



**Canadian Society for Life Science Research**

# Chapter Reference Manual

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# Developing Your CSLSR Chapter

1. Starting a Chapter
2. Running a Chapter
3. Representative's To Do list
4. Suggested Activities
5. Chapter Guidelines

## Starting a CSLSR Chapter

- Choose a faculty advisor who has the time, energy and enthusiasm to support and guide the group.
- Submit the completed registration form to the secretary at [membership@cslsr.ca](mailto:membership@cslsr.ca).
- Elect a co-representative (BOD) and begin the process of organizing the group, choosing and planning activities, inviting speakers, locating additional funding, etc.
- Chapter representatives should apply for ratification of their CSLSR [School Name] Chapter with their university's undergraduate or graduate society as a "club/organization" for support by and promotion at the school.
- Maintain regular contact with co-representative and members of that university.
- Develop a list of goals and activities.
- Plan regular meetings of with the co-representative and the members of the CSLSR chapter.
- Advertise the benefits of CSLSR membership at the school and national levels. Supply CSLSR membership forms at meetings or by providing a method for electronic signup.

## Running a CSLSR Chapter

Every school has different goals for their CSLSR chapter and should run their chapter the way it best suits that school's students, environment, and schedule, using the chapter bylaws as a guideline.

- Publicize planned events well in advance via email, the campus newspaper, bulletin boards, class announcements, webpage, etc., to encourage attendance. Send reminders.
- Forward any emails regarding events/meetings from the CSLSR executive to students in the life sciences and related fields (i.e. medicine, rehabilitation therapy, biochemistry, biomedical engineering, community health and epidemiology, kinesiology, etc.) at your school.
- Forward "calls for submissions" to students for current opinions on research for each quarterly newsletter, and calls for "career/academic/volunteer opportunities" from faculty/affiliate groups to post for students.
- Put up posters regarding these events in life science departments – Keep Receipts.
- Provide refreshments – Keep Receipts.
- Submit your expense reimbursement form and receipts to the CSLSR. Apply for your expense funds throughout the year; the funds do not carry over to the next year.
- Keep track of number of times the group meets, how many attended, what topic was discussed, and any new activity ideas and suggestions for the end-of-year report that is due

June 30 each year, to be assessed at the Annual Meeting of the BOD at the Annual Conference.

- Maintain a record book that will contain all the details, forms, and contact information that next year's representatives will need to assure a good transition and continuity.
- Be sure to distribute to all CSLSR members the newsletters and scholarship applications that the CSLSR sends to you. CSLSR material is only sent to the faculty advisor and the chapter representative, so you need to see that everyone interested is able to see the material.
- Create and maintain a network of faculty, local clinicians, scientists, residents and students interested in CSLSR by hosting social events.
- Recruit new members by marketing the CSLSR chapter activities to new students.
- Elect and train the chapter representative (max. of 2) for the coming year to ensure continuity of information and activities from one year to the next.
- Work as a team: encourage members' participation and delegate duties.
- Spread your enthusiasm; acknowledge and praise the work that members do. Write thank you notes.
- Keep everyone informed, pre- and post-meeting; notify the CSLSR of representative and advisor changes.
- Most importantly, relax and have fun with people who share your interest in life science research.

### **Chapter Representative's "To Do" List**

1. **Keep track of expenses** incurred and save receipts. Each chapter is entitled to \$300 a year, every year. To receive your chapter's reimbursement funds, submit an expense form with your receipts to the secretary.
2. **Keep track of CSLSR activities** during the year. In June, you, as chapter representative, will be asked to complete a one-page End-of-Year Report, listing what the chapter did during the year.
3. Be sure to **distribute scholarship applications** - Annual Meeting Scholarship (\$1,000) to your chapter members when you receive them so that everyone has a fair chance at these scholarships.
4. **Keep all forms and instructions in a folder** to pass on to next year's chapter representative, along with marketing materials and helpful hints on how to run a successful chapter. This folder should also include bylaws, activity ideas, weblinks, and contact information.
5. Be sure to incorporate **community service activities** into your chapter's activities, such as charity walks and other fundraisers at a campus near you.
6. Keep the CSLSR informed of **changes in officers and faculty advisors**.
7. Have a great time!

**To request or submit forms or for other information,  
contact the Secretary at [membership@cslsr.ca](mailto:membership@cslsr.ca)**

### **Suggested CSLSR Chapter Activities**

Feel free to choose the ideas that work for your chapter. If you have suggestions for unique group activities, please send them to the secretary at [membership@cslsr.ca](mailto:membership@cslsr.ca) and they will be added to this list to share with other chapters.

