



CSPB/SCBV Duties Manual

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Duties of Officers, Directors and Committees

President

The general duties of the President, one of the Officers of the Society, are outlined in the CSPB Purpose and By-Laws (By-Law 8(a)) (available on the CSPB website under 'Documents and Forms'). Further details are provided below.

Before taking Office

1. Read the Purpose and By-Laws of the Society, and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website).
2. Read all information provided in the current version of the 'CSPB/SCBV Duties Manual', including current policy statements such as the Advertising Policy (available on the CSPB website under 'Documents and Forms').

Upon taking Office

1. Represent the CSPB on the Board of Directors of Plant Canada. In years of joint meetings with Plant Canada, participate at the meeting of the Plant Canada Board of Directors.
2. Inform the Secretary and Treasurer of Plant Canada of the names of the new Directors, yours and the new V-P of the CSPB.
3. With the Secretary ensure that the CSPB website lists the up-to-date composition of the Executive Committee.
4. Ensure that the remainder of the Executive Committee has read and understands the By-Laws of the Society, the latest Budget of the Society and of the Corporation (CSPB Inc.), and the CSPB-SCBV implementation plan to promote diversity and equity in the society.

At the first Annual Business Meeting (immediately after receiving the gavel)

1. Call for motions authorizing President and Treasurer to sign for the Society.
2. Call for motions of thanks (Host Institute, Local Committee, Departing members of the Executive, etc.)
3. Ask for any other business
4. Announce time and place of incoming executive meeting
5. Ask for a motion to adjourn
6. Ensure that all motions are moved and seconded and that the secretary has recorded the names of the movers and seconders and the texts of the motions correctly.

At the Incoming Executive Committee Meeting

1. Review action necessitated by the Annual Business Meeting and at the outgoing executive meeting. Ensure that responsible persons are named to carry out these actions.
2. Confirm appointments of the various award committee members:
 - CSPB/SCBV Society Medal Committee
 - C.D. Nelson Award Committee.
 - David J. Gifford Award in Plant Biology Committee
 - Gleb Krotkov Award Committee
 - Ragai Ibrahim Award Committee
 - Carl Douglas Prize Committee

- Mary Spencer Award Committee
3. These committee members are nominated for either three- or five-year terms depending on the award, with a new one being nominated every year. In the next year the second member on the list would normally become the Chair.
 4. Confirm appointment of the Nominating Committee which is chaired by the Senior Director.
 5. Ensure that meeting arrangements are in place for future National and Regional meetings.
 6. Discuss the budget and authorize payments to be made by Treasurer.
 7. Appoint any *ad hoc* committees required.

After the Annual Meeting

1. Write letters of thanks to the host institution, the local committee chair and members, and to members retiring from the executive committee and from the other committees.
2. Send 'welcome-to-your-office' mails to new Executive members and Committee chairs, and direct them to the 'CSPB/SCBV Purpose and By-Laws' and the recent copy of the 'CSPB/SCBV Duties Manual' posted on the CSPB website. Committee chairs should be put in contact with their predecessors to ensure transfer of any files. This is particularly important for some of the Award committees since some of the nominations stand for 3 or 5 years.
3. Check the minutes of the Annual Business Meeting and the Executive Committee meetings for actions to be taken.
4. Update message from the President on the website.
5. Contact the President of Plant Canada to inform them of the changes of officers and to determine what actions are expected and make plans to attend or send representative to all meetings of Plant Canada.
6. Contact Secretary and establish a communication pattern.
7. Send copies of all correspondence to Secretary.
8. Send material to the Communications Director for inclusion in the Bulletin.
9. Care must be exercised to keep members (especially Executive Committee members) informed and involved and therefore working together. Between annual meetings decisions on issues arising may be made electronically by the Executive. The President should direct that process to ensure that a clear understanding is reached by the Executive of issues arising. This includes asking for the Secretary to provide a summary of the votes cast on issues that are put to a vote.
 - The President ensures that all directors, officers and committees are doing their jobs.
 - The President must react promptly to events and reply to requests for information.
 - The President leads by initiating and investigating ways to improve the Society.
 - The President can call on members to serve on ad hoc Committees as necessary provided that the initiatives are not incompatible with policies of the Executive Committee.

In the Fall

1. With the Secretary organize an Executive Committee meeting to take place at the next Regional Meeting. Ensure that Executive Committee meetings are not held at the same time as scientific sessions. Ensure that appropriate rooms and food are arranged for the committee meetings by the chair of the Local Organizing Committee.
2. For the Fall executive meeting, determine the Business Arising from the previous Executive meeting and prepare a President's Report for the Fall Executive meeting.
3. With the Secretary assemble an agenda for the Executive Committee meeting and arrange for notice (time, place and agenda) of the meeting to be sent to all Executive Committee members.
4. With the Secretary consider the agenda for the next Annual Business Meeting.

5. In early Fall, consult Executive committee members to decide for which CSPB Awards a call for nominations should be sent out. Some awards are only given occasionally rather than annually (e.g. Society Medal) and calls do not need to be sent out every year for those.
6. If timing of the regional meeting and release of the Bulletin permits, follow up on whether a call for award nominations was included in the Fall Bulletin.
7. Follow up to ensure that a call for nominations for awards is sent to the membership in **November** by electronic correspondence, clearly indicating the February 1st deadline for all awards.
8. In early January, contact Award Committee Chairs to determine how many award nominations have been received and ensure that another call for nominations for awards is sent, clearly indicating the February 1st deadline for all awards.

In the Spring

1. Following the February 1st deadline, contact Award Committee Chairs to remind them of the process for reviewing nomination files. Ensure that the Award Committee Chairs contact the Treasurer for membership information on the Nominees.
2. Ensure that all awards committee chairs report to you on time by the March 15th deadline and prepare a citation for each awardee.
3. These citations are used in part by the President to obtain Executive approval for each award nominee. Other nomination materials will also be provided to the Executive Committee from the various Award Committees depending on the award. Following executive approval, the President should aim to notify the successful awardee by the 15th of April prior to the Annual Meeting.
4. The citations are also to be read by the President at the Annual Meeting (e.g. banquet or a social mixer when it is a joint meeting) and published in the Fall Bulletin
5. The citations must be prepared in an electronic file for use in the Fall Bulletin.
6. Upon approval of a nominee ask the Treasurer to proceed with preparation of a medal or cheque.
7. Upon approval ask the Secretary to prepare certificates for the annual meeting.
8. After Award nominations have been confirmed by the Executive Committee, send signed congratulatory letters to each awardee by email and confirm if they will be attending the Annual Meeting to receive their award.
9. Ensure that the Nomination Committee reports in time to fill vacancies on the Executive and other committees.
10. With the Secretary ensure that the Local Organizing Committee has done its job.
11. Meeting program should include a schedule of events, a listing of all local committee members, and copies of all abstracts.
12. An electronic copy of the Meeting program should be provided to the Secretary and to the Communications Director for inclusion on the CSPB website.
13. With the Secretary make sure that the time, place and arrangements for the Annual Business Meeting and for the Executive Committee meetings and for other committee meetings (such as the President's Award Committee) are suitable.
14. With the Secretary arrange for an Outgoing Executive Meeting before the Annual Business Meeting, including confirmation of an agenda.
15. If there are nominees for Secretary and Treasurer, invite them to attend the Outgoing Executive Meeting.
16. Ensure that the Treasurer has a budget ready to present.
17. Review the budget as proposed by the Treasurer.
18. Ensure that the Secretary has minutes and copies of all reports.
19. Invite the chairs of the Local Organizing Committees for reports on their planning meetings.
20. Confirm the agenda of the Annual Business Meeting by mail with the Secretary.

21. The agenda must be posted on the website at least three weeks prior to the meeting.

Before the Annual Business Meeting

1. Ensure that the Secretary has delivered the agenda to members.
2. Ensure that a quorum attends.
3. Ask the Secretary to prepare a sheet for members to sign in or to arrange electronic attendance if name badges are barcoded.
4. Arrange for written reports from the following:
 - Secretary (minutes of last Annual meeting)
 - Treasurer (a membership report and two budget forecasts and two financial statements (for Society and Corporation))
 - Eastern and Western Directors (reports on regional meetings)
 - Senior Director for the Nominating Committee
 - Meeting Site Committee
 - Communications Director
 - Science Policy Director
 - President
5. Arrange for motions about membership dues.
6. Prepare a PowerPoint presentation that includes report summaries from all Directors for use at the ABM.
7. Either hand over gavel to incoming President or continue with meeting as you did last year. (i.e. see the start of Duties of the President).

