

# THE CANADIAN SOCIETY OF PLANT BIOLOGISTS INCORPORATED

## (CSPB)

### **BY-LAWS**

#### **By-Law 1 - Languages of the Society**

- a) French and English are the languages of the Society and either may be used in any talk or publication comprising its activities.
- b) The Articles and By-Laws shall be available in both French and English versions.

#### **By-Law 2 - Amendment of Articles and By-Laws**

- a) All by-laws of the Society, with the exception of the by-laws in 2b, may be enacted, and the by-laws repealed or amended by by-law enacted by a majority of the Directors at a meeting of the Board of Directors and sanctioned by a simple majority affirmative vote of the members at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-law shall not be enforced or acted upon until the approval of the Charities Directorate of the Canada Revenue Agency has been obtained.
- b) Two-thirds vote of members is needed to make, amend or repeal by-law provisions dealing with conditions of membership, notice of meetings to members, transferability of membership, or absentee voting, or to amend the Articles.

#### **By-Law 3 – Not for Profit Nature of the Society**

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

#### **By-Law 4 – Conditions of Membership**

- a) Membership in the Society shall be limited to persons interested in furthering the objects of the Society and whose applications for admission as members have received the approval of the Board of Directors.
- b) The membership fees shall be such amount as may be determined annually by the Board of Directors.
- c) Any member may withdraw from the Society by delivering to the Society a written resignation and lodging a copy of the same with the Secretary of the Society.
- d) Any member may be required to resign by a vote of three-quarters of the members at an annual meeting of members.

#### **By-Law 5 – Categories of Membership**

- a) Individuals may apply to join the Society as: **Full, Post-doctoral/Research Associate, Student, Corresponding or Emeritus/Emerita.**
- b) A corporation may join the Society as a **Corporate Member** for a membership fee fixed by the Board of Directors. A member corporation will have the right to nominate two representatives who will receive individual Full Membership privileges at no extra cost. The membership will entitle the corporation to have its logo displayed at the CSPB/SCBV's web site along with a link to its own web site.
- c) All membership applications shall be sent to the Treasurer or the Treasurer's delegate. The Board of Directors shall have the authority to reject an application for membership according to the best interests of the Society.
- d) Post-Doctoral/Research Associate Membership is available to post-doctoral fellows and research associates conducting research related to plant biology; eligibility for Post-Doctoral/Research Associate membership shall cease at the end of the fiscal year in which such employment finishes.
- e) Student Membership is open to graduate and undergraduate students. Eligibility for Student Membership shall cease at the end of the fiscal year in which final graduation takes place.
- f) Plant biologists who live outside Canada shall be eligible for Corresponding Membership.
- g) An Emeritus/Emerita member is one who has retired from active salaried employment as a plant biologist and is working no more than half-time in a salaried position. This category of membership is available only to retired Full Members with at least five years continuous, Full Membership in the

Society. Emeritus membership will not be available to non-members, Corresponding Members, Post Doctoral/Research Associate Members or Student Members.

- h) Full Membership is open to plant biologists, resident in Canada or abroad, who do not meet the conditions of the other membership categories.
- i) Corresponding, Student and Post-Doctoral/Research Associate members shall not be eligible to hold office in the Society except an office specifically reserved to give representation to one or more of these membership categories.
- j) All categories of members shall have the right to vote at annual business meetings and to attend all scientific conferences organized by the Society.
- k) By a majority of votes at the annual meeting of members, the members may name a **Life Member**. Such a member will henceforth no longer be required to pay annual membership dues and will stay on the rolls during their natural lifetime or until the member resigns. It is expected that this great honour will be bestowed on very few individuals.