### **Speakers**

Invite scientists, post-docs, clinicians, corporate executives to speak to members.

### Topics:

1. Life Sciences Overview

2. Lifestyle Issues: Current advancements in the life sciences in the country. Life Sciences and the biotech industry.

3. Subspecialties: anatomy and cell biology, biochemistry, biology, biomedical engineering, kinesiology, immunology, molecular biology, neuroscience, pathology, pharmacology, physiology, psychology, community health and epidemiology pertaining to the following:

- Cardiovascular (Heart and Blood Vessels)
- Gastrointestinal
- Infectious diseases
- Musculoskeletal
- Neurological (Brain, Spinal Cord, Nerves) & Endocrine (Hormones)
- Oncology
- Renal (Kidneys and Bladder)
- Reproductive
- Respiratory

4. Different Practices: Biopatenting, public knowledge in academia, clinical research, community health

5. Specific Groups: Women in Science, Minorities in Science, etc.

6. Case Presentations: Parkinson's, Stroke, Headache, HIV, specific cancers, etc.

7. Hands-On Skills Workshops: Research methodology, writing scientific theses and manuscripts, etc.

8. Create Interdisciplinary Expert Panels: Joint efforts between Life Sciences and Engineering and Business, other specialties and subspecialties, using faculty

9. Seminars on grant applications, interviewing for a graduate/post-doctoral position, choosing a specialty, running a laboratory, research, technology (PDAs, etc.), time management or stress management

### Hints:

- Make sure speakers are enthusiastic and entertaining.
- Encourage student participation whenever possible.
- Videos keep presentations interesting.
- Pizza/Donuts/Coffee always helps attract students to talks.
- Don't schedule near exam times.
- Advertise in as many ways as possible.
- Contact all participants the night before the presentations to remind them about topics, places and times.
- Write thank you letters to the speakers.

- Keep lists of good speakers for future reference. Involve residents, fellows and faculty, as well as outside volunteers.
- Keep costs low by such methods as co-sponsoring talks: If you schedule a female scientist to present, ask the Federation of Medical Women of Canada (www.fmwc.ca) to co-sponsor and help with expenses.
- Host a wine/cheese reception or luncheon after departmental seminars to get to know faculty.

## **Chapter Guidelines**

### **Article I Name**

The name of this organization shall be Canadian Society for Life Science Research [University Name] Chapter.

### **Article II Affiliation and Support**

The organization shall be affiliated with the Nationally incorporated not-for-profit organization, the Canadian Society for Life Science Research (CSLSR). The CSLSR Executive Vice President shall be available to support the activities of the CSLSR chapters.

### **Article III Local Chapters / Organization Structure**

The organization shall consist of local chapters established at accredited Canadian Universities. All full time students, faculty, and staff associated with the institution are eligible to join the chapter.

### **Article IV Purpose**

**The purposes of the Society shall be:**

- To promote communication among post-secondary student researchers in the life sciences throughout Canada.
- To represent the interests of Canadian post-secondary students at national and international levels.
- To promote research in all life science disciplines contributing to the translation into clinical treatments for humans.
- To contribute to the advancement of education in the life sciences in Canada.
- To provide for and assist in the dissemination to the general public of the results of current life science research and its significance in relation to health and disease.
- To raise funds and to provide income for the above purposes.

### **Article V Membership**

- A. All full time undergraduate, graduate and professional students, faculty, and staff of an accredited school may become members.
- B. Exceptions may be granted on an individual basis upon review by the existing chapter officers.
- C. Chapter members shall be removed at any time by a vote of the majority of the chapter members.

### **Article VI Meetings**

Meetings will be held monthly or as called by the CSLSR Chapter Representative. Chapter Officers will develop agendas and handle arrangements for all meetings.

### **Article VII Officers**

#### **A. Chapter Officers:**

A CSLSR University Representative and Faculty Advisor will be the required chapter officers of CSLSR. Each individual chapter may elect additional officers at their discretion. Any full time undergraduate, graduate or professional student from the chapter institution may serve as an officer. The Representative will serve a two year term. The Faculty Advisor shall serve until he/she relinquishes the position or may be removed by a majority vote of chapter members.

#### **B. Duties:**

The Chapter Representative shall preside at meetings of the CSLSR. The Chapter Representative shall be responsible to the CSLSR VP of the executive committee. The Faculty Advisor is responsible for generating ideas, serving as a resource person, and providing continuity to the organization. Each chapter may define the duties of any additional officers.

