

RULES

Hexagram's general bylaws and organizational structure are based on the principles described in the *Common General Rules of the Fonds de recherche du Québec* (2019) and in the *Strategic clusters - Fall 2019 competition* program's call for applications. They are also in compliance with the governance and management policies of partner universities, according to the statutes and procedures that apply to their respective institutional frameworks.

1. ORGANIZATIONAL STRUCTURE

1.1 Status of Hexagram-affiliated institutions

Hexagram is a network of researchers from several Quebec universities.

- 1.1.1 The ***partner institutions*** contribute financially or materially to the cluster and formally declare their commitment in the cluster's funding application for the period in question.
- 1.1.2 The ***collaborating institutions*** make no financial or material contributions to the cluster.
- 1.1.3 Université du Québec à Montréal and Concordia University are considered ***primary partner institutions*** since they founded the Network, comprise two-thirds of the co-investigators, and obtained the status of institutional centre via their universities.
- 1.1.4 The ***managing institution*** is the partner institution that receives and administers the Network's funding. This institution is responsible for the management of infrastructure and human resources related to the Network. Only the two primary partner institutions, Université du Québec à Montréal (UQAM) and Concordia University, can take on the role of managing institution, in an alternating fashion.
- 1.1.5 The ***cluster's principal investigator*** must be a co-investigator from the managing institution.

1.2 Representatives of Partner Institutions

Appointment – According to its operating rules, each partner institution appoints a representative from among the Network's co-investigators.

Mandate – Representatives are responsible for managing staff, scheduling activities and reporting on accounts related to letters of commitment made by their institution that are attached to the funding application. They organize and chair meetings and committees specifically associated with their institutions. They act as liaisons between the members of their institution and the Co-Directorship or the Network's Coordination Office.

1.3 Co-Directorship

Makeup – The representatives of the two primary partner institutions (UQAM and Concordia) are de facto co-directors of the Network.

Appointment – The two members of the Co-Directorship are designated respectively according to Université du Québec à Montréal's *Règlement n° 3 des procédures de désignation* and Concordia University's *Policy on Research Units – VPRGS-8*. The evaluation and renewal of their mandate also follow from these policies.

Mandate – One of them must serve as the principal investigator during the period when their home university has taken on the role of managing institution. The Co-Directorship establishes the direction of artistic and scientific programming, recruits co-investigators, appoints collaborators, handles financial management, supervises the work of employees; develops partnerships; represents the Network in the media and in public life, ensures good relations with university bodies, and promotes interaction between the various members of the Network. The co-directors also act as representatives of their respective institutions.

1.4 Board of Directors

Makeup – The Board of Directors is made up of ten members, including the Network Co-Directors, a representative of the co-investigators, the vice-deans of the Faculties of Arts and of Communications at UQAM and the Faculties of Fine Arts and of Arts and Science at Concordia, the representatives of the vice-provosts of the research offices of each main institution (UQAM and Concordia) and of one of the non-main partner universities. These representatives will each sit on the Board for a year, in the following order of rotation: UQAT, Université Laval, UQAC, McGill, ÉTS et Université de Montréal.

One of the representatives of the vice-provosts of research of the two main partner institutions chairs the Board. The Network coordinator takes on the role of secretary.

Appointment – The General Meeting of Co-Investigators appoints its representative. The vice-provosts of research of the non-main partner universities will be invited, in rotation, to sit on the Board for the duration of one year. The other members of the Board of Directors are appointed on a de-facto basis, based on their position in the Network (Co-Directorship) or in the primary partner universities (relevant faculties and research offices).

Mandate – The Board of Directors is convened annually by the Co-Directorship to:

- confirm the appointment of the principal investigator, as well as the Network's strategic direction and changes to the general bylaws;
- ensure the adoption of memoranda of understanding between partner universities;
- review operating budgets and allocation of equipment;
- to receive and approve financial statements, budgets and forecasts

- facilitate the transfer of responsibilities and funds between partner institutions, etc.

1.5 Annual General Assembly of Co-Investigators

Makeup – The Annual General Assembly is made up of all the Network’s co-investigators. The General Assembly appoints the president at the beginning of the session. The Network coordinator takes on the role of secretary. When applicable, the coordinators of the other partner institutions are invited to participate as observers.