#### **By-Law 6 – Board of Directors**

- a) The property and business of the Society shall be managed by a Board of a minimum of six (6) Directors and a maximum of twelve (12) Directors. Three (3) Directors shall form a quorum.
- b) Directors serve two-year terms, and shall be eligible for re-election at the annual general meeting of members. There is no limit on the number of consecutive terms to which a Director may be elected.
- c) Meetings of the Board of Directors may be held at any time and place to be determined by the Directors provided that fourteen days' notice of such meeting shall be sent to each Director. No formal notice shall be necessary if all Directors are present at the meeting or waive notice thereof in writing.
- d) Directors, as such, shall not receive any stated remuneration for their services but, by resolution of the Board, expenses of their attendance may be allowed for their attendance at each regular or special meeting of the Board. Such fixed sum may be paid to the Directors as members may by resolution determine, provided that nothing herein contained shall be construed to preclude any Director from serving the Society as an Officer or in any other capacity and receiving compensation therefor.
- e) A retiring Director shall remain in office until the dissolution or adjournment of the annual meeting of members at which their successor is elected.
- f) The Directors may appoint one or more Directors, who shall hold office for a term expiring not later than the close of the next annual general meeting of members, but the total number of directors so appointed may not exceed one-third of the number of Directors who have been elected at an annual meeting of members.
- g) The Directors shall have power to authorize expenditures on behalf of the Society from time to time and may delegate by resolution to an Officer or Officers of the Society the right to employ and pay salaries to employees. The Directors shall have the power to make expenditures for the purpose of furthering the objects of the Society. The Directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of persons having made notable contributions to further the objects of the Society in accordance with such terms and conditions as the Board of Directors may prescribe.
- h) The remuneration of all agents and employees shall be fixed by the Board of Directors by resolution. Such resolution shall have force and effect only until the next annual or special general meeting of members when it shall be confirmed by resolution of the members, and in the absence of such confirmation by the members, then the remuneration to such officers, agents, or employees shall cease to be payable from the date of such meeting of members.
- i) The Board of Directors shall take such steps as they may deem requisite to enable the Society to receive donations and benefits for the purpose of furthering the objectives of the Society.
- j) Each Director shall have one vote at all meetings of Directors.
- k) If all the Directors of the Society consent thereto generally or in respect of a particular meeting, a Director may participate in a meeting of the Board or of a Committee of the Board by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a director participating at such a meeting by means is deemed to be present at the meeting.
- l) A resolution in writing, signed by all Directors entitled to vote on that resolution at a meeting of directors is valid as if it had been passed at a meeting of Directors or Committee of Directors.

### **By-Law 7 - Officers**

- a) The Officers of the Society shall be a President, Vice-President, Secretary and Treasurer and such other Officers as the Board of Directors may by by-law determine. A person may, at any time, hold more than one office.
- b) The Officers of the Society shall hold office for two years and until their successors are elected or appointed in their stead. The Officers shall be elected at the annual meeting of members in years in which the two-year term of office is complete. Any other Officers of the Society determined by by-law shall be appointed at the first meeting of the Board of Directors following each annual meeting of members.
- c) The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.

### **By-Law 8 – Duties of Officers**

- a) The President shall be the Chief Officer of the Society. They shall preside at all meetings of the Society and of the Board of Directors. They shall have the general and active management of the business of the Society. They shall see that all orders and resolutions of the Board of Directors are carried into effect and the President or the Secretary, or other Officer appointed by the Board of Directors for the purpose, shall sign all by-laws and other documents requiring the signatures of the Officers of the Society. The President shall hold office for two years and then assume the office of Past-President for two years.
- b) The Vice-President leads the planning for future annual scientific conferences of the Society, including meeting site selection, coordination with other scientific societies (for joint meetings), and identification of a local organizing committee for each annual conference. The Vice-President also coordinates the judging for the President's awards at the annual scientific conference. The Vice-President shall annually review, and update as needed, the implementation plan to promote diversity and equity in the Society, in consultation with the Officers, Directors and other Society members. The Vice-President shall hold office for two years and then assume the office of President.
- c) The Treasurer shall have the custody of the Corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Society and shall deposit all moneys and other valuable effects in the name and to the credit of the Society and in such depositories as may be designated by the Board of Directors from time to time. They shall disburse the funds of the Society as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and Directors at the regular meeting of the Board, or whenever they may require it, an account of all his transactions as Treasurer and of the financial position of the Society. They shall also perform such other duties as may from time to time be determined by the Board. They shall give the Society a bond in a sum and with one or more sureties satisfactory to the Board of Directors for the faithful performance of the duties of their office, and for the restoration to the Society in case of their death, resignation, retirement or removal from office of all books, papers, vouchers, money and other property of whatever kind in their possession or under their control belonging to the Society.
- d) The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. They shall give or cause to be given notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision he shall be. They shall be custodian of the Seal of the Society, which they shall deliver only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution.