Vice-President

The general duties of the Vice-President, one of the Officers of the Society, are outlined in the CSPB Purpose and By-Laws (By-Law 8(b)) (available on the CSPB website under 'Documents and Forms'). Further details are provided below.

Before Taking Office

1. Read the Purpose and By-Laws of the Society, and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website).
2. Read all information provided in the current version of the 'CSPB/SCBV Duties Manual', including current policy statements such as the Advertising Policy (available on the CSPB website under 'Documents and Forms'). Take specific note of the duties of the Presidents' Awards Committee.
3. Become familiar with the current activities and problems of the Society.
4. Obtain a copy of the 'CSPB/SCBV Meeting Planning Guide' from the Secretary.

Upon Taking Office

1. Help organize the agenda of Meetings.
2. Undertake additional duties as requested by the President of the Society.
3. Ensure that current, dated, signed and sealed copies of the Constitution and By-Laws in both French and English are held by the Secretary and available to all Executive Committee members.
4. Ensure that there is a chair of the President's Award Committee (either the V-P or a delegate, see By-Law 20). At joint meetings without local CSPB organizing committee (e.g. ASPB, Plant Canada), take over the organization of the President's Awards for best student presentation.
5. Represent the CSPB on the Board of Directors of Plant Canada. If the beginning of the office coincides with a joint meeting with Plant Canada, participate at the meeting of the PC Board of Directors.
6. 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.

Meeting Site Selection

1. The Vice-President is responsible for the choice of site and for forming the local organizing committee for National Annual Meetings.
2. Potential sites are brought to the executive committee in the form of written invitations from potential host organizations for their consideration.
3. After confirmation, the President sends a written acceptance of the formal invitation to the host organization.
4. Although the local organizing committee generally looks after the details, the VP is responsible to the Executive committee for the meeting.
5. The VP should also advise the local organizing committee of the requirement to establish a special bank account for the meeting.
6. The VP should arrange with the Executive by way of a motion to advance an appropriate amount of money to the local organizing committee for initial expenses.
7. Details of meeting symposia and a Call for Abstracts are normally sent to the Communications Director for inclusion in the Bulletin at least three (3) months before the date of the meetings.
8. The Chair of the Local Organizing Committee should do this by sending text to the Communications Director for inclusion in the Bulletin.

9. The Committee must ensure that format for the Proceedings (program and abstracts) conform to the publications policy (see Communications Committee's duties for more details).
10. The VP should ensure that the local organizing committee prepares and sends an interim financial report to the Treasurer two weeks after the end of the meeting.
11. The books and accounts for the meeting must be closed and a final report and refund cheque sent to the Treasurer before the end of the Society's fiscal year (April 30).
12. Any accounts receivable or accounts payable after that date are to be handled by the Society Treasurer.
13. The local organizing committee should ensure that an electronic copy of the Proceedings (program and abstracts) of the meeting are forwarded to the Secretary for archiving and to the Communications Director to be posted on the CSPB website.

Before the Annual Meeting

1. Arrange for judging of student poster and oral presentations. Either chair, or arrange for a Chair, of the President's Awards Committee, and ensure that the duties of the Presidents' Awards Committee are carried out.
2. Arrange that the Secretary receives the names of the awardees in time for the award ceremony.
3. Arrange for the most senior Past President present at the Annual Meeting to hand out the awards. Awards are typically handed out either at the Society banquet or at a social mixer (in case of joint meetings).

After the Annual Meeting

1. Contact chairs of the Local Organizing Committees and with the Regional Directors to ensure that plans for regional and national meetings (including symposia) are on track.
2. The Regional directors are responsible for the regional meetings.
3. The Eastern Regional meetings are held annually in late November.
4. The Western Regional meetings are usually biannual and certainly held whenever the national meetings are planned to be in the east of the country.
5. The VP is responsible for the National meetings.
6. Report to the Secretary and Communications Director

In the case of a Joint Annual Meeting (e.g. ASPB, Plant Canada, other Societies)

1. In the case of a joint meeting on Canadian soil identify a local CSPB committee to be involved in the logistics of the organization of the meeting.
2. Work with the President to arrange for a revenue sharing agreement between societies early in the planning process.
3. The VP represents the CSPB on the joint scientific committee and, if the meeting is outside of Canada, is also responsible to be involved in the logistics of the meeting.
4. Joint meeting with ASPB: The ASPB typically organizes an onsite preparatory meeting in September prior to the Annual Meeting, and a Program Committee meeting in March (for abstract selection and organization of the scientific program). However, the major symposia are identified already one year prior to the joint conference, i.e. at the ASPB meeting one year prior. It is therefore important to get in contact with the ASPB at least 18 months prior to the joint meeting to be included in these planning meetings and to be informed about the procedure of proposal of major symposia. This procedure should be advertised to CSPB members via the Bulletin, by email and through the website. The ASPB contact person at the time of writing is Jean Rosenberg.
5. Joint meeting with Plant Canada: The CSPB VP serves on the Board of Directors of Plant Canada and is therefore involved in the organization of joint meetings.

Past-President

Since the constitutional changes in 1992 there are no formal duties of the Past President other than to attend and vote at meetings of the Executive Committee, where possible, and to provide advice to the Executive Committee.

Secretary

The general duties of the Secretary, one of the Officers of the Society, are outlined in the CSPB Purpose and By-Laws (By-Law 8(d)) (available on the CSPB website). Further details are provided below.

Before taking office

1. Read the Purpose and By-Laws of the Society, and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website).
2. Ensure that current copies of the Purpose and By-Laws of the Society in both French and English are available on the website.
3. Read current policy statements such as the Advertising Policy and the Communications Committee duty manual section to be familiar with the Society publications policy.
4. Arrange with the outgoing Secretary for the transfer of all Society files to you (both electronic files and hardcopies).
5. You should decide what files, if any, to send to archives.
6. Plan to attend the meeting of the Outgoing executive as an observer. Ask the President for an invitation to at least part of the meeting.
7. Read all information provided in the current version of the ‘CSPB/SCBV Duties Manual’, including current policy statements such as the Advertising Policy (available on the CSPB website).

After your election to office at the 1st Annual Meeting as Secretary

1. Check with the Vice-President and President to ensure that an agenda for the Incoming Executive Meeting is available (usually prepared by the outgoing Secretary).
2. Ensure that all Executive Committee members have received notice of the Incoming Executive Committee meeting.
3. Take minutes at this incoming executive committee meeting. Clearly mark all action items and identify people to act on these items.
4. Gather names and complete addresses of all committee members.
5. Verify with the V-P to obtain the names of the awardees of the Presidents' awards and together with the Treasurer ensure to have cheques ready for the awards ceremony.
6. At the Incoming Executive Meeting, indicate that all Executive members should read and understand their respective duties as outlined in the current version of the ‘Duties of CSPB/SCBV Officers, Directors and Committees’, the President, Vice-President, and Treasurer should read the whole document, and the remainder of the Executive should read their specific duties.
7. Ensure with the President that letters of appreciation have been sent to meeting organizers, hosts, outgoing and incoming committee members.