Appointment – The Co-Directorship nominates the co-investigators. They are then supported by the Executive Committee and approved by the General Assembly.

Mandate – The General Assembly of Co-Investigators is convened annually by the Co-Directorship. The decisions of the Meeting are taken based on the majority vote of the members present.

- It receives activity and budget reports, as well as budget forecasts.
- It ratifies the appointment and evaluation of its members, but also the creation and amendment of statutes, regulations, and policies, and of the direction of scientific and artistic programming put forth by the Executive Committee.
- It appoints its representative to the Executive Committee.

On this occasion, the members of the various partner institutions name their institution representative and form their institution committee by consensus, if not by vote.

1.6 Executive Committee

Makeup – The Executive Committee is made up of nine members, including the two co-directors, a co-investigator from each of the two primary partner institutions (UQAM and Concordia), two co-investigators from three different partner institutions, and three student members from various partner institutions. One of the two members of the Co-Directorship chairs the committee. The Network coordinator takes on the role of secretary.

Appointment – The two members of the Co-Directorship are appointed on a de facto basis according to the regulations of their respective institutions. The General Assembly appoints the Co-investigators. Students are invited to apply directly during the Executive Committee’s call for applications. When a position becomes vacant, the Executive Committee may co-opt a replacement or acting replacement, per its established makeup. The interim mandate is ratified at the next General Assembly.

Mandate – The Executive Committee meets every six weeks to:

- ensure the proper operation and management of the Network;
- help harmonize operations between members and partner institutions;

- create the programming committees and appoint members, while providing representation that is as fair as possible of partner institutions: UQAM, Concordia and at least one other partner institution;
- determine the operating rules of the committees that it sets up and oversees;
- support the appointment of co-investigators;
- assess their contributions;
- develop membership policies;
- assess authorization requests;
- carry out the triennial review of co-investigators' statuses.

Members' have a three-year mandate and are assigned or renewed at the beginning or the middle of the strategic-cluster funding (FRQSC) cycles. When positions become vacant during other points in the cycle, replacements or acting replacements are appointed by the Executive Committee for the remainder of the mandate.

1.7 Partner Institutions Committees (generic rules)

Makeup – These committees are made up of the official representative of each partner institution and of any other co-investigator attached to the same institution and eligible under the committee makeup rules adopted by the latter.

Appointment – Each institution establishes its policies for the appointment of members of its committee.

Mandate – These committees coordinate the scientific and artistic activities of their institution and manage the financial resources, equipment and infrastructure granted by the latter. They support and advise their institution's representative.

1.8 UQAM Institution Committee (specific rules)

Makeup – This committee is made up of seven members attached to UQAM, including its institution representative (co-director), five co-investigators, and one student. The co-director chairs the committee. The institution's coordinator takes on the role of secretary.

Appointment – The co-director is appointed according to *Règlement n° 3 des procédures de désignation*. The four co-investigators are appointed during the General Meeting by members attached to UQAM. The committee recruits the student after a call for applications.

Mandate – See the generic rules of the Partner Institutions Committees.

1.9 Concordia University Institution Committee (specific rules)

Makeup – This committee is made up of the Hexagram co-director at Concordia, the representatives of the clusters at the Hexagram-attached Milieux Institute, and two students. The co-director chairs the committee. The institution’s coordinator takes on the role of secretary.

Appointment – The co-director is appointed according to the *Policy on Research Units – VPRGS-8*. Each cluster appoints its representative. The students must be members of Hexagram and are recruited by the committee after a call for applications.

Mandate – See the generic rules of the Partner Institutions Committees.

1.10 Coordination Office

The Coordination Office is overseen by the Co-Directorship Hexagram employees to ensure the proper operation of the Network (general coordination), the development and implementation of programming activities (event coordinator), the management of equipment and infrastructure (technical director) and communications (communications officer). The team works in collaboration to carry out recurring and one-time activities targeted at students or practice environments.

2. MEMBERSHIP CATEGORIES

2.1 Co-Investigators

Makeup – Co-investigators are professors attached to a Quebec university. Members devote at least 40% of their research activities to the field and to the objectives related to the Network’s programming.