### **By-Law 9 – Indemnities of the Directors and Others**

Every Director or Officer of the Society or other person who has undertaken or is about to undertake any liability on behalf of the Society or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Society, from and against:

- all costs, charges and expenses that such director, officer or other person sustains or incurs in or

about any action, suit or proceedings that is brought, commenced or prosecuted against them, or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;

- all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

#### **By-Law 10 - Nomination and Election of Officers, Directors, Committees and Representatives**

- a) The Nominating Committee consists of three (3) members. The Chair of the Nominating Committee is appointed from the Board of Directors, and the other two (2) members shall be Full Members who are not members of the Board of Directors. The Eastern Regional Director and the Western Regional Director will serve as *ex officio* members to advise the nomination committee.
- b) The Nominating Committee is responsible for preparing a slate of nominations to be presented at the annual meeting of members. The Nominating Committee prepares nominations for all positions within the Society except for the Student/Post-Doctoral Representative (the latter is directly elected by the Student and Post-Doctoral/Research Associate Members). Additional nominations shall be accepted over the signatures of two Full Members or from the floor at the time of the election (except for the Student/Post-Doctoral Representative position).
- c) The nominating committee should aim to prepare a slate of committee nominations that broadly represent the diverse backgrounds, research fields, and regional coverage of Society members.
- d) Where more than one candidate is nominated for a position, an election by secret ballot shall be held at the annual meeting of members.
- e) The Student/Post-Doctoral Representative can be nominated by Student or Post-Doctoral/Research Associate Members, or the Student/Post-Doctoral Representative can nominate themselves. Each nominee should provide a brief resume and a brief statement of why they are interested in participating more actively in the Society (maximum of 100 words for both). The Chair of the Nominating Committee is responsible for sending out the call for nominations and for running the election. Balloting will be conducted by using an appropriate online voting system, and Student and Post-Doctoral/Research Associate Members will be invited to participate in the vote by email.
- f) The members shall at each annual meeting of members appoint an accounting firm, on the advice of the Treasurer, to perform one of a compilation engagement, review engagement or audit engagement and to submit the appropriate Corporation and Charity tax reports.
- g) For all positions, each nomination must have the assent of the nominee.

#### **By-Law 11 – Meeting of Members**

- a) At the annual meeting of members, the members shall receive reports of the Officers, Directors and Committees, and shall elect new members of the Board of Directors and of the various committees to replace the members whose terms have expired.
- b) Three (3) months' prior notice shall be given to each member of any annual meeting of members. Special meetings may be called at the discretion of the Board of Directors. Fifteen (15) Full Members present in person or represented by proxy at the meeting shall constitute a quorum. Each member, regardless of membership category, present or represented by proxy at a meeting shall have the right to exercise one vote.
- c) The Chair of the annual meeting of members shall not exercise a vote except to break a tie.
- d) A member may appoint as their proxy any other member to vote at any annual or special general meeting by completing a proxy form circulated with the notice of meeting.
- e) The Board of Directors can make the decision to hold the annual meeting of members as a Virtual Meeting if deemed necessary.

#### **By-Law 12 - Financial Year**

The financial year of the Society shall end on the 30th day of April in each year.

#### **By-Law 13 – Signature and Certification of Documents**

Contracts, documents or any instruments in writing requiring the signature of the Society, shall be signed by any two of the President, Vice-President, Secretary or Treasurer, and all contracts, documents and instruments in writing so signed shall be binding upon the Society without any further authorization or

formality. The Directors shall have power from time to time by by-law to appoint an officer or officers on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing. The seal of the Society 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 Board of Directors.

#### **By-Law 14 - Definition of Eastern and Western**

The boundary between Eastern Canada and Western Canada shall be the Ontario-Manitoba border.

#### **By-Law 15 – Rules and Regulations**

The Board of Directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Society as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of members of the Society when they shall be confirmed, and in default of confirmation at such annual meeting of members shall at and from that time cease to have force and effect.