Summer after the Annual meeting

1. Ensure that complete working files are kept on hand.
These include:
 - The current Society Purpose and By-Laws in French and English
 - All Policy Statements (publications as included in the appropriate duty manual section, advertising etc.)
 - Minutes of all recent Annual Business Meetings
 - Minutes of all recent Executive Committee Meetings
 - Recent active correspondence
 - Electronic templates of the certificates for the different awards

- Official seal of the Society
 - Electronic template of official stationery of the Society
2. Assembling this may involve searching through old minutes for policies decided upon in the past by the members or the Executive Committee.
 3. One copy of all minutes should be signed and sealed after they have been officially accepted at a meeting.
 4. Minutes should be bound when sufficient pages are accumulated.
 5. Older non-active correspondence must be sent to the Society archivist. Nothing should be discarded.
 6. The archivist is currently Étienne LePage. The previous archivist was Dr. Connie Nozzolillo. The Society archives are presently stored at the archives of the National Research Council on Sussex Drive in Ottawa. The address and contact information for Étienne LePage are as follows: AAFC, 1305 Baseline Road Tower 5, Floor 5, Room 100, Ottawa, Ontario, Canada K1A 0C5, Etienne.lepage@canada.ca, phone (613) 773-2432, fax (613) 773-0299.
 7. Post the Presidents' Awards along with other CSPB Awards to those who could not attend the Annual Meeting. Make sure to use enough packaging so that they reach their destination intact.
 8. Send minutes of the Incoming Executive committee meeting to the Executive Committee members for vetting within four weeks after the meeting.
 9. Get minutes of the Outgoing Executive committee meeting (from the retiring Secretary in the first year). Send this to Executive committee members for vetting within four weeks after the meeting.
 10. Get minutes of the Annual Business meeting (from retiring Secretary in first year) and post them on the website as a DRAFT until it is adopted at the following meeting.
 11. Send names of new executive committee members to the webmaster.
 12. Ensure that an electronic version of the proceedings of both the Regional and the Annual meetings are posted on the website. Send an electronic copy of each proceedings to the Society Archivist.
 13. Ensure that an electronic version of the Bulletin is posted on the website. Send an electronic copy to the Society Archivist.
 14. Update the 'CSPB/SCBV Duties Manual' and post the revised version on the CSBP/SCBV website. If amendments were made to the By-Laws and approved by the membership, the amended By-Laws document must be submitted to Corporations Canada within 12 months of confirmation by members. This can be done sending the amended By-Laws document to the CSPB Treasurer who can submit the file through their Canada Revenue Agency online filing account. Alternatively, the amendments can be sent by post/courier. Finally, post the amended By-Laws document on the CSPB/SCBV website.
 15. Confirm that all new Executive committee members have received and read the current version of the By-Laws and 'CSPB/SCBV Duties Manual', summarizing the most important facts. This is especially important for the Nominating Committee to use to inform nominees of the duties they will be expected to perform.
 16. Along with the Senior Director, please ensure that all Award Committee Chairs have read and are familiar with the relevant sections in the By-Laws and Duties Manual. In particular, the Chairs should know that:
 - all committee members should complete the *Unconscious bias training module* prior to reviewing nomination files
 - the nomination deadline for all awards is February 1st
 - the Chairs need to report the Award committee recommendations to the President by the March 15th deadline.
 - Please also follow up with a reminder in January

17. Prepare a list of names and addresses of all committee members (executive and otherwise) to be included in both Fall and Spring Bulletins as well as on the website.
18. Contact chairs of Local Organizing committees for the Eastern and Western Regional Meetings and for the next National meeting to ensure that the format for the program and abstracts will conform to the publications policy.
19. Program must have the official ISSN number on the top right-hand corner of the front cover (ISBN 0842-0602).
20. The program must be entitled Proceedings of The Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale Vol. xx No. xx. (see Duties of the Regional Directors for more details)

Fall

1. Contact the chair of the Local Organizing Committee for the Eastern Regional Meeting to ensure that the time and place for the Executive Committee meeting is included in the program.
2. Ensure with the President that the notice of motion, agenda and minutes of the last meetings (Outgoing and Incoming meetings) for the midterm executive meeting is sent to all Executive Committee members.
3. Prepare a summary of electronic correspondence and resolutions since the Annual Meeting to be presented during the executive meeting.
4. In early Fall, check with the President to determine what awards will be presented at the next Annual Meeting.
5. In November, ensure that the Communications Director has verified with all the Chairs of the Award Committees the text of the Call for nominations and arrange with the web master to send out the call (one email for all calls). The deadline for the all award nominations is February 1st and this should be clearly indicated in the Call for nominations. The call for nominations should be repeated in early January, prior to the February 1st deadline.

Winter

1. Send a notice of the Annual Meeting to the webmaster to be posted on the CSPB website.
2. Send a draft of the minutes of the last Annual Business Meeting to the webmaster to be posted on the CSPB website.
3. Update the proxi/procuration electronic documents to be posted on the website.
4. Contact the President to see if there will be any amendments proposed for the Constitution and By-Laws at the next Annual Business Meeting.
5. Use e-mail to confirm the awardees with the Executive (to be included in the summary of electronic resolutions). Make sure the awardee is informed of the decision by the President.
6. Have the award certificates printed and signed by the President.
 - Add the seal to the certificates and have them framed.
 - Bring them to the site of the Annual Meeting.
7. Ensure that the Local Organizing Committee has scheduled times and places for the Annual Business Meeting and meetings of the Executive Committee (outgoing and incoming), and that these are listed in the official meeting program and that they do not coincide with scientific sessions. Also ensure that lunch or dinner is provided if applicable
8. Arrange with the Local Organizing Committee to ensure that an area is available at the registration desk to distribute:
 - Membership renewal and application forms
 - CSPB flyer

9. Arrange with the Local Organizing Committee so that compatible word processors and photocopying is available on site for use by the Secretary if needed.
10. With the President, arrange an agenda for the Incoming Executive, Annual Business, and Outgoing Executive Meetings, and ensure that a notice is sent to all members of the Executive Committee along with the minutes of the last Executive Meeting (midterm).
11. Ask Executive members (President, Vice-president, Treasurer, Eastern and Western Regional directors, Communication Director, Education Director and Science Policy Director) to send an electronic version of their annual reports ahead of the Annual Meeting.
12. Ask the Senior Director to provide a list of nominees to all positions in the Society which are due to be vacated. This list will be discussed at the Outgoing Executive Committee Meeting and officially voted at the Annual Business Meeting.
13. Prepare a summary of electronic correspondence and resolutions since the last Executive Committee Meeting in December to be presented during the Outgoing Executive Meeting.
14. Encourage the membership to attend the Annual Business Meeting by e-mail before the meeting.
15. Prepare a sign in sheet for the Annual Business Meeting.

Annual Meeting

1. Bring a notebook computer or journal so that minutes can be prepared right after the various meetings at the Annual Meeting. It is also useful for revising the agenda of the Incoming Executive Meeting.
2. Take minutes at the Outgoing Executive committee meeting. Clearly mark action items and identify responsible individuals. Reports of the different executive officers are only included in the minutes of the Outgoing executive committee meeting if they differ from the report included in the minutes of the Annual Business Meeting (e.g. sometimes the President will provide two versions of their report such that sensitive material is only included in the minutes of the Outgoing meeting).
3. Provide the agenda, written reports and minutes of the previous annual business meeting (excluding the annexes containing the different reports from last year) as electronic files to be discussed at the Annual Business meeting.
4. Ensure that the Treasurer has award cheques available for presentation.
5. Ensure that all awards committees have completed citations.
6. Take minutes of the Annual Business Meeting
7. Ask all members attending the Annual Business Meeting to sign in. This list can be used to confirm the presence of a quorum.
8. Take minutes at the Incoming Executive Committee Meeting.

Throughout the year

1. Keep track of the electronic vote that take place throughout the year using Doodle or Survey Monkey. Report the results of the vote to the executive after the vote is over.
2. Promptly send all address changes to the Treasurer who maintains the mailing list.
 - Some members will mistakenly send address changes to the Secretary.
3. Arrange to meet and consult with the Communications Committee about policy related to the publication of the Bulletin, the Proceedings of the Society, the Membership Directory, the Society History and other potential publications of the Society.
4. Encourage colleagues to send news for inclusion into the Bulletin.
5. Talk regularly with the President and make sure that relevant information is speedily e-mailed to relevant society members.

6. Speak regularly with the various Local Organizing Committee chairs. They need encouragement and advice. Make sure their meetings are publicized as much as possible, including announcements in the Bulletin, on the CSPB website and electronically to the memberships.
7. Where appropriate, contact the various Directors, Chairs of Award Committees, and the Chair of the LOC to ensure that duties are being performed in a timely fashion.

Treasurer

The general duties of the Treasurer, one of the Officers of the Society, are outlined in the CSPB Purpose and By-Laws (By-Law 8(c)) (available on the CSPB website). Further details are provided below.