#### **C. Election of Chapter Officers:**

Election of officers shall take place at a bi-annual business meeting called by the representative. A nominating committee composed of the current officers shall develop a slate. Nominations may be accepted from the floor. Election shall be a majority of chapter members present. Election of a new Faculty Advisor shall be made by a majority vote of chapter members.

### **Article VIII Proposed Changes in the Guidelines**

Proposed changes will be submitted in writing to the CSLSR Chapter Representative of a local chapter at least 30 days prior to the next scheduled meeting of the chapter. The vote for such changes may be carried by a majority of the members present. The proposed change will then be submitted to the executive vice president of the CSLSR at least 60 days prior to a regularly scheduled meeting of the board of directors (BOD). Prior to the meeting, the vice president will seek input from other chapters regarding the proposed changes. The BOD will vote on proposed changes and these may be carried by a majority of members present.

### **Article IX Budget**

Funds for local chapter activities are provided by the CSLSR. Each chapter may raise additional funds as necessary.

### **Article X Non-Discrimination Clause**

This organization will not discriminate within or outside the greater University community on the basis of race, ethnicity, religion, gender, national origin, sexual orientation, age, disablement, or economic status. Specifically, this organization does not determine or limit membership, voting privileges or leadership positions based on any of the factors listed above. Further, this organization will not practice or promote prejudice or intimidation, and each local chapter will abide by the University policy on ethnic intimidation that is in place at that institution.

Revised 28/07/06

Email: [membership@cslsr.ca](mailto:membership@cslsr.ca)

# Marketing Your CSLSR Chapter

1. ABOUT CSLSR
2. OUR MISSION
3. ADVANTAGES OF MEMBERSHIP

## ABOUT CSLSR

CSLSR is a society bringing together Canadian researchers at the undergraduate, graduate, professional and post-graduate levels to promote research in all life science disciplines. Uniting student researchers across the country, CSLSR members have the unique opportunity to present their research at an annual conference. Furthermore, they have the chance to learn from a diversity of backgrounds through the website, the quarterly newsletter, and an annual publication. CSLSR also helps bring students together with potential supervisors for summer or graduate life sciences research work.

## CSLSR's Mission

1. Advance the understanding of the life science research by bringing together students and scientists of diverse backgrounds, by facilitating the integration of research directed at all levels, and by encouraging translational research and the application of new scientific knowledge to develop improved disease treatments and cures.
2. Promote professional development activities, information, and educational resources for life scientists at all stages of their careers, including undergraduates, graduates, medical students and post doctoral fellows, and increase participation of scientists from a diversity of backgrounds. -through the website and through affiliate institutions/supporters, giving students avenues to pursue careers in research.
3. Promote public information and general education about the nature of scientific discovery and the results and implications of the latest research. Support active and continuing discussions on ethical issues relating to the conduct and outcomes of life science research. Our focus is (but not limited to) the student researcher and our mission is to provide an avenue for them to present their work as the future of Canada's life sciences and medicine, and ultimately translating into improved health care. -through the website, quarterly booklet, at annual conferences and through an annual publication.
4. To promote the opportunity for funding for students, Canada's research institutions and facilities, and to bring students together with potential supervisors for Summer or graduate life science research work.

5. Inform legislators and other policy makers about new scientific knowledge and recent developments in life science research and their implications for public policy, societal benefit, and continued scientific progress.

### **Advantages of Membership in the Canadian Society for Life Science Research:**

CSLSR is a society bringing together Canadian researchers at the undergraduate, graduate, post-graduate and professional levels to promote research in all life science disciplines. Uniting student researchers across the country,

- CSLSR members have the unique opportunity to present their research at an annual conference.
- They have the chance to learn from a diversity of backgrounds and share their research and opinions through the website, the quarterly newsletter, and an annual publication.
- CSLSR also helps bring students together with potential supervisors for summer or graduate life sciences research work.

# CSLSR Forms

1. Chapter Registration
2. End-of-Year Report
3. Materials Order Form
4. Links
5. CSLSR Chapter/Representative List
6. Student Representative Application
7. Membership Application Forms

For Expense Reimbursement Forms or CSLSR Membership Forms,  
please contact the secretary at [membership@cslsr.ca](mailto:membership@cslsr.ca)  
or signup from the CSLSR website [www.cslsr.ca](http://www.cslsr.ca).

## CSLSR Chapter Registration Sheet

**Institution Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Faculty Contact** \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**CSLSR Chapter Representative** \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Name of second representative or other officers:

\_\_\_\_\_

CSLSR members can apply to become a Student University Representative with the form attached or online.

Each university may have up to 2 CSLSR representatives. For further information regarding the role of a CSLSR representative, please contact [vp@cslsr.ca](mailto:vp@cslsr.ca).