#### **By-Law 16 - The Society Medal**

- a) The Society shall award a plaque with a Gold medal Society logo to be known as The Society Gold Medal.
- b) The Medal shall be awarded for outstanding career research and leadership contributions, primarily in Canada.
- c) The Medal shall be awarded by decision of the Board of Directors on the recommendation of the Society Medal Committee.
- d) The members of the Society Medal Committee shall be elected at the annual meeting of members, and membership in the Committee is for five years. The committee shall consist of three Full Members rotated in such a manner that one new member is appointed when a sitting member has completed their 5-year term (i.e. years 1, 3, 5). The longest serving member of the committee becomes the Chair for the remainder of their 5-year term.
- e) The Medal shall be normally awarded with a maximum frequency of once in three years, and shall be presented at the annual scientific conference of the Society.
- f) The recipient of the Medal shall be invited to address the members at the annual scientific conference following the one at which the award is made.
- g) A nomination for the Medal must be supported by one Full Member and shall be documented with a full curriculum vitae and a citation outlining the nominee's outstanding career research and leadership contributions to plant biology. These documents must be submitted to the Chair of the Society Medal Committee by the 1st of February preceding the annual meeting of members. The Chair of the Society Medal Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- h) Nominations shall stand for three years, but may be revised annually and shall be renewable. Nominations and supporting documents shall remain confidential to the Committee. After the three-year nomination period, or after the awarding of the Medal to a nominee, the nominee's "nomination file" shall be destroyed unless the nomination is renewed.

#### **By-Law 17 - The C.D. Nelson Award**

- a) The Society shall award the C.D. Nelson Award in Plant Biology.
- b) The Award shall be given for outstanding research contributions to plant biology. Special consideration will be given to originality and independence of thought. Nominees shall have been in an independent, full-time research position for no more than 10 years, although career breaks will be taken into account when applicants are nearing the end of this eligibility period (e.g. maternity or parental leave, caregiver's responsibilities, illness, etc.). Nominees need not be Canadian citizens or members of the Society but must be engaged in a research program in Canada at the time of the nomination. The award includes a cash prize; the value of the prize is determined by the Board of Directors.
- c) The Award shall be awarded by decision of the Board of Directors on the recommendation of the C.D. Nelson Award Committee.

- d) The members of the C.D. Nelson Award Committee shall be elected at the annual meeting of members, and shall consist of three Full Members rotated in such a manner that one new member is appointed annually. The longest serving member of the committee becomes the Chair for one year. Membership in the Committee is for three years.
- e) The Award shall be awarded with a maximum frequency of once every year, and presented at the annual scientific conference of the Society.
- f) The recipient of the C.D. Nelson Award shall be invited to address the members at the annual scientific conference following at the one at which the award is made.
- g) A nomination for the Award must be supported by one Full Member and shall be documented with a full curriculum vitae (with contributions from their independent research position clearly identified) and a citation outlining the nominee's originality and independence of thought in their outstanding research contributions to plant biology. It is recommended that nominees have been in an independent research position for a sufficient period of time to build a record of research contributions that strongly supports their 'originality and independence of thought' (i.e. at least 6 years). These documents must be submitted to the Chair of the C.D. Nelson Award Committee by the 1st of February preceding the annual meeting of members. The Chair of the C.D. Nelson Award Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- h) Nominations shall stand for three years, but may be revised annually and shall be renewable. Nominations and supporting documents shall remain confidential to the Committee. After the three-year nomination period, or after the awarding of the C.D. Nelson Award to a nominee, the nominee's "nomination file" shall be destroyed unless the nomination is renewed.