Read the duties of the Treasurer as outlined in the current version of the ‘CSPB/SCBV Duties Manual’ (available on the CSPB website). A condensed version of the Treasurer’s duties is also available from the Secretary.

Nature of the organization

CSPB is both a not-for-profit corporation (CSPB Inc) and a registered charity (CSPB). It’s clear from HGW’s conversations with George Espie (Treasurer from 2000-2002) that the Canada Revenue Agency (CRA) was formerly quite keen that the two organizations must be treated separately. In fact, it used to be required that the Annual Business Meeting (ABM) for CSPB Inc had to be officially adjourned prior to the start of the CSPB ABM. This is no longer the case. In fact, HGW’s conversations with the CRA strongly suggest that the CRA now views CSPB Inc and CSPB as one and the same organization. Sheila Macfie (SMM) confirmed this conclusion with accounts at Marcus & Associates. As a result, SMM merged the two bank accounts in spring 2018.

Responsibilities of the Treasurer

1. It is the Treasurer's duty to make up a budget for the next fiscal year.
 - Starting in May 2018, two budgets [one budget for the original charitable society (CSPB) and the other for the corporation (CSPB Inc.)] were no longer necessary.
 - The budget is to be approved by the Executive (HGW never did that but SMM has been presenting the full budget at the outgoing executive meeting at the annual meeting and a high-level budget at the ERM executive meeting) and presented to the members and approved at the Annual Business Meeting.
 - The budget is used by the Treasurer in consultation with the Executive to plan for expenses and reduce the likelihood that money will need to be borrowed for the day-to-day operations of the society (note from HGW: to the best of my knowledge this has *never* happened because we have a good sized reserve fund).

2. The Treasurer is in charge of the finances of both the charitable society (CSPB) and the corporation (CSPB Inc.). This includes recording of, and collection of the following:
 - Dues from members.
 - Late fees (if charged; HGW gave up on them).
 - Monies owed to the society by local organizing committees and others.
 - Interests on investments.
 - Contributions.
 - Payment of fees associated with CSPB membership in the GPC, PAGSE, website operations, insurance, etc.
 - This also includes maintaining records of and making all deposits.

3. It is the Treasurer's duty to make all payments and to ensure that all payments made are either obvious legitimate expenses of the Society or else done with the express authorization of the Executive. Any unusual or unexpected requests for payment should be referred to the Executive for approval.

4. It is the Treasurer's duty to invest the funds of the Society wisely and in such a manner that the maximum interest with the least risk can be secured and so that cash required will be available as required to meet expenses. (Note from HGW: IPC Securities handles the investments – it is NOT the job of the Treasurer to decide which investments to make.)
5. The Treasurer is responsible for the following assets:
 - The membership list.
 - Bank accounts in the name of the Society.
 - Investments in the name of the Society.
6. The Treasurer is responsible for maintaining the membership list.
 - The categories of membership, and the conditions of membership, are defined in the By-Laws.
 - The Treasurer forwards e-mail addresses of all members to the Society's webmaster (Michael Stasiak – mstasiak@uoguelph.ca), to be used for the Society's listserv.
 - The treasurer may delegate these responsibilities to a Membership Officer. (Note from SMM: HGW has served as the Membership Officer since Spring 2015)
7. The membership application/renewal form is the responsibility of the Treasurer or their delegated Membership Officer. Official receipts are printed in both languages, which display the Canada Revenue Agency charitable status registration number for the Society, the full name of the Society in both languages and the name and address of the Treasurer. Membership dues *are not eligible* to be itemized as charitable contributions. The Treasurer is responsible for sending out membership renewal notices every fall, and for ensuring that current, updated renewal forms are available on the Society website. (Note from HGW: membership renewal notices, and membership receipts, are now sent out via Vital Volunteers Inc; <http://www.livinglakeplans.com/Login.aspx>).
8. The Treasurer reports to the membership. The federal government's NFP Act states that non-soliciting corporations with gross annual revenues higher than \$1 million must be audited; where revenues are \$1 million or less, a review engagement is required, unless the members resolve not to have one. Information about audit engagements and review engagements may be found at http://www.cga-saskatchewan.org/public_services/find_a_cga_firm/what_is.aspx. If the Society wishes to not have an audit or review engagement, the resolution must be passed annually at the ABM. In the absence of a review engagement (the requirement for which must be waived via approval at the ABM), it is required to have a compilation engagement. HGW found that a review engagement costs about \$2,200. SMM found that the costs have increased: in 2017 a review engagement was about \$3,400 and a compilation engagement was about \$2,100.

The following website, <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs04975.html>, provides information about the three types of review (audit engagement, review engagement, compilation engagement). According to this website, a "Compilation is the process by which unaudited financial information is compiled to produce financial statements that are based on information provided by the organization. A compilation does not provide any assurances as to the accuracy or veracity of the financial statements since there has been no audit or review engagement done. The NFP Act does not require a public accountant to produce a compilation, although the financial statements must be prepared in accordance with the Canadian generally accepted accounting principles (GAAP) as set out in the *Canadian Institute of Chartered Accountants Handbook*."

9. The Treasurer will arrange for changes in signing authority as needed (e.g. from the outgoing Treasurer to the incoming Treasurer, and from the outgoing President to the incoming President). Signing authority for the Society typically resides with the President and the Treasurer, although the President usually does not need to exercise signing authority.
10. The Treasurer is responsible for filing an annual return with Corporations Canada (aka Industry Canada) <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs02544.html>). The procedures for filing the annual return have changed with the implementation of the NFP Act. This annual return is for CSPB Inc.

The deadline for filing an annual return is within the 60 days following a corporation's "anniversary date"; the CSPB's anniversary date is July 22 (because the "certificate of continuance" was issued on July 22, 2013). Corporations Canada will send a reminder notice when the annual return is due to be filed; you don't have to wait for the reminder before submitting the return.

The required forms are: Form 4022 (annual return), Form 4006 (changes regarding directors), Form 4003 (change of registered office address [if needed]). These forms are available at: <http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs05260.html#NFP>. A \$40 filing fee is also submitted (cheque made payable to the "Receiver General of Canada"). The filing fee is only \$20 if the annual return is filed on-line (will be reduced to \$12 on Jan 1, 2020) at: https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/hm.html;jsessionid=0000tpj5qOp3nYf_ZNHbgSD2tSA:16hbaoh4j?f=&src=mm1. If not submitted on-line, send the forms to:

The Director, Corporations Canada
Industry Canada
9th Floor, Jean Edmonds Tower S.
365 Laurier Avenue West
Ottawa, ON
K1A 0C8

11. If the By-Laws have been amended and if requested by the Secretary, submit the revised By-Laws (as a pdf) to Industry Canada within 12 months of the revisions being passed by the membership. The amended By-Laws document should be signed by the President and Secretary prior to submission. https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/hm.html;jsessionid=0000tpj5qOp3nYf_ZNHbgSD2tSA:16hbaoh4j?f=&src=mm1

Before taking office

1. Read the By-Laws and the Budgets of both the original charitable society (CSPB) and of the corporation (CSPB Inc.).
2. Contact local chartered accountants (CA) to prepare the tax return of CSPB Inc and the charity return of CSPB.
3. Arrange with retiring Treasurer to receive all funds, accounts and financial documents and medals. This transfer should take place at the Annual Business Meeting. Ensure that nothing is discarded. Send material not needed on a regular basis to the Society archivist. (Note from HGW: the Archivist, Connie Nozzollilo, doesn't want all that financial stuff.)

At the Annual Meeting

1. Ensure that:

- A motion is presented and passed setting out the dues payable by all classes of members as set out in By-Law 5(b). (Note from HGW: no need to do this unless the dues change.)
 - A budget is presented and approved by members.
 - A motion is presented and approved by members giving signing authority to any two of the Treasurer and President and Secretary over the accounts of the Society (CSPB) and the Corporation (CSPB Inc.). (Note from SMM: this is required only when the signing authority is changing).
2. From retiring Treasurer receive all funds, accounts, financial documents, receipts, old financial statements, insurance policy, computer programs, membership list and labels.
 - Ensure that nothing is discarded.

