business which under the law require a meeting of the membership for approval.

2.252 All such ballots shall include supporting documents outlining the issue. All ballots returned by members within four (4) weeks shall be counted by the Treasurer/Election Officer and the motion shall be carried by a simple majority of the votes cast. The President shall announce the results of the ballot.

2.26 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

2.3 Membership Dues and Discipline

2.31 Members shall be notified via electronic form of the membership dues at any time payable by them and, if any are not paid within 45 days of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

2.32 Discipline of Members

In exceptional circumstances, the EC shall have the authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

- a. violating any provision of the articles, by-laws, or written policies of the Corporation;
- b. carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion;
- c. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

SECTION 3: OFFICERS OF THE ASSOCIATION

3.1. There shall be the following officers of the Association:

- a) President: who shall serve in such capacity for one (1) year following the year of his/her election as Vice-President of the Association. The President is the chief executive officer of the Association; presides over General Meetings of the members and meetings of the Executive Committee and discharges such other responsibilities as may be assigned to him/her by the General Meeting or the Executive Committee.

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b) Past-President: who shall serve in such capacity for the term one (1) year of office of the succeeding President.

c) Vice-President: who shall be President-elect, elected for one (1) year by the members of the Association. As member of the Executive Committee his/her term of office will be three (3) years, the first of which to be served as Vice-President, the second as President and the third as Past-President. The Vice-President shall take the place of the President and exercise his/her powers in case of absence, incapacity, or resignation of the President; and shall discharge such other responsibilities as may be assigned to him/her by the General Meeting or the Executive Committee.

d) Treasurer/Election Officer: elected by the members for three (3) years. The Treasurer/Election Officer shall be keeper of the seal, and records of the Association, shall receive and have custody of the funds of the Association in accordance with the instructions of the Executive Committee, shall present to the General Meeting the audited, financial statement of revenue, expenditure, assets, liabilities and surplus for each fiscal year and shall discharge such other responsibilities as may be assigned to him/her by the General Meeting or the Executive Committee. He/she shall take the place of the President and exercise his/her powers in case of absence, incapacity or resignation of the President and Vice-President.

e) Secretary: elected by the members for three (3) years. The Secretary shall prepare the minutes of the General Meetings and meetings of the Executive Committee and be responsible for maintaining an up-to-date and corrected copy of the minutes books, and shall discharge such duties as may be assigned to him/her by the Executive Committee or the AGM.

SECTION 4: EXECUTIVE COMMITTEE

4.1 Committee

The Executive Committee shall be composed of not less than three (3) and not more than twenty (20) members. The members of the Executive Committee will be the officers of the Association, the Managing Editor of the Canadian Review of Sociology and the chairpersons of the standing subcommittees of the Association. The chairpersons of all standing subcommittees who are also to be members of the Executive shall be appointed by the standing subcommittees from among their elected members. The members of the Executive Committee must be individuals, 18 years of age, with power under law to contract.

4.11 Members of the Executive Committee must be members of the corporation.

4.2 Voting rights

All members of the Executive Committee shall have full voting rights unless otherwise specified in the bylaws. All matters before the Executive Committee shall be decided by majority of the votes cast. The President shall vote only in case of ties.

SECTION 5: ELECTION AND APPOINTMENTS

5.1 Nominating Committee

There shall be a Nominating Committee composed of the Past-President, the Chair of the Equity Subcommittee, and two other members of the Association appointed by the Executive Committee upon recommendation of the Past-President who shall act as Chair of the Committee.

5.12 The Nominating Committee shall nominate a list of candidates for all positions falling vacant in that year. Additional nominations may be made to the Executive Committee by five (5) members in good standing of the Association.

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5.3 Removal from office

Officers and members of the Executive Committee may be removed from office before the expiration of their term of office by a special resolution of the General Meeting of the members carried by a two-thirds (2/3) majority vote of those present and voting.

SECTION 6: JOURNAL

6.1 The Association publishes and holds copyright for the journal called the *Canadian Review of Sociology (the Review) / la Revue canadienne de sociologie*.

6.2 The Executive Committee appoints a Managing Editor for a three year term to have responsibility for administration, finances and supervision of the production of the Review and to sit on the Executive Committee.