**By-Law 18 - The David J. Gifford Award in Tree Biology**

- a) The Society shall award the David J. Gifford Award in Tree Biology.
- b) The Award shall be given for outstanding research contributions in tree biology, primarily in Canada. Special consideration will be given to originality and independence of thought. Nominees need not be Canadian citizens or members of the Society but must be engaged in a research program in Canada at the time of the nomination, and shall have been in an independent, full-time research position for more than 15 years. The award includes a cash prize; the value of the prize is determined by the Board of Directors.
- c) The Award shall be awarded by decision of the Board of Directors on the recommendation of the David J. Gifford Tree Biology Award Committee.
- d) The members of the David J. Gifford Tree Biology Award Committee shall be elected at the annual meeting of members, and membership in the Committee is for five years. The committee shall consist of three Full Members rotated in such a manner that one new member is appointed when a sitting member has completed their 5-year term (i.e. years 1, 3, 5). The longest serving member of the committee becomes the Chair for the remainder of their 5-year term.
- e) The Award shall be normally awarded with a maximum frequency of once in three years, and shall be presented at the annual scientific conference of the Society.
- f) A nomination for the Award must be supported by one Full Member and shall be documented with a full curriculum vitae and a citation outlining the nominee's outstanding and original research contributions. These documents must be submitted to the Chair of the David J. Gifford Tree Biology Award Committee by the 1st of February preceding the annual meeting of members. The Chair of the David J. Gifford Tree Biology Award Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- g) Nominations shall stand for three years, but may be revised annually and shall be renewable. Nominations and supporting documents shall remain confidential to the Committee. After the three-year nomination period, or after the awarding of the David J. Gifford Award to a nominee, the nominee's "nomination file" shall be destroyed unless the nomination is renewed.

**By-Law 19 - The Gleb Krotkov Award**

- a) The Society shall award the Gleb Krotkov Award.
- b) The Award shall be given for outstanding career service to the Society.

- c) The Award shall be awarded by decision of the Board of Directors on the recommendation of the Gleb Krotkov Award Committee.
- d) The members of the Gleb Krotkov Award Committee shall be elected at the annual meeting of members, and membership in the Committee is for five years. The committee shall consist of three Full Members rotated in such a manner that one new member is appointed when a sitting member has completed their 5-year term (i.e. years 1, 3, 5). The longest serving member of the committee becomes the Chair for the remainder of their 5-year term.
- e) The Award shall normally be awarded with the maximum frequency of once every three years, and shall be presented at the annual scientific conference of the Society.
- f) A nomination for the Award must be supported by one Full Member and shall be documented with a full curriculum vitae and a citation outlining the nominee's outstanding career service to the Society. These documents must be submitted to the Chair of the Gleb Krotkov Award Committee by the 1st of February preceding the annual meeting of members. The Chair of the Gleb Krotkov Award Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- g) Nominations shall stand for three years, but may be revised annually and shall be renewable. Nominations and supporting documents shall remain confidential to the Committee. After the three-year nomination period, or after the awarding of the Gleb Krotkov Award to a nominee, the nominee's "nomination file" shall be destroyed unless the nomination is renewed

#### **By-Law 20 - The Presidents' Awards**

- a) The Society shall award the Presidents' Awards for the best oral and poster presentations of scientific papers at each annual scientific conference. The awards include a cash prize; the value of the prize is determined by the Board of Directors.
- b) Preference will be given to competitors who are student members of the Society and registered in a *bona fide* undergraduate or postgraduate programme at the time of presentation of the paper, or have defended their graduate thesis no more than three months prior to the time of presentation.
- c) The presentation may be co-authored. At the time of submission of the abstract, the student must indicate that they wish to enter the competition for the Presidents' Awards.
- d) The Presidents' Award Committee shall consist of Full Members chosen by and including the Vice-President (or their designate), who shall attempt to co-opt members for the judging panel whose expertise covers those areas of research which are to be presented by the competitors. The Vice-President (or their designate) will receive a copy of the competitors' abstracts in advance of the annual scientific conference. The panels will judge the presentations on the basis of their scientific content and presentation. Honourable Mentions may be given to all papers achieving marks over a determined threshold, in addition to the main prizes.

#### **By-Law 21 - The Directors' and Waygood Awards**

- a) The Society shall give awards for the best oral and/or poster presentations of scientific papers at each Regional Meeting of the Society. The awards shall be known as the Directors' Awards (for the Eastern Regional Meeting) and the Waygood Awards (for the Western Regional Meeting). Normally one award may be made at a Regional Meeting in each of the oral and poster categories at the discretion of the judging panel. The awards include a cash prize; the value of the prize is determined by the Board of Directors.
- b) Preference will be given to competitors who are student members of the Society and registered in a *bona fide* undergraduate or postgraduate program at the time of presentation of the paper, or have defended their graduate thesis no more than three months prior to the time of presentation.
- c) The presentation may be co-authored. At the time of submission of the abstract, the student must indicate that they wish to enter the competition.
- d) The Regional Director shall co-opt Full Members for the judging panel whose expertise covers those areas of research which are to be presented by the competitors. The Regional Director will receive a copy of the competitor's abstract in advance of the Regional Meeting from the Chair of the local organizing committee (or their designate). The panel will judge the presentations on the basis of their scientific content and presentation. Honourable Mentions may be given to all papers achieving marks over a threshold determined by the Regional Directors' Award Committee.