After the meeting

1. Ensure that the tax return for CSPB Inc and the charity return for CSPB are filed before Oct. 31. Charities are given 6 months from the end of their fiscal year to file their charity returns (the CSPB fiscal year ends April 31). Failing to file the charity return on time can lead to suspension of charitable status.
 - The Charity Return for CSPB is sent to the Canada Revenue Agency (CRA). Use the mailing sticker that is provided with the mailing from the CRA. The mailing to CRA must include the Charity Return, a copy of the Treasurer's Report, and the Registered Charity Basic Information (the latter is sent from the CRA, and has the mailing sticker)
2. The outgoing Treasurer will send a signed letter, on CSPB letterhead, to the Canada Revenue Agency indicating that they are stepping down as Treasurer of both CSPB and CSPB Inc, and indicating the name and contact information of the new Treasurer.
3. Arrange for Directors and Officers liability insurance and insurance to cover meetings. Ensure that the insurance premiums are paid on time.

General Rules

1. Send receipts for all payments received.
2. Require invoices/receipts for all payments made.
3. Use receipts with charitable status number for donations to the society.

CSPB Charity Return and CSPB Inc Tax Return

1. CSPB Inc. is not very active at present. Annual expenses include the \$40(or \$20 on-line) corporation registration fee. Nonetheless, an annual tax return must be filed. Assets of the CSPB Inc. were merged with those of CSPB the Charity in spring 2018.
2. CSPB (charity) must file an annual charity return. The form is horrendously complicated, and it is the strong opinion of the current Treasurer (HGW; SMM concurs) that the Treasurer should not try to fill it out (waste of time and effort); find an accountant who is comfortable with charity returns and pay them to process *both* the charity return and the corporation tax return. This should cost approximately \$400 (money well spent) if a review engagement is not part of the service.
3. For the charity return, the accountant will want to know about the Society's activities for the year. Typical activities include:
 - Sponsoring two to three scientific conferences (depends on whether a Western Regional Meeting is held that year). Sometimes the Society also provides seed money or donations to other Canadian conferences (e.g. Plant Development Workshop, Carbon-Concentrating Mechanism conference).
 - Making awards for scientific accomplishments.

- Making travel bursaries to student and post-doctoral fellow members to attend the annual, national conference.
 - Maintaining the Society's website.
 - Maintaining a listserv for communication within the Society.
 - Publishing issues of the Bulletin.
4. The accountant will also want to know if the Society has any paid employees (we don't) and also about the value of the charitable receipts that we issued in the fiscal year. The charitable receipts are typically simply the sum of the donations to the Oaks Scholarship Fund, Duff Travel Bursary, Cark Douglas Prize Fund and the Mary Spencer Award. In exceptional years, there may be a receipt for a large donation (e.g. we issued receipts to Ann Oaks and Ragai Ibrahim for large donations; this situation is rare).
 5. The accountant will also need a list of the Executive of the Society as of April 30 of that fiscal year.
 6. Include a copy of the Treasurer's Report when mailing the Charity Return to Ottawa.

Provincial Tax Returns for CSPB Inc

The current Treasurer (HGW) has never been able to definitively figure out the issue of Ontario tax returns for CSPB Inc. It is clear that if the headquarters of CSPB Inc are in Ontario (CSPB Inc headquarters are always the address of the Treasurer), then CSPB Inc must file copies of the tax return with the Ontario government. However, since CSPB Inc headquarters moved to Saskatchewan in 2002 the Ontario government has continued sending notices (every one or two years) that CSPB Inc needs to file a tax return with Ontario. HGW has then phoned the 1-800 number on the notice, explained that the corporation is now headquartered in Saskatchewan, and the nice person at the other end of the phone line then changes the computer entry for CSPB Inc such that we are excused from sending tax returns to Ontario for a couple of years. The accountant that SMM employed to perform review/compilation engagements since CSPB headquarters moved back to Ontario has been filing CSPB's provincial and federal tax returns.

Canada Revenue Agency – Business Services Unit

In December 2009 George Espie was contacted by the Business Services Unit (BSU) of the Canada Revenue Agency. According to their records he was still the CSPB Treasurer, although his term as Treasurer had ended in June 2002). George passed on the information to HGW, who contacted the BSU. HGW chatted with Casey of the BSU; the BSU requested that the CSPB send a copy of the CSPB Executive list to the BSU every year. He pointed out that this document is part of the annual charity return filed by the CSPB (sent to Ottawa). Casey told me that the BSU was not able to access that document from the office in Ottawa but did need a copy of it; therefore the CSPB would need to fax the document to them at 1-604-585-5772 (Surrey, BC).

In 2017, SMM discovered that the BSU office for Ontario corporations is in PEI. Apparently, their fax machine (1-902-724-7257) gets overwhelmed and faxes are frequently lost; the CRA recommends sending the form by post to

Prince Edward Island Tax Centre
 Attn.: Business Number Services
 275 Pope Rd.
 Summerside PEI, C1N 6A2

Advantages of Incorporation

With the demise of the CSPB's relationship with the Canadian Federation of Biological Sciences, the question has repeatedly come up whether it is worthwhile to maintain CFBS Inc. HGW even raised this question during a phone conversation with a representative of the Charities Directorate of the Canada Revenue Agency. The representative suggested that incorporation is indeed worthwhile, if only to protect the Directors; and it's not really a lot of hassle to maintain incorporation. In fact, several financial websites list advantages of incorporation, e.g. from <http://sectorsource.ca/managing-organization/starting-organization/incorporating-non-profit>:

“There are many advantages to incorporation. These include:

- A not-for-profit corporation has a legal status separate and distinct from its members. Members may come and go, but the corporation continues until it is dissolved or wound up.
- The not-for-profit corporation can enter into contracts, buy and sell property, etc.
- Individual members of a corporation have protection from liability for the actions of the corporation.
- The formal corporate structure facilitates ongoing operations and decision-making.
- There may be increased credibility with the government, funders, and the public.
- The not-for-profit corporation has an enhanced ability, through its governing documents, to address membership status issues (e.g., removal for unpaid dues or death, and expulsion for disciplinary reasons).”

Bank Accounts

There are two CIBC bank accounts: (1) chequing account (03922 22-04819), which is very active; the day to day running of the Society is handled via that account and (2) a second chequing account with special 'charity' fees and activity limits (08172 10-33611). that was established to facilitate building a new website.

The accounts are set up to send and receive electronic fund transfers (EFT via interact) but only among Canadian banks. The daily limit is \$2,000 and the per transaction fee is \$1.50 interact + \$1.00 activity fee. SMM advises against using EFT for Duff Bursaries but finds it useful for executive expense reimbursement and for receiving proceeds from meetings.

Cheques

Despite the fact that the CIBC website includes a button for ordering additional cheques on a business account, this button did not work in 2015. HGW was then told by CIBC that it is not possible to order cheques on-line for a business account. Cheques must be ordered in person at a CIBC branch, but the CIBC branch does not need to be the Society's home branch.

When ordering cheques, special diligence must be used because screw-ups are unfortunately common. The fact that both the English and French versions of the Society name appear on the cheque is always problematic, and even simply asking for additional cheques of *exactly the same format* as previous (with the cheque numbers continued from the previous batch) doesn't necessarily work. It's important to examine a new batch of cheques as soon as they come in; don't assume that they are correct. (Note from SMM: I also had lots of trouble getting the correct information at the top of the cheques. As a result, the current batch of 1000 has only the English name of the Society despite three attempts to get it right).

Oaks Scholarship

The Oaks Award is worth \$21,000 per year (equivalent to NSERC PGS-D), and is paid in two instalments (\$10,500 each) per year. Each installment is initiated by a letter from the student's supervisor indicating that the student is making satisfactory progress.

IPC Securities, which manages the Oaks Scholarship Fund, needs a heads up to transfer \$10,500 to the CSPB account. This heads up is important in order to make sure that there is sufficient cash available for the transfer (i.e. that it's not all tied up in investments).

The Oaks Award holder is chosen with NSERC's help.

The Treasurer sends a T4A form to the Oaks Scholarship holder every January. The form is available from <http://www.cra-arc.gc.ca/E/pbg/tf/t4a/README.html>. For filling out the form, under "Other Information", "Box" is "105", and "Income" is "21000.00". Other than that, simply fill in the name and home address of the recipient, their SIN, and the relevant CSPB information.