Upon receipt of this registration sheet, CSLSR will send a chapter expense reimbursement form.

**Contact Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return to:

Canadian Society for Life Science Research

P.O. Box 865 (Station Main)

Kingston, ON CANADA K7L 4X6

## CSLSR Chapter End-of-Year Report for Academic Year \_\_\_\_\_

Name of Institution \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Chapter Representative: \_\_\_\_\_

Number of current members \_\_\_\_\_ Number of times met during this year \_\_\_\_\_

For each event, please list approximate number of attendees.

Type of Event	Month Held	Number of Attendees	Undergrad Students	Graduate Students	Medical Students	Faculty

Please list other types of activities sponsored by the chapter (i.e., attendings, etc.)..

Did the chapter participate in community service and/or university outreach this year?

Please tell us if there are other things that the CSLSR executive could do to support the chapters?

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Chapter Order Sheet for CSLSR Materials

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-  
**Thank you for your order!**

Ordered By _____ Institution Name _____  Address _____  Suite or Apt. number _____ City _____ State _____ Postal Code _____ Daytime Phone Number _____ Fax Number _____	Ship To: (if different from "Ordered By") Name _____  Address _____  Suite or Apt. number _____ City _____ State _____ Postal Code _____ Daytime Phone Number _____ _____ Fax Number _____
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Item Description	Quantity	Total
CSLSR Membership Package		
Annual Conference Publication		
Quarterly Newsletter		
Departmental/Corporate Sponsorship package		
Letterhead		

Up to 25 Copies of each newsletter may be ordered by a CSLSR Chapter free of charge.

## **Links**

**Canadian Institutes of Health Research - [www.cihr.ca](http://www.cihr.ca)**

**Canadian Medical Association – [www.cma.org](http://www.cma.org)**

**National Health Sciences Students Association – [www.nahssa.ca](http://www.nahssa.ca)**

**Queen's Health Sciences Journal – [www.qhsj.org](http://www.qhsj.org)**

**Queen's Medical Outreach – [www.qmo.ca](http://www.qmo.ca)**

**Queen's National Undergraduate Conference on Medicine – [www.qnucm.com](http://www.qnucm.com)**

**Parteq Innovations – [www.parteqinnovations.com](http://www.parteqinnovations.com)**

**CharityVillage.com – [www.charityvillage.com](http://www.charityvillage.com)**

**Keck Graduate Institute – [www.kgi.edu](http://www.kgi.edu)**

## CSLSR Chapters

<b>University</b>	<b>Representative</b>	<b>Contact Email</b>
Queen's University	Arash Gharajeh	4ag39@qlink.queensu.ca
	Barry Weese	weeseb@biology.queensu.ca
University of Toronto (Mississauga)	Jenna McNeill	jlmcneill@gmail.com
University of Toronto (St. George's)	Rohit Sheshgiri	sweetuth@hotmail.com
McGill University	Madhan Selvaraj	madhan.selvaraj@mail.mcgill.ca
Memorial University	Nicole White	nmawhite@gmail.com
University of Calgary	Jodi Branton	jlbranto@ucalgary.ca
University of Ottawa	Stephanie Prince	sprin063@uottawa.ca
Ryerson University	Mathew Bueno de Mesquita	mbueno@ryerson.ca



# Canadian Society for Life Science Research

## Student University Representative Application

Name:

Level of Study:

Area of Research:

University:

Mailing Address:

Telephone:

Fax:

e-mail:

Signature:

- Are you a current member?
- Are you a new member of the Canadian Society for Life Science Research?

### Supervisor statement (*optional*):

\_\_\_\_\_ is a student researcher (Bachelor's, Master's, Doctoral, Medical) in a life science area, affiliated with a post-secondary Canadian Institution.

Supervisor's Name: \_\_\_\_\_  
Institutional Affiliation: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_

### Procedure (*Required*):

- Please mail or email the above form and a CV/resume describing research (including publications/presentations), leadership and other relevant extra-curricular experiences to:

Canadian Society for Life Science Research  
P.O. 865 (Station MAIN)  
Kingston, ON K7L 4X6  
Email: [membership@cslsr.ca](mailto:membership@cslsr.ca)



# Canadian Society for Life Science Research

## Membership Application

Name: \_\_\_\_\_

Degree/Level of Study: \_\_\_\_\_

Department/Area of Research: \_\_\_\_\_

University: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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# Canadian Society for Life Science Research

## Membership Application

Name: \_\_\_\_\_

Degree/Level of Study: \_\_\_\_\_

Department/Area of Research: \_\_\_\_\_

University: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_