#### **By-Law 22 - Ann Oaks Scholarship and Fund**

- a) Origin and Purpose - The Ann Oaks Scholarship Fund was established by the Society initially through generous donations from Professor B. Ann Oaks, Ph.D., F.R.S.C., eminent Canadian plant scientist and long-time member of Society. The purpose of the Fund is to provide one or more discrete academic scholarships to eligible recipients, financed from the interest accumulated on the capital.
- b) Establishment and Management of the Ann Oaks Scholarship Fund - The Treasurer shall establish and maintain a separate financial account for the transactions of the Ann Oaks Scholarship Fund. The Treasurer and, in their absence, the President of Society has sole signing authority for the account. The Society will attempt to grow the available funds through investment in financial instruments, following the advice of the Board of Trustees. The Treasurer and Board of Trustees may seek advice and assistance from professional managers employed by financial institutions. The Treasurer is authorized to accept additional charitable donations from individuals, organizations and institutions to assist in financing the scholarships.
- c) Composition of the Board of Trustees - The Board of Trustees shall consist of four Full Members of the Society with a history of four or more years of membership. In addition, the current Treasurer of the Society shall be a member ex-officio. The immediate past-Treasurer will serve as an advisor and resource to the Board of Trustees for two years past the expiry of the term as Treasurer. Members of the Board of Trustees will be nominated by the Nominating Committee and serve four-year terms, renewable and overlapping. Nominees shall be confirmed by vote at the annual meeting of members. The Society's Board of Directors, in consultation with the Ann Oaks Fund Board of Trustees, shall name a Chair of the Board of Trustees, and also a Co-Chair. The Chair and Co-Chair of the Board of Trustees will be selected from existing members of the Board of Trustees. The role of the Co-Chair is to facilitate financial management of the Fund in accordance with relevant provincial regulations. The Society's Board of Directors shall have the power to remove members from the Board of Trustees.
- d) Role of the Board of Trustees - The role of the Board of Trustees is to: devise and maintain appropriate policies and procedures to guide the operation of the Ann Oaks Scholarship and Fund; to advise the Treasurer on the financial management of the Ann Oaks Scholarship Fund; to promote additional charitable donations to the Fund; to advertise the availability of the scholarship and to solicit applications periodically from qualified candidates; to select the recipient(s) of the Ann Oaks Scholarship; to inform the Society membership of the activities of the Board through an annual report.
- e) Nature of the Scholarship - The scholarship will be awarded, contingent on funding, for a period of one year. Renewal of the scholarship for two additional and consecutive years may occur provided the original recipient maintains the high standards required by their home institution, as certified by the student's direct research supervisor. The value of the Scholarship must approximate or exceed the value of the Natural Science and Engineering Research Council of Canada's Post Graduate Scholarship (NSERC PGS D) and may be adjusted from time to time by the Board of Trustees. Additional scholarships will be offered if and when money from the Ann Oaks Fund is available. A student membership in the Society will also be granted to the successful candidate(s).
- f) Selection Criteria - The successful candidate shall be chosen by the Board of Trustees. The excellence of the candidate shall be the determining factor. Determination of excellence shall be based, in part, on past academic performance, demonstrated scientific and research ability and future potential to make significant contributions to basic research in plant biology. The application package is identical to NSERC PGS D application. The scholarship need not be awarded if, in the sole determination of the Board, no suitable, meritorious candidate has applied.
- g) Eligibility - The scholarship is intended for Canadian citizens or permanent residents of Canada, as may be certified by the government of Canada. Applications will be accepted only from candidates entering or enrolled in the first year of study in a Ph.D. (Doctoral) program involving basic research in plant biology at an accredited Canadian university. Candidates shall not simultaneously hold other types of prestigious scholarships collectively valued at more than 40% of the value of the Ann Oaks Scholarship.