6.21 The term of the Managing Editor may be extended up to one (1) year at the discretion of the Executive Committee

6.3 The Executive Committee also appoints, upon recommendation of the Managing Editor, any number of persons that shall constitute with the Managing Editor the Editorial Board of the Review.

6.4 The Editorial Board of the Review shall be responsible, through the Managing Editor to the Executive Committee of the Association, through the office of the President.

SECTION 7: EFFECTIVE DATE

Subject to matters requiring a special resolution of the members, this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 22nd day of January 2014 and confirmed by the members of the Corporation by special resolution on the 28th day of May, 2014.

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APPENDIX III: Canadian Sociological Association Statement of Professional Ethics

Approved June 1 2012, Wilfred Laurier University, Waterloo Ontario

Preamble

1. This *Statement of Professional Ethics of the Canadian Sociological Association* is intended:
 - to serve as a set of issues to be considered in the design and implementation of research and in professional practice in sociology in Canada;
 - to offer a resource in the professional training of students and faculty in this discipline; and
 - to enter into dialogue with the communities we research, with other professions, and with university ethics boards and committees on sociological visions of professional ethics.

Implementation

2. The CSA recognizes that the practical implementation of ethical research and professional practices is a responsibility of researchers in Association with such institutional ethics review bodies as departments, faculties, universities, colleges, community organizations, funding agencies, etc., as well as provincial and national federations of faculty members. This statement is meant, primarily, to inform members' ethical judgements rather than to impose on them an external set of standards. The role of the CSA is to serve as a forum for working through problems of research ethics and as a vehicle for educating about research issues. Its powers of enforcement are limited to moral persuasion, public discussion, the recommendation of resources for conflict resolution, and in extraordinary circumstances, censure. The strength of this statement and its binding force rest ultimately on active discussion, reflection, and continued use by sociologists.

The CSA also recognizes that many members receive research and scholarship support from one or more of the three major federal government agencies, the Social Sciences and Humanities Research Council of Canada (SSHRC), the Canadian Institutes of Health Research (CIHR), and the Natural Sciences and Engineering Research Council of Canada (NSERC). In these cases, researchers and scholars are reminded that research funded by the three agencies should also abide by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010) as a condition of receiving this financial support (see TCPS2, 2010 p. 5).

For those researchers and students who conduct research without the support of Tri-Council funds and who conduct their projects through the auspices of Canadian universities, the *Tri-Council Policy Statement* still applies.

In addition, researchers should comply with the privacy and protection of information legislation governing their home province (see TCPS2, 2010, p. 12). These laws vary and include issues related to confidentiality, storage of data, intellectual property, privacy and protection of participants (see TCPS2, 2010, p. 12)

Acknowledgments

3. This *Statement of Professional Ethics* owes a great deal to the previous work of ethics committees of the British Sociological Association, the American Anthropological Association, the American Sociological Association, the *Tri-Council Policy Statement-Ethical Conduct for Research Involving Humans (2010)*, and of the CSA itself, as well as at least 3 decades of scholarly commentary since the first ethics codes were developed.

Organizing and initiating research

4. Codes of professional ethics arise from the need to protect vulnerable or subordinate populations from harm incurred, knowingly or unknowingly, by the intervention of

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researchers into their lives and cultures. Sociologists have a responsibility to respect the rights, and be concerned with the welfare, of all the vulnerable and subordinate populations affected by their work.

5. Sociologists, when they carry out research, enter into personal and moral relationships with those they study, be they individuals, households, social groups, or corporate entities. Researchers should consult, where consistent with the research objectives, pre-existing organizations of potential research participants (e.g., trade unions, community groups, political or religious organizations, band councils, neighbourhood groups) or, in their absence, with key members, activists, and scholars from the participants' communities concerning the design, execution, and potential risks and benefits of the research project to them.
6. Researchers should guard against the uncritical promotion of research, which in design, execution, or results, furthers the power of some over others, especially when promoted for professional, therapeutic, or social control reasons. The researcher has a responsibility to approach the lives and cultures of those under study according to salient ethical norms.
7. Researchers have an obligation to critically examine presumptions, measures, and implicit norms used in research which serve to ignore or invalidate the experiences and understandings which research participants have of themselves.
8. Researchers should not exploit individuals or groups for personal gain and should recognize the debt incurred to the communities in which they work. Researchers should be sensitive to the possible exploitation of individuals and groups in the research process, and should endeavour to minimize the occurrence of such exploitation in the conduct of research.
9. Researchers have a responsibility to protect the integrity of the research process and should avoid undermining research inquiry through conceptualization or design which prejudices the direction of causality, presumes an outcome, or preordains findings by affirming its premises.
10. Researchers have a responsibility to represent fairly their own qualifications, as well as the time and funding requirements necessary for quality research.
11. Researchers should not accept grants, contracts, or research assignments that appear likely to require violation of the principles of this Statement.
12. Research involving human participants requires review and approval by a research ethics board before the research commences (TCPS2, 2010, p. 15). Secondary use of identifiable data, including data originally collected for non-research activities and that did not require REB approval at the time of collection, requires REB approval (section 5.5 TCPS 2010, pages 62-64).

