



INCAM POLICY DOCUMENTS

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Financial Matters

(1) Operating Reserve Fund (ORF) Development

An amount of the Network's annual net income, as advised by the Board of Directors when approving the annual budget, will be placed in the ORF annually until such time as the fund reaches the level required to meet the goal of the operating reserve fund. In any given year when the net income is a negative number, no funds will be allocated to the operating reserve fund. Contributions from other legitimate sources to the operating fund can be made. Contributions of Network funds greater than 10% of annual income may be made at the discretion of the Board of Directors.

(2) Fund Investments

Funds accumulated in the operating reserve fund may be invested in legitimate financial instruments as recommended by the Board of Directors. A legitimate financial instrument is safe and not likely to lose money, and is procured through an established, independent financial institution.

(3) Membership Categories and Annual Dues

INCAM has only one official category of member: general members. All members have the same rights and privileges. However, to encourage participation across a variety of economic circumstances, the reduced fee rate is to be calculated nominally as one half the regular yearly professional membership rate; claiming the reduced rate will be accepted on an honorary system.

NOTE: When the merger with ISCMR is approved, the membership fees will be set by ISCMR (in consultation with all the ISCMR Chapters)

Regular Member:

Fees: 1 year: \$120 CAN; 3 years \$300 CAN

Reduced Fee, Retiree, Trainee, and Student Members

Fees: 1 year: \$60 CAN; 3 years \$150 CAN

- Student Members: A student member shall, at the time of the application be a registered student working toward an academic degree or certificate/diploma, and will provide proof of enrolment to the Secretary of the Network upon registration.
- Trainee Members: Trainees shall, at the time of the application be recognized as a Trainee or Fellow with an academic institution, and will provide proof of their status to the Secretary of the Network upon registration.
- Retiree Member: Members who have retired from all active professional efforts (other than occasional consulting or work for the Network) may request Retiree membership.

- Other: members who feel that they cannot otherwise afford the regular membership fees.

Life-long Members: Members who have been given status for outstanding commitment and work on behalf of INCAM, and for whom a petition is submitted by three members and approved by the Board of Directors vote. Life-long Members receive complementary membership in the Network.

Group Members: The defined group (e.g. research teams, professional association, society) pays an annual membership fee of \$600 CAN for a maximum of 10 members. The group contact person submits a list of individuals (see Registration Form) it selects to be registered. Groups may add or drop individuals from the membership roster throughout the year, if necessary.

Affiliate Members: The organization (e.g. professional association, educational institution, society) pays an annual fee of \$240 CAN, which enables any of the organization's members to be eligible for a reduced fee of \$96 CAN and affiliate member status upon joining. For the \$240 CAN, each organization will be given an access code, active for one year from purchase, for its members to receive the reduced fee.

INCAM Board of Director Responsibilities

This document, based on “Duties and Responsibilities of Directors of Non-Profit Corporations” (1) is to provide a snapshot of the responsibilities associated with being a member of the INCAM Board of Directors..

1. Duty of Knowledge:
 - a. Members of the Board of Directors should understand the purpose and goals of INCAM
 - b. Duties as Board of Director Member (also known as duties of diligence) include:
 - i. Attend meetings (Board of Director, committees you are on)
 - ii. Review minutes and budgets. Is what needs to get done getting done?
 - iii. Engage in discussions and processes (prepare by reading minutes, reports, agenda). Keep notes.
 - iv. Participate in voting
 - v. Represent the Network and help with membership development
 - vi. Know your additional duties and reporting responsibilities for designated positions (Committee, Chapter, and Special Interest Group positions)
 - c. Members of the Board of Directors should have a working knowledge of the By-laws, Network policies and procedures.
2. Duties of Care, Skill, and Prudence:
 - a. “Act honestly and in good faith in the best interests of the network.” (2)
 - b. “Exercise the care, diligence, and skill of a reasonably prudent person when exercising powers and performing duties as a director.” (2)
 - c. Where an individual director has a particular level of expertise, that level of expertise must be used in the best interests of the organization. (1)
 - d. Declare conflicts of interest, and act accordingly
3. Duty to Manage:
 - a. Help establish and maintain policy and procedure in the best interest of the network.
 - b. Consider opportunities for improving function.
 - c. Ensure all Committees and Special Interest Groups are set up with clear duties, outcomes, reporting and timeline expectations, and, when applicable, budget allowance.
 - d. Consider and bring forward new opportunities that fit the network purpose and goals.
4. Fiduciary duty:
 - a. Understand and review the budget