#### **By-Law 23 - George H. Duff Student and Post-Doctoral Fellow Travel Bursaries**

- a) The George H. Duff Student Travel Bursaries shall be given by the Society.



- b) The bursaries shall be used to assist students and post-doctoral fellows with travel costs associated with attending the annual scientific meeting.
- c) The Society will annually set aside a sum of money to finance the Bursaries. The amount set aside will be determined by the Board of Directors.
- d) The allocation of the Travel Bursaries shall be determined by the Eastern and Western Region Directors, who are members of the Society's Board of Directors.
- e) Preference will be given to applicants who are members of the Society, and an undergraduate or graduate student or a post-doctoral fellow, at the time of the annual scientific conference. Post-doctoral fellows shall have obtained their PhD no more than 4 years (i.e., 48 months) prior to the date of the submission of the application, although career breaks will be taken into account when applicants are nearing the end of this eligibility period (e.g. maternity or parental leave, caregiver's responsibilities, illness, etc.).
- f) Applicants must be the designated presenter of the work at the conference, in an oral or poster category. Applications will be judged on the basis of need and distance from the conference site. Preference may be given to applicants living beyond a determined distance from the conference site (as determined by the two Regional Directors).
- g) A call for applications for the George H. Duff Travel Bursaries shall be made at least two months in advance of the abstract deadline for the annual scientific conference. Applications for the Bursaries are to be sent to the more senior of the two Regional Directors, who serves as the Chair of the Travel Bursary Committee.
- h) The George H. Duff Travel Bursary Committee shall be comprised of the Regional Directors. The Committee will be responsible for judging applications and notifying students of their decision and any conditions associated with the Bursary.
- i) The recipients of the Bursaries will be notified before the abstract and registration deadlines for the annual scientific conference.

**By-Law 24 - Ragai Ibrahim Award for Best Student Paper**

- a) Origin and Purpose - The Ragai Ibrahim Award Fund was established by the Society through a generous donation from the late Professor Ragai Ibrahim, eminent Canadian plant scientist. The purpose of the award is to recognize excellence in publication by graduate students. Each year there will be one winner and an honourable mention. The Award includes a cash prize; the value of the prize is determined by the Board of Directors.
- b) Establishment and Management of the Ragai Ibrahim Award Fund - The Treasurer shall establish and maintain a separate financial account for the transactions of the Ragai Ibrahim Award Fund. The Society will attempt to grow the available fund through investment in financial instruments. The Treasurer may seek advice and assistance from professional managers employed by financial institutions. The Treasurer is authorized to accept additional charitable donations from individuals, organizations and institutions to assist in financing the award.
- c) Criteria - A peer reviewed paper either in print or on-line will be nominated by the supervisor of the student, and will be evaluated on the impact or potential impact that work will have on plant biology. The nominated student will be the first or primary author of the work, and the paper must be based on work that the nominee performed as a student (graduate student or undergraduate). Recognizing that multi-author papers have different inputs, the contributions of the nominee (involvement in the experimental design, experiments conducted, analyses, contribution to writing etc.) should be clearly described in the nomination letter. Preference will be given to nominees who are members of the Society.
- d) The award is based on the calendar year (January 1 to December 31). The publication date can be based on either the date published online or the journal issue date. The nominee must be a student, or alternatively, have completed their graduate/undergraduate program no more than twelve (12) months prior to the date of publication of the paper.
- e) The Award shall be awarded by decision of the Board of Directors on the recommendation of the Ragai Ibrahim Award Committee.
- f) The members of the Ragai Ibrahim Award Committee shall be elected at the annual meeting of members, and shall consist of three Full Members rotated in such a manner that one new member is appointed annually. The Student/Post-Doctoral Fellow Representative will also be part of this

Committee. The longest serving Full Member of the Committee becomes the Chair for one year. Membership in the Committee is for three years.

- g) A nomination for the Award must be submitted to the Chair of the Ragai Ibrahim Award Committee by the 1st of February preceding the annual meeting of members. The Chair of the Ragai Ibrahim Award Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- h) The award shall be presented at the annual scientific conference of the Society.