Exceptions to this rule include "research that relies exclusively on publicly available information" such as information that is legally accessible to the public and information that is publicly available "and there is no reasonable expectation of privacy" (TCPS2, 2010, p. 17). "Research that is non-intrusive, and does not involve direct interaction between the researcher and individuals through the Internet, also does not require REB review" (TCPS2, 2010, p. 18), except when Internet pages assume privacy such as chat rooms and groups with restricted membership. In these latter circumstances, REB review is required as these members expect their information to be maintained within the group. REB review is not required for research involving the observation of people in public spaces, nor is it required for sociologists who are not working for Tri-Council funded institutions.

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Protecting people in the research environment

13. Researchers should respect the rights of citizens to privacy, confidentiality and/or anonymity, and the right not to be studied. Researchers should make every effort to determine whether those providing information wish to remain anonymous or to receive recognition, and then respect their wishes.
14. Researchers should not misuse their positions for fraudulent purposes or as a pretext for gathering intelligence for any organization or government.
15. The protection of research participants does not absolve researchers of the responsibility of exposing physical, mental, sexual, or other abuse. Researchers should be aware of legal definitions of abuse and of the law pertaining to the reporting of abuse, should they encounter same while conducting research.
16. The principle of minimal risk to participants shall be primary. The definition of 'minimal risk' follows the TCPS2 definition: "defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research" (TCPS2, 2010, p. 23).
17. Researchers and staff should be aware of risks to themselves in the research environment. Safety is a concern for all researchers, particularly students. (TCPS2, 2010, p. 25).

Informed consent

18. Researchers should not expose participants to risk of personal harm. Informed consent should be obtained when the risks of research are greater than the risks of everyday life.
19. As far as possible, research should be based on the freely given informed consent of those studied. This implies a responsibility to explain, and in terms meaningful to participants, what the research is about, who is undertaking and financing it, why it is being undertaken, and how it is to be disseminated.
20. Researchers should inform research participants that they have the right not to answer particular questions or to withdraw without penalty at any point in the research process. This includes the opportunity to abstain from certain questions in internet and computer-based surveys (TCPS2 2010, p.27) or to remove their data from the project entirely (TCPS2, 2010, p. 38). This does not apply to cases (such as public servants) in which informants have a duty to provide information.
21. Generally, signed consent forms are the norm in social research, but there are exceptions. While obtaining a signed consent form will often serve to verify informed consent, in the study of cross-cultural contexts, illegal activities or politically sensitive settings, it may be difficult, impossible, or culturally inappropriate to obtain knowledgeable and voluntary (let alone written) consent from everyone in the field setting. Sometimes the requirement that one obtain signed consent forms from everyone studied may violate anonymity and actually create risks for some groups of participants. Therefore, the signed consent form may be inadequate or inadvisable in certain circumstances, in which case the researcher should employ culturally appropriate methods to allow participants to make ongoing decisions to participate or to withdraw from the research process.

Covert research and deception

22. Incomplete disclosure or deception may be necessary for certain kinds of research in order to penetrate "official," "on-stage," or "on-the-record" presentations of reality. Deception should not be used where another methodology would accomplish the research objectives.

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23. Participants should not be deceived if there is any reasonably anticipated risk to the participants or if the harm cannot be offset or the extent of the harm be reasonably predicted.
24. Deception is not acceptable if it would interfere with the subject's understanding of facts which might influence a decision to give informed consent.
25. Participants should not be deceived about the identities, qualifications, or affiliations of the researchers or sponsors of the research.
26. Whenever feasible, participants who have been deceived should be fully informed and debriefed in such a way that any harm caused can be discerned and corrected.