Send a copy of the T4A Summary to Ottawa (address is on back of form). Form is available at: <http://www.cra-arc.gc.ca/E/pbg/tf/t4asum/t4a-sum-fill-13b.pdf>. Also include a copy of the Oaks recipient's T4A slip. Must be filed before the end of February.

Society Medal:

Determine from the President if a Society Medal is to be awarded. Arrange for the Society Gold Medal plaque (plaque with a Gold medal Society logo) to be made with the awardee's name.

Society Medal plaques are presented the year the award winner gives their lecture, and *not* the preceding year in which the winner's name is announced.

Expenses for Members of the Executive for Attending CSPB Conferences

At the Incoming Executive Meeting in June 2012 (Edmonton), it was decided that the four Officers of the Executive (President, Vice-President, Secretary, Treasurer) would receive reimbursement of registration costs and up to \$500 in travel expenses for attending the Annual Conference and the Regional Meetings.

The same reasoning applies for the WRM, which is held less regularly. However, typically an Executive meeting will take place at either the ERM or WRM and not both, since it would be redundant.

For the Annual Conference, it has been the practice that the Student/Post-Doc Rep receives reimbursement for travel costs (economy airfare, or bus/train if the distance is not great). At the meeting of the Incoming Executive in 2011 (Halifax, NS), it was decided that the Student/Post-Doc Rep should be reimbursed for: 1) travel (economy airfare, bus/train), 2) conference registration fee, and 3) accommodation (university residence). This decision was taken because the supervisor of the Rep has not typically contributed towards the expenses. At the meeting of the Outgoing Executive in 2018 (Montréal, QC), it was decided that the Student/Postdoc Rep could be reimbursed to a maximum of \$2000 (Can) for registration, accommodation and travel expenses. Since both outgoing and incoming representatives reside outside of Canada, the costs were high.

No other members of the Executive receive reimbursement for travel or registration to the Annual Conference.

Travel Expenses Associated with Planning Joint CSPB-ASPB Conferences

The CSPB and the ASPB typically hold a joint conference every four years, which alternates between the two countries. The CSPB appoints a representative to the planning committee (often the President). There is typically a planning meeting at the ASPB conference (typically in August) in the year preceding the joint conference, which the CSPB rep attends. The Society pays for the expenses associated with the attendance of the CSPB rep at the ASPB conference.

As well, there is typically an additional planning meeting held before the joint conference (typically October or November, sometimes at ASPB headquarters in Maryland). The CSPB rep attends this meeting as well, and their expenses are covered by the Society.

(Note from SMM: these expenses were covered by the ASPB in 2017-2018).

Expenses Associated With Joint CSPB-ASPB Conferences

The joint conferences in 2001 (Rhode Island), 2006 (Boston), and Montréal (2010) all lost money (the Montréal conference lost approximately \$51,000). There is a MOU signed before each joint conference, outlining how the profits/losses will be distributed.

The standard model that has been used is that the profits/losses are allocated according to the number of members of each society that register for the conference. People who are members of both societies are counted twice (once as a member of each society). While this system is perhaps mathematically dubious, it is nonetheless the system that has been used.

Conversely, the ASPB typically volunteers to cover the majority of the financial loss, regardless of the obligations assigned to the CSPB according to the MOU (for the Montréal conference the CSPB contributed \$2000 towards covering the loss). However, the CSPB is still expected to cover the costs of expenses related to CSPB functions, such as providing lunches at the ABM and for the meetings of the Outgoing and Incoming Executive. Furthermore, there are expenses associated with sending a rep to the planning meetings. Overall, expect a joint conference with the ASPB to cost approximately \$10,000 (not including the costs of the Duff Travel Bursaries).

The joint conferences are largely organized by the ASPB staff. The costs associated with organizing the conference include the time devoted by the various staff members to the project. Each staff member keeps a record of the time that they devote to organizing the conference; this is part of the conference expenses.

George H. Duff Travel Bursaries

Graduate student and post-doctoral members of the Society are eligible to apply for travel bursaries to the Annual Conference. There are no travel bursaries for the Regional Meetings. The Travel Bursary process is coordinated by the more senior of the two Regional Directors, assisted by the other Regional Director and the Treasurer.

The first step in the travel bursary process is for the Treasurer to make a motion to the Executive suggesting an amount to be allocated. If the motion is passed, the senior Regional Director sends out an e-mail to the Society announcing the travel bursary process. This is typically done in February (but will vary depending on the registration deadline for the conference; it's important that applicants know about their bursary allocation before the end of the early-bird registration period). The Travel Bursary

application form (bilingual) is posted on the Society website, and the applications are collected by the senior Regional Director.

Cheques for travel bursaries are written by the Treasurer, and distributed by the Treasurer at the Annual Conference. Allocations are made on a formula based on a percentage of the cost of economy airfare to the Conference. The percentage will vary from year to year, based on the number of applicants and the size of budget. The maximum individual bursary amount is typically not more than \$500 (it was \$350 in 2010 and 2018, when demand for bursaries was very high). Conference attendees within a few hours driving distance do not typically receive a bursary.

Values of Awards (as of 2019)

The dollar amounts can be changed at the discretion of the executive.

Society Gold Medal - \$0 (plaque only)

C.D. Nelson Award - \$1000 (certificate)

David J. Gifford Award - \$250 (certificate)

Gleb Krotkov Award - \$250 (certificate)

Mary E. Spencer Award - \$250 (certificate)

Ann Oaks Scholarship - \$21,000 (paid in two installments of \$10,500 each) per year

Carl Douglas Prize - \$500 plus up to \$500 in travel reimbursement (certificate)

Ragai Ibrahim Award (winner only) - \$350 (certificate)

Presidents' Awards - \$500 (for each of best oral/poster) (certificate)

Directors'/Waygood Awards - \$250 (for each of best oral/poster) (certificate)

George Duff Travel Bursary – typically aim for \$8,000 to \$10,000 in total, divided among applicants living >150 km from the meeting and proportional to distance travelled.

Global Plant Council

CSPB dues for the Global Plant Council are USD\$1,000 annually in January. The GPC sends an invoice for that amount. Payment is required to be via “wire transfer” (= “cable”). There are wire transfer charges for both sending and receiving funds. The sender has the option of paying both sets of fees; the CSPB has been doing that.

Canadian banks are very fussy about wire transfers; all the required information must in place. Bring the previous year's wire transfer paperwork with you when doing the wire transfer to facilitate the process. The invoice sent by the GPC gives bank account information and various other things, but does not list the physical address of the bank which is information needed in Canada. The current physical address of the GPCs bank is unknown as the latest GPC invoice indicated a bank branch that is no longer in service.

As well, the GPC invoice indicates both a registered address (Dept. of Biology at McMaster University) and a correspondence address (in the UK). The bank will need to know which address goes on the wire transfer paperwork: use the registered address.

Communications Director

Before taking office

1. Plan to attend the meeting of the Outgoing executive as an observer.
2. Ask the President for an invitation to participate at least in part of the meeting.
3. Read the Purpose and By-Laws of the Society (available on the CSPB website under 'Documents and Forms'), and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website under 'Documents and Forms' → 'Past Annual Business Meeting Minutes').
4. Read the duties of the Communications Director as outlined in the current version of the 'CSPB/SCBV Duties Manual' (available on the CSPB website under 'Documents and Forms').
5. Read all current policy statements regarding publications (see the section titled 'The Communications Committee' below, and regarding the advertising policy (see the last section of the duties manual titled 'Advertising Policy').

After your election to office at an Annual Meeting

1. Ensure that you have access to the membership list and mailing addresses
2. Start preparing news of the meeting for the Fall Bulletin.
 - Ask President for an open letter to the members.
 - Ask the President/Past-President or Award Committee Chairs for citations.
 - Ask Local Organising Committee for pictures of the award ceremony at the last annual meeting.