#### **By-Law 25 - The Carl Douglas Prize**

- a) The Society shall award the Carl Douglas Prize in Plant Biology.
- b) The Prize shall be awarded for outstanding contributions to plant biology by a postdoctoral fellow, based on initiative and originality of the research, productivity of the individual, and leadership during their postdoctoral fellowship. A postdoctoral fellow is an individual who has completed their PhD and is engaged in full-time research under the supervision of a mentor.
- c) Applicants shall have obtained their PhD no more than 4 years (i.e., 48 months) prior to the date of the submission of the application, although career breaks will be taken into account when applicants are nearing the end of this eligibility period (e.g. maternity or parental leave, caregiver's responsibilities, illness, etc.). Applicants need not be Canadian citizens or engaged in a research program in Canada at the time of the nomination or during their postdoctoral fellowship. Preference will be given to applicants who are current members of the Society and have previously participated as a member of the Society. Applicants can apply more than once, but cannot be a previous recipient of the Prize.
- d) The Prize shall be awarded by decision of the Board of Directors on the recommendation of the Carl Douglas Prize Committee.
- e) The members of the Carl Douglas Prize Committee shall be elected at the annual meeting of members, and shall consist of three Full Members rotated in such a manner as to promote equity and diversity among Members, and that one new member is appointed annually. The longest serving member of the committee becomes the Chair for one year. Membership in the Committee is for three years.
- f) The Prize includes both a \$500 cash award and a reimbursement of travel expenses up to \$500 to attend and present at the annual scientific conference of the Society in the same year as the announcement of the Prize; although the value of the Prize can be subject to change based on determinations by the Board of Directors.
- g) For consideration for the Prize, applicants should submit: i) a current curriculum vitae; ii) a maximum 2-page personal statement describing their most outstanding contributions to research and productivity during their postdoctoral fellowship, including ongoing research, and evidence of initiative and originality of their research and their leadership in research and/or in the greater plant biology community; and iii) one letter of support, ideally from the applicant's postdoctoral advisor, past or present. Applications must be submitted to the Chair of the Carl Douglas Prize Committee by the 1st of February preceding the annual meeting of members. The Chair of the Carl Douglas Prize Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- h) All application documents shall remain confidential to the Committee and shall be destroyed after each competition.

#### **By-Law 26 - The Mary E. Spencer Award**

- a) The Society shall award The Mary E. Spencer Award in Plant Biology.
- b) The Award shall be given for outstanding research in the field plant biology and active public service engagement in the plant biology community by a mid-career researcher. Nominees need not be Canadian citizens or members of the Society but must be engaged in a research program in Canada at the time of the nomination, and shall have been in an independent, full-time research position for more than 15 years. The award includes a cash prize; the value of the prize is determined by the Board of Directors.
- c) The Award shall be awarded by decision of the Board of Directors on the recommendation of The Mary E. Spencer Award Committee.
- d) The members of The Mary E. Spencer Award Committee shall be elected at the annual meeting of members, and membership in the Committee is for five years. The committee shall consist of three

Full Members rotated in such a manner that one new member is appointed when a sitting member has completed their 5-year term (i.e. years 1, 3, 5). The longest serving member of the committee becomes the Chair for the remainder of their 5-year term.

- e) The Mary E. Spencer Award shall be normally awarded with a maximum frequency of once in two years. The Award shall be presented at the annual scientific conference of the Society.
- f) The recipient of The Mary E. Spencer Award shall be invited to address the members at the annual scientific conference following at the one at which the award is made.
- g) A nomination for the Award must be supported by one Full Member and shall be documented with a curriculum vitae and a two-page summary outlining research and public service contributions. Additional letters of support are encouraged, including those who can speak to the nominee's public service contributions. The nomination must be submitted to the Chair of The Mary E. Spencer Award Committee by the 1st of February preceding the annual meeting of members. The Chair of the Mary E. Spencer Award Committee must send the committee recommendation to the President by the 15th of March preceding the annual meeting of members, following the process outlined in the Duties Manual.
- h) Nominations shall stand for three years, but may be revised annually and shall be renewable. Nominations and supporting documents shall remain confidential to the Committee. After the three-year nomination period, or after the awarding of The Mary E. Spencer Award to a nominee, the nominee's "nomination file" shall be destroyed unless the nomination is renewed.

Aug 26, 2020

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Daphne Goring, CSPB President

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Robin Cameron, CSPB Vice-President