Security and Storage of Data and Personal Information

27. Adequate security measures should be used to protect the data collected in the research project. This includes "physical, administrative and technological safeguards" (TCPS2, 2010, p. 56). Data should be accessible only to the primary researcher and staff. Electronic files should be encrypted and password protected. Computers ought to be kept in a secure storage space. Provincial legislation regarding the storage of confidential data should be adhered to (TCPS2, 2010, p. 60). Data collected on the Internet or data kept on computers should be encrypted (TCPS2, 2010, p. 61).
28. Re-identification is a risk when researchers link data between two or more datasets or when data is collected over a small geographical range. Researchers should take care that no single participant can be identified in this way (TCPS2, 2010, p. 57).
29. There is no requirement that data be destroyed after a period of time. Policies regarding the archiving and sharing of data should be followed (TCPS2 2010, p. 61).

Dissemination of findings

30. Researchers have an obligation to disseminate results openly except those likely to endanger research participants or to violate their anonymity or confidentiality.
31. If they do so desire, research participants have a right to be given feedback on the results and, where practicable, to be consulted over publications.
32. Researchers should consider carefully the social and political implications of the information they disseminate. They should strive to ensure that such information is well-understood, properly contextualized and responsibly utilized.
33. The researcher should not falsify or distort his or her findings or omit data which might significantly alter the conclusions. He or she should attempt to make explicit the methodological and theoretical bases of the study, including stating the limitations of the data.
34. Researchers are obliged to try to clarify any significant distortion made by a sponsor or client of the findings of a research project in which they have participated.
35. Research reports should disclose all sources of financial support for the research and any other sponsorship or special relationship with investigators.
36. Sociologists have a responsibility to speak out publicly, both individually and collectively, on issues about which they possess professional expertise. They have a professional responsibility to contribute to the formation of informational ground upon which public policy may be founded. They should be candid about their qualifications and should make

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clear the limits of their expertise. Particularly in their relations with the media, members should have regard for the reputation of the discipline and refrain from offering expert commentaries on material which as researchers they would regard as comprising inadequate or tendentious evidence.

Relations with colleagues and the discipline

37. The researcher should attempt to conduct research in such a way that his or her personal and professional behaviour will not jeopardize further research by self or others.
38. At the earliest possible stage of research, researchers should arrange mutually accepted explicit agreements among all research collaborators with respect to division of work, compensation, access to data, rights of authorship and other rights and responsibilities.
39. When conducting multijurisdictional, multidisciplinary and/or international research, researchers should adhere to the legislation of the country and/or organizations they work with. A review of research protocol by the primary researcher's REB, usually the university that employs the principle investigator, should be obtained (TCPS2, 2010, p. 101-102) in addition to the ethical review of the appropriate international or local organization.
40. Researchers should acknowledge all persons who contribute to their research and to their publications.
41. Attribution and ordering on authorship and acknowledgements should accurately reflect the contributions of all main participants in both research and writing processes, including students.
42. Researchers should disclose all real, potential and perceived conflicts of interest to Research Ethics Boards, research participants, "as well as any institutional conflicts of interest of which they are aware that might have an impact on their research" (TCPS2, 2010, p. 94).
43. Data and material taken verbatim from another person's published or unpublished written or electronic work should be explicitly identified and referenced to its author. Citations to ideas developed in the written work of others, even if not quoted verbatim, should not be knowingly omitted.
44. Evaluations of colleagues, students, and their work for employment or publication should be based only on professional criteria. In reviewing the work of others, members should avoid conflicts of interest. They should also normally avoid participating in review procedures where they have a close positive or negative connection with those under review.
45. Members should supply requested references promptly and ensure that these are full, fair, and adequately considered. Within legal limit, they should not disclose personal information which is not directly relevant to the position in question without the subject's explicit and prior consent.
46. The content of evaluations should be made available to the individual evaluated, with the right of reply ensured.
47. Journal editors should provide prompt decisions to authors of submitted manuscripts. An editor's commitment to publish an essay should be binding on the journal and it should then be published expeditiously.