- b. Support the treasurer in developing and maintaining a responsible budget
- c. Avoid personal conflicts of interest relative to the best interests of the network
- d. Respect financial prudence and minimal spending

References

1. Kelly HM, and Frederick MR. *Duties and Responsibilities of Directors of Non-Profit Corporations*. Canadian Association of Society Executives, Toronto, Canada. 2002.
2. British Columbia Societies Act, 1996 Section 25(1). Queens Press, Victoria, Canada. 1996.

INCAM Committees and Special Interest Groups

A. Committees

Committees are formal structures set up by the Board of Directors to manage and oversee activities needed for the functioning of the Network or the implementation of the Network purpose and goals. The network will endeavor to provide financial support as needed to achieve the goals of the Committee through planned budgetary allocation. They are established using the Committee /SIG Terms of Reference Template Form (see Appendix 1), and maintained following the procedures as outlined in that form.

Current Committees:

- Research Symposium Organizing Committee
- Social Media Committee

B. Special Interest Groups

The purpose of Special Interest Groups (SIGs) is to provide a forum for members with shared interest to connect for discussions and projects. SIGs and their activities must be open to all members. An individual or group of individuals may apply to the Board of Directors to establish a SIG using the SIG Proposal Form (see Appendix 2). Once the SIG is approved by the Board of Directors, it is established using the Committee/SIG Terms of Reference Template form (see Appendix 1), and maintained following the procedures as outlined in that form.

(1) Association Support & Fundraising

Funding for SIG activities *may be* included in INCAM's annual budget. Members of SIGs will also rely on their own resources to carry out SIG activities. SIGs may fund activities in any manner that does not conflict with the mission of INCAM or the legal tax status of the organization. All revenue-generating activities must be reported to the Network's Board of Directors.

(2) Representation, Trademark and Branding

SIGs may represent themselves as INCAM membership entities, and use information dissemination means, following established INCAM guidelines. SIG publications distributed within and beyond the SIG membership bearing INCAM's name, acronym or logo are subject to INCAM style guidelines and copyright restrictions.

(3) Annual Conference Workshops and Sessions

A SIG may propose one or more workshops or conference sessions at the biannual research meeting in accordance with the general conference call for proposals. Workshop proposals or conference sessions will be evaluated with other proposals according to the guidelines and deadlines set by the Symposium organizers or by

agreement with the Symposium organizers. SIG-sponsored sessions are also possible at regional conferences.

(4) Meetings at the Biannual Research Symposium and other INCAM meetings/events

INCAM encourages all SIGs to take advantage of the gathering of members at the biannual Research Symposium. SIG business activities, project development, promotion of goals and objectives, selection of coordinators, and membership recruitment are all more effectively accomplished at the Symposium. Symposium organizers will provide meeting rooms for meetings for SIGs who request to meet at the conference site. Meeting times will be determined by conference organizers to reasonably accommodate the broad range of factors involved in conference planning. Each SIG must be prepared to perform all other organizational and logistical tasks related to its congress activities.

For the same reasons, and using the same format, SIGs are encouraged to organize meetings or outreach at other meetings/events.

Current Special Interest Groups:

1. Homeopathy SIG
2. Massage Therapy SIG
3. Naturopathy SIG

APPENDIX 1:

Committee/Special Interest Group Terms of Reference Template

1. Mandate

[Describe specifically what function the Committee/SIG will be serving for the Network. E.g., the Symposium Committee will plan and host the biannual Research Symposium.]

2. Objectives

[Describe the specific tasks/duties that are expected, in such a way that deliverables from the work are clear.]