Appointment – Co-investigators are nominated for appointment by Co-Directorship, supported by the Executive Committee, and approved by the General Assembly. Co-investigators’ status is assessed by the Executive Committee and confirmed by the Co-Directorship at the middle and end of the funding cycle. They are assessed based on their involvement in programming activities, their level of collaboration with other members, their commitment to training the next generation, and their scientific or artistic productivity.

Mandate – In a spirit of collaboration, co-investigators play an active role in governance and programming by making their research available to the entire Network. They are required to send the coordinators requested information concerning their activities, when needed. They must create their Canadian Common CV and keep it up to date, according to FRQSC standards. The FRQSC takes co-investigators’ participation in the Network and their scientific or artistic production into account during the evaluation of their funding request.

2.2 Collaborators

Makeup – Collaborating members include professors, researchers, creators, and professionals from the university community, practice environments, and cultural and industrial organizations from Quebec and around the world. They must have already concretely collaborated with at least one Network co-investigator. They must have, for example, co-directed a student member’s research project, co-signed a funding request, published joint research or creation results, jointly organized an activity, regularly participated in programming, etc.

Appointment – Collaborator status is recognized by the Co-Directorship when it formally observes a collaborative link with a Network co-investigator. Applications must be recommended by at least one co-investigator identified in the collaboration. Applicants must provide any document requested by the coordinators to demonstrate their collaboration and fulfill the formalities required by the FRQSC. The Co-Directorship may reassess the status of the collaborator at the middle and the end of the funding cycle.

Mandate – Collaborators share their expertise, and they work directly and in a sustained manner with at least one co-investigator. Their scientific productivity is not evaluated, but they must maintain an active and proven link with co-investigators or with the Network. They are not permitted to receive funds.

2.3 Students and Postdoctoral Fellows

Makeup – Undergraduate, postgraduate or postdoctoral students who are enrolled in a Quebec university and whose study project is in keeping with the Network’s field, objectives and programming. They must be directed, co-directed or supervised by a co-investigator.

Appointment – The coordinators receive membership applications twice a year, in November and April. To maintain their status, these members must officially confirm their registration at a Quebec university, if requested. Undergraduate student membership is exceptional and is evaluated by members of the Executive Committee.

Mandate – They may sit on the executive committee and on the institution or programming committees. They are eligible for the various calls for projects and the contests to support programming. They can be hired to help run the Network’s activities.

Honorary Members

Makeup – Members who have made significant contributions to Hexagram’s development.

Appointment – They are appointed by the executive committee.

Mandate – None.

3. NETWORK ORGANIZATION CHART



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Principal Investigator

- Person who is legally responsible for administering the grant for the duration of the funding period. The person is appointed with the approval of the managing institution that receives and administers the strategic cluster network fund, as well as with the approval of the remaining partner institutions. The person also acts as cluster co-director.

Cluster Co-Director

- The person responsible, according to the cluster's decision-making bodies and in collaboration with the cluster's director and other co-director, for managing some or all of the administrative or scientific aspects of the strategic cluster.

Managing institution

- A postsecondary or research institution in Québec that, after being recognized by the FRQ, receives and administers funding from one of the Fonds and, in so doing, acts as a trustee in managing the funds. The managing institution is the employing institution of a funding recipient unless otherwise specified in the program rules.

Partner Institution

- A Quebec university or organization that provides a financial or material contribution to the cluster.

Principal Partner Institution

- Université du Québec à Montréal and Concordia University are considered primary partner institutions since they founded the Network, comprise two-thirds of the co-investigators, and obtained the status of institutional centre via their universities.

Collaborating Institution

- An institution or organization that collaborate with the cluster, without making any financial or material contribution.

Strategic Clusters Network « type »

- Strategic cluster networks develop at the **interface of research environments and practice settings**. The network must bring together key players in a specific research field for a **structuring initiative** involving individual researchers, research teams or other groups of researchers, institutional and interinstitutional centres, observatories, research institutes and other types of research facilities, and partners from the public, private and community sectors. This structuring initiative may be a large-scale project (scientific dissemination, promotion or exchange, research hub, etc.), a collective infrastructure (development of joint services or a technical or electronic platform) or a pool of expertise for the co-investigators (database development, etc.).
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Approved by the Board of Directors on September 23, 2020.