Faculty appointments

48. The criteria used in evaluating potential appointees should be universalistic and non-discriminatory.

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49. Departments should preclude and redress discrimination on the basis of sex, marital status, colour, race, social class, political convictions, religion, ethnic background, national origin, sexual orientation, age, physical disability, or other criteria irrelevant to academic performance.
50. Positions should be advertised widely.
51. All short-listed candidates for positions should be interviewed.
52. The short list of candidates for positions should not be finalized until after the closing date for applications.
53. The positions that are filled should be the positions that were advertised.
54. Appointment procedures at all stages should attempt to ensure that power is neither abused nor perceived to be abused.
55. The selection process should be made as public as possible within the department.
56. All aspects of the selection process should be detailed, clearly understood, and in writing.
57. Information on applicants and the selection process should be widely accessible.
58. The selection process should be as democratic as possible.
59. Participation in the selection process should be from as broad as possible a cross-section of the department, including students.
60. Participation in the final decision of the selection process should be organized in as non-elitist a manner as possible.
61. Participants in the selection process have an obligation to make known any conflicts of interests or biases that would impede objective decision-making.

Relations with students

62. The *CAUT Policy Statement* in respect to teaching is endorsed.
63. Students should be accepted into programs in ways precluding and redressing discrimination on the basis of sex, marital status, colour, social class, race, political convictions, religion, ethnic background, national origin, sexual orientation, age, physical disability, or other criteria irrelevant to academic performance.
64. Students are entitled to adequate information in good time about the content of courses, program choices, modes of assessment, and appeals procedures. They are also entitled to prompt and fair evaluation of their work, and to the keeping of full and proper records of their progress.
65. Members should support students' studies in a diligent manner by regular attendance when teaching and by being available for consultation by students.
66. Members have a duty to minimize discriminatory practices which might detract from equality of educational opportunity; this applies particularly to racial, sexual, homophobic, and other such harassment, including verbal abuse. They have a duty to be cognisant of the disciplinary codes existing in their institutions for dealing with students who insult or intimidate others.

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67. Members should not allow intellectual differences or personal animosities among colleagues to impinge on students' relationships with those colleagues.
68. Members have a duty to assist both undergraduate and graduate students in their attempts to find employment and seek financial support for their studies and/or research through scholarships, fellowships, etc. This will normally involve the writing of references and, in the case of graduate students, may involve introducing students into appropriate networks.
69. Members should not deceive or coerce students into serving as research participants. They should not use them simply as cheap labour in the conduct of research. They should not represent the work of students as their own.
70. Members should respect the confidentiality of personal information about students. They have a duty to ensure that any records are secure and that access to them is restricted.
71. The supervisory relationship is particularly crucial to the successful completion of graduate studies. Members who are supervising graduate students should be aware that many graduate students encounter difficulties in balancing their rights and responsibilities with those of their supervisors. Hence, at the earliest possible stage, supervisors and graduate students should arrange mutually acceptable, explicit agreements with respect to anticipated progress, topic of research, timelines etc. Such agreement should reinforce the partnership aspect of graduate studies - that is, the mutual obligations and expectations of graduate students and their supervisors.

Harassment and exploitative relations

72. Sexual, racial, homophobic, and other such harassment are abuses of power which negate both the principle of equal opportunities and the possibilities of a good working environment.
73. Members thus have a duty to refrain from them and to actively oppose such behaviour by others.
74. Members should not use the inequalities of power which characterize many working relationships including those between teachers and undergraduate, graduate, and research students, to obtain personal, sexual, economic, or professional advantages.
75. Members should be aware that such inequalities of power pertain not only in coercive but also in consensual relationships. They should take care that personal or sexual relationships entered into at work on a consensual and reciprocal basis do not exploit those inequalities of power, and do not disadvantage or unfairly advantage the less powerful.
76. The CAUT Policy Statement on "*Abuse of Professional Authority: Sexual Harassment*" is recommended as a guideline.

Relations with institutions

77. Ethics policies should not be employed by institutional review committees to protect governments, corporations, churches, universities, or other institutions from critical or controversial research, nor should they be used to exert a chilling effect upon academic freedom.

Recommendations

78. This *Statement of Professional Ethics* should be posted on the CSA website and made widely available to CSA members