3. Committee/SIG Membership

1. All members must be members of INCAM in good standing.

For Committees only:

2. Committee members are appointed by the Board of Directors for specific terms.

For Special Interest Groups only:

2. Any INCAM member is eligible to join an INCAM SIG by registering as part of their INCAM member profile.

4. Structure

1. The Committee/SIG will select a Chair. That person will chair the meetings, and will also present any reports, recommendations, or requests to the Board of Directors or at the AGM.
2. The Chair or an appointee may liaise with other persons or organizations as appropriate for carrying out the purposes of the Committee/SIG, with approval of the Committee/SIG.
3. At each meeting someone will take notes for informal minutes.
4. The Committee/SIG will meet at minimum twice per year in person or through an inclusive means (e.g., teleconference, Skype, GoToMeeting).

5. Voting

1. Voting will proceed according to Roberts Rules of Order.
2. Any member may vote; a quorum comprises the Chair, and at least two other members.
3. Majority rule will suffice (50% +1), though consensus is preferred.
4. The Chair will break any tied vote.

6. Communication

1. Minutes of meetings will be circulated to the Committee/SIG members. Minutes will highlight any action items*, person(s) responsible, and dates/timelines.
2. The Chair will prepare and submit to the Board of Directors any documents needed, and will prepare the annual report for the Annual General Meeting. The Chair will present any reports, recommendations, or requests to the Board of Directors, unless other members of the Committee are specifically invited for their expertise.
3. Email can be used to facilitate between-meeting discussion, and voting if needed in a timely manner.

* Recommended Format:

Agenda Topic Item	Discussion Summary Points	Action Items & Persons Responsible

7. Financial Matters

The Committee/SIG may request funds, by submission of a detailed budget, for undertaking its mandate. The Board of Directors will designate funds according to its bylaws and operating procedures.

8. Limitation of Liability of Committee/SIG Member

A Committee member who acts honestly and in good faith is not personally liable from anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the committee.

9. Review and Renewal

The mandate and terms of reference of each Committee/SIG will be reviewed and renewed at minimum once every 3 years.

A Committee/SIG will continue to work until:

1. Its mandate is achieved / completed; or
2. It is dissolved by order of the Board of Directors.

The Board of Directors may dissolve or restructure the membership of a Committee/SIG if the Committee/SIG fails to achieve its objectives in a timely manner, fails to undertake its duties in an accountable manner or in contravention of the Network bylaws, or has fewer than two (2) meetings a year.

APPENDIX 2

INCAM Special Interest Group Proposal Form

If you are interested in creating and/or developing an INCAM Special Interest Group, complete the INCAM Special Interest Group Proposal Form. Once completed, submit the Proposal Form to Teresa Tsui at: teresa.tsui@utoronto.ca

All Proposal Forms will be reviewed by the INCAM Board of Directors. You will normally receive a response to your proposal with a final decision within 4 weeks of submitting the Proposal Form.

- 1. Describe the specific area(s) the proposed SIG would be focused on (e.g. CAM and cancer, mixed methods research, acupuncture). (max 250 words)**

- 2. Who would be the SIG Chair(s) (the Primary Contact(s)) for the Proposed SIG?**

Name (s):

Contact information (email preferred):

- 3. What are the goals of the proposed SIG? (max. 250 words)**

- 4. What types of activities would the proposed SIG engage in? (max 250 words)**

5. Who do you anticipate would make up the membership of the proposed SIG? (e.g., researchers, CAM practitioners). (max 250 words)

6. What type of support (if any) would the proposed SIG need from INCAM to accomplish its goals? (max 250 words)

7. Please list the names of your anticipated membership (minimum 5) (note: once the SIG is approved, individuals must be INCAM members to become members of the SIG)

Name	Email

8. Please indicate acknowledgement (✓) of the following requirements of all SIGs:

- € all SIG members are INCAM members
- € SIGs are open - any INCAM member can request to join or obtain information about the SIG.
- € participation in the INCAM Research Symposium (this may include, but is not limited to, organization of a: plenary session, workshop, or pre-symposium event)

FOR OFFICE USE ONLY:

Submitted by: _____

Email: _____

Date submitted: _____

Additional information: _____

Received by: _____