In the Fall after the Annual Meeting

1. Include the following in the first Bulletin after the Annual Business meeting:
 - Open letter from the new President
 - Budget
 - Award Citations from Annual Meeting
 - All written reports from Directors and Officers presented at meeting
 - List of all Executive and committee members and addresses
 - Announcement for the next regional meeting if the timing permits.
 - Calls for Award nominations. In early Fall, the President will discuss for which CSPB Awards a call for nominations should be sent out. Some awards are only given occasionally rather than annually (e.g. Society Medal) and calls do not need to be sent out every year for those.
2. For the award nomination calls, verify with the Chairs of the Award Committees the text of the call for nominations. Include details of the appropriate award committee membership and email addresses of chairs. Information must be obtained from the Award Committee Chairs.
3. Contact Chair of Nominating committee for text of for request for nominations to be included in Bulletin.
4. Send an electronic version of the Bulletin to the webmaster to be posted on the website.
5. Send an e-mail to all members to inform them that the Bulletin is now available on the website.
6. Ensure that one electronic copy of each Bulletin is sent to the Society Archivist.
7. Send out an electronic message to the membership in November regarding a request for nominations for Executive and Committee positions whose terms are set to expire. These can be received until just prior to the Annual Meeting.
8. In **November**, send out an electronic message to the membership regarding calls for nominations for all awards (one email for all calls). Include details of the appropriate award committee membership and email addresses of Chairs. Information must be obtained from the Award Committee Chairs. The deadline for the all award nominations is February 1st and this should be clearly indicated in the

Call for nominations. The call for nominations should be repeated in early January, prior to the February 1st deadline.

In the Winter

Prepare a pre-national meeting Bulletin by May 1 to include:

- Announcement of the next annual meeting
- Calls for nominations for all Society officers whose terms are set to expire.
- Include name and address of Nomination committee chair.
- Notice of proposed amendments to By-Laws and Constitution.

Throughout the year

1. Arrange to meet and consult with the Communications Committee about policy related to publication of the Bulletin.
2. Ensure that our meetings are publicized as much as possible.
3. Encourage colleagues to send news for inclusion into the Bulletin.
4. Talk regularly with the President and Secretary to ensure that relevant information is put into Bulletin.
5. Get copies of minutes of executive and society meetings and make stories from these items.
6. Get news about plant scientists in Canada and make stories about them.

The Communications Committee

- The Executive formed this committee by motions in December 1991 and July 1992.
1. The Communications Committee made up of the Communication Director, the Secretary and the webmaster and three other members. The committee's mandate will be to approve policies related to communications of the Society and to provide continuity related to the communications of the Society, which would include the following:
 - Proceedings/Délibérations
 - Bulletin
 - Directory of Members
 - History of the Society
 - Archives and records
 - Special publications such as symposia
 2. The Communications Committee should try to enhance the visibility of the Society. The reasons for broad publication seem to be rather obvious but can be stated as follows:
 - Increase the awareness of the activities of the Society and its members.
 - Increase the opportunity for timely dissemination of research results and proposals among members and related scientists.
 - Stand as a record of the activity of the Society and of the research efforts of the members.
 - Serve as a source of reference material thereby increasing the opportunity for cooperation among members and other scientists.
 - Increase the incentive for members to present abstracts and posters and papers at the meetings of the Society.
 3. All future programs with abstracts of meetings shall be entitled the *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* and they shall all carry "ISSN 0842-0602" on the top right-hand corner of the front page.

4. In a normal year there shall be three issues (numbers) of a Volume:
 - Issue No. 1 would be the Eastern Regional Meeting
 - Issue No. 2 would be the Western Regional Meeting
 - Issue No. 3 would be the National Meeting
 Often there would only be two issues a year as in 1990-1 when there was no Western Regional meeting because the National Meeting was in the West. For example:
 - The organizers of the December 1991 Eastern Regional meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société*
 - The organizers of the March 1992 Western Regional meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* Volume 35 Number 2.
 - The organizers of the July 1992 National meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* Volume 35 Number 3.

5. The name *Bulletin of the Canadian Society of Plant Biologists/ de la Société Canadienne de Biologie Végétale* is accepted as the official name of the Society's Newsletter. The official International Standard Serials Number "ISSN 1183-9597" shall appear on the top right hand corner of all future editions of the Bulletin according to international protocol.

6. There shall be a drive amongst members to collect past editions of all Society communications for our archives and for deposit.

DOBIS at the National Library of Canada and UTLAS (the database of the University of Toronto Library) show the following other publications of the Society:

 - Newsletter Canadian Society of Plant Physiologists
 - *Chondrus crispus* edited by M.J. Harvey and J.L. McLachlan in 1973.
 - University Research with Biological Council of Canada
 - *The First Twenty-five Years* by Paul Gorham and RGS Bidwell in 1983
 - Directory of the Canadian Botanical Association and the
 - Canadian Society of Plant Physiologists
 - New trends in Phytochemistry and plant senescence and postharvest physiology: twin symposia sponsored by the Canadian Society of Plant Physiologists, June 20-22, 1983.

7. Drs. Gorham and Bidwell have relinquished to the Society the copyright for the history of the Society as originally published under the title *The First Twenty-five Years*. Dr. Connie Nozzollilo has written the second book: '*The Second Twenty-five Years*'.

8. The current constitution and bylaws shall be included in each directory in English and French. A listing of all present officers and committee members shall be included with their dates of service and a list of all past award winners and executive committee members and emeritus members.

Advertising Policy

1. The Communication Director determines if advertisement is suitable for publication either in the Bulletin or on the website. Difficult cases may be passed to the Communications Committee for advice. Acceptable advertisements include: (a) job advertisements or 'person available' advertisements in related fields from individuals or organization, (b) company advertisements for goods or services that may interest members.
2. Advertising from companies (excluding job advertisements) within the body of the newsletter/Bulletin cannot occupy more than 20% of the newsletter space. The total number of two-sided piggyback sheets of advertising cannot be greater than three per newsletter.
3. Pricing structure for advertising within body of newsletter:

(a) Job Advertising (Cost per issue)

Size (Page)	1/4	1/2	Full
To member	0.	\$25	\$50
To agency	\$50	\$75	\$100

(b) Lab Equipment/Supplies

Industry	\$100	\$150	\$200
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4. Pricing Structure for advertising as a Piggyback sheet within the newsletter mailings:

(a) Job Advertising (Cost per issue)

(All copies of advertisement to be provided by the advertiser using 8.5 X 11 inch paper.)

Cost per sheet	1	2	3
by member	\$50	\$75	\$100
by agency	\$100	\$150	\$175

(b) Lab Equipment/Supplies (Cost per issue) (All copies on 8.5 x 11 inch paper to be provided by the Advertiser)

Number of pages	1	2	3
Industry	\$200	\$300	\$400

5. Address labels will be available for sale to scientific companies or related industries at a cost of \$300 per one set of labels. A signed undertaking to use the address list only once will be required.

Regional Directors

1. Read the Purpose and By-Laws of the Society (available on the CSPB website under ‘Documents and Forms’), and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website under ‘Documents and Forms’ → ‘Past Meeting Minutes’).
2. Read the duties of the Regional Directors as outlined in the current version of the ‘CSPB/SCBV Duties Manual’ (available on the CSPB website under ‘Documents and Forms’).

Responsibilities

1. The Regional Directors are liaison officers and represent their respective regions at the executive.
2. The Regional Directors are to promote membership in their respective regions.
3. This may involve periodic correspondence with regional members asking them to urge colleagues and students to join the Society, and it can be done in conjunction with the Communications Director if a Regional Director wishes to provide either an electronic message or a message in the Bulletin.
4. Each Regional Director is responsible for the choice of site and local organizing committee for their respective Regional Meeting. The Eastern Regional meetings are held annually in late November. The Western Regional meetings are usually biannual and certainly held whenever the national meetings are planned to be in the east of the country.
5. As the fall Executive Committee meeting is typically held at the Eastern Regional Meeting, the Eastern Regional Director should, in late spring, work with the chair of the Local Organizing Committee to establish a date for the following Eastern Regional Meeting and confirm that members of the Executive Committee are available to attend.
6. Although the local organizing committee generally looks after the details, the Regional Director is responsible to the Executive committee for the meeting. The Regional Director should advise the local organizing committee of the requirements of the Society (see Regional Meetings and Formatting of Meeting Proceedings below).
7. The Regional Director will attend all Executive meetings when possible.
8. The more senior of the two Regional Directors coordinates the process for allocating the George H. Duff Travel Bursaries to graduate student and post-doctoral members of the Society (for travel to the Annual Conference only). The senior Regional Director is assisted by the other Regional Director and the Treasurer.
9. The Eastern Regional Director and the Western Regional Director serve as *ex officio* members on the nomination committee to offer advice on committee memberships.

Regional Meetings

1. The Eastern Regional Meeting is typically held every year, and the Western Regional Meeting is typically held every other year and often in combination with another meeting to ensure adequate attendance.
2. These meetings are usually designed to be self-financing.
 - The local organizing committee establishes a special bank account for the meeting.
 - The Regional Director should arrange with the executive by way of a motion to advance an appropriate amount of money (‘seed money’) to the Local Organizing Committee (LOC) for initial expenses when it is requested by the local organizing committee and at least 6 months before the meeting date.
3. If a LOC is contemplating the cancelation of a regional meeting after it has been advertised to the membership either by electronic correspondence (including a meeting website, the Bulletin, or an email to membership) or at an Annual Business Meeting, the Regional Director must provide the

Directors (i.e. the Executive Committee) with the rationale for the cancelation, and also obtain approval from the Directors for a cancelation. The Regional Director must be aware of any advertising for the meeting by the LOC, and also remain informed about meeting preparations.

4. Details of a regional meeting including the venue and date, a call for abstracts and abstract submission forms, and a call for registration are normally sent electronically to the membership at least three (3) months before the meeting date. The Chair of the LOC should do this by sending text to the Communications Director for inclusion in an electronic message(s), and possibly inclusion in a Bulletin if the relative timing of a regional meeting and a Bulletin posting permits it. It is also advisable to send out a reminder(s) closer to the meeting date. A meeting website will also be established by the LOC for abstract submission and meeting registration.
5. The Regional Director should pass on the *Formatting of Meeting Proceedings* instructions below to the LOC to use in formatting the Proceedings (program and abstracts).
6. The Regional Director should ensure that the Local Committee mails to each pre-registrant before the meeting a receipt and notification that each submitted abstract has been accepted for presentation (oral or poster), including the time and place.
7. The Regional Director should ensure that the local organizing committee prepares and sends an interim financial report to the Treasurer with a copy to the Secretary, two weeks after the end of the meeting.
 - The books and accounts for the meeting must be closed and a final report and refund cheque sent to the Treasurer before the end of the Society's fiscal year (April 30).
 - Any accounts receivable or accounts payable after that date are to be handled by the Society Treasurer.
8. The Regional Director should ensure that an electronic copy of the regional meeting Proceedings are forwarded to the Secretary and Communications Director for inclusion in the CSPB website.
9. The Regional Director should prepare a summary of the regional meeting to be included in either the Fall or Spring Bulletin depending on timing, including details on the winners of student oral and poster presentation awards.
10. A summary of the regional meeting and other relevant activities conducted by the Regional Director should be provided to the Secretary prior to the Annual General Meeting for inclusion in the Minutes of the Outgoing Executive Meeting and Annual Business Meeting.
11. The Regional Director is responsible for organizing judging and awarding of the student oral and poster awards at the regional meeting, and they may also be asked to perform the same function at the Annual General Meeting.

Formatting of Meeting Proceedings

1. All future programs with abstracts of meetings shall be titled the *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* and they shall all carry "ISSN 0842-0602" on the top right-hand corner of the front page.
2. In a normal year there shall be three issues (numbers) of a Volume:
 - Issue No. 1 would be the Eastern Regional Meeting
 - Issue No. 2 would be the Western Regional Meeting
 - Issue No. 3 would be the National Meeting

Often there would only be two issues a year as in 1990-1 when there was no Western Regional meeting because the National Meeting was in the West. For example:

- The organizers of the December 1991 Eastern Regional meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société*
- The organizers of the March 1992 Western Regional meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* Volume 35 Number 2.
- The organizers of the July 1992 National meeting are asked to call their program and abstracts *Proceedings of the Canadian Society of Plant Biologists/ Délibérations de la Société canadienne de Biologie Végétale* Volume 35 Number 3.

Student and Post-Doctoral Travel Bursaries

1. The Regional Directors have routinely been responsible for allocating student travel bursary funds to the Annual General Meeting in conjunction with the Treasurer.
2. This involves:
 - Getting commitment from the Executive Committee for the travel bursary funds.
 - Designing criteria for the grants.
 - Advertising the grants program before the abstracts are called so that more students will be encouraged to submit abstracts and to attend the national meetings of the society.
 - Choosing the grantees.
 - Notifying the grantees.
 - Arranging with Treasurer to get cheques to the students.

Membership Drives

1. The Regional Directors have traditionally been involved in designing membership drives to encourage old members to re-commit and to get new and student members to join.

Additional Notes About Organizing the ERM and WRM

1. Begin the organizing early! Some aspects of organization such as reserving a venue need to be done months to one year in advance. Please ensure that statements on disability accommodations and dietary accommodations are included by the meeting organizers to allow participants an opportunity to request these accommodations.
2. Organizers of recent Regional Meetings are great resource people for advice. Also use the CSPB Eastern Regional Director, Treasurer and Secretary for advice where necessary.
3. The Duff Travel Bursaries are only available for the Annual Meeting.
4. The best poster and best oral presentations are given the Regional Directors' Awards (ERM) and the Waygood Awards (WRM).
 - Judging for the awards is coordinated by the appropriate Regional Director.
 - Cost of the awards is borne by the CSPB, and the LOC is not responsible for funding the awards.
 - Contact the CSPB Treasurer to confirm the value of the awards and to ensure that cheques will be available at the meeting.
 - Ensure that the information on award winners is made available to the Communications Director for inclusion in the Winter CSPB Bulletin.
5. The LOC is responsible for ensuring that chairs for the various sessions in the meeting program have been confirmed.
6. The ERM is typically held every late November, and it has a tradition of being a conference that begins with a Friday evening mixer and a Saturday scientific program that ends at approximately 6

pm. Accommodations for ERM participants are typically at local hotels, as university residences are not available.

7. The ERM is sometimes held in conjunction with the Plant Development Workshop.
8. The WRM is typically held every second year at most. The conference is sometimes a stand-alone event, and sometimes held in conjunction with the University of Victoria Forest and Tree Research Colloquium.
9. Once established, do provide the CSPB Secretary with your plan regarding conference registration costs. The registration plan is typically not approved by the CSPB, but it is customary to provide the Executive with the information as a check to ensure that the costs are not too high relative to previous meetings. If registration costs are higher than normal, do provide a rationale.
10. The CSPB can be counted on to provide \$2000 seed money for Regional Meetings. The seed money allocation must be officially approved by the CSPB Executive (typically just a formality).
11. There should be some photos taken during the Regional Meeting. Photos should include the winners of the Regional Directors' Waygood Awards. Together with the Regional Director, ensure that photos are made available to the Communications Director for inclusion in the Winter Bulletin.
12. Provide lots of opportunities for oral presentations, especially by post-doc and student members.
13. Set up a conference website that includes an abstract submission form (with instructions about format and word limits), information about the oral presentations (e.g. time limit) and also about maximum poster dimensions, and a conference registration site. Make sure that the information about maximum poster dimensions is prominently displayed on the website.
14. At the discretion of the LOC, conference registration may also include the option of paying for CSPB membership while registering for the conference.
15. Plan a policy about format for oral presentations (e.g. option of PC or Mac, just PC). Also, plan how the oral presentations will be loaded onto the computers used in the oral sessions. Past Regional Meetings have had varying approaches to these issues, from insisting that all oral presentations be in PC format only (i.e. PowerPoint) and must be e-mailed to the organizers prior to the conference, to permitting both PC and Mac formats and loading the presentations onto computers at the conference.
16. The meeting program should be compiled as a document and made available to meeting registrants that provides the meeting itinerary, including schedule for oral presentations, abstracts for oral and poster presentations, and a list of meeting registrants. The program can be made available to the registrants as an electronic file or hard copy at the discretion of the LOC.
17. The LOC should work with Regional Director to schedule an CSPB Executive meeting during lunch hour of the ERM and WRM.
18. After the meeting has convened, provide a summary of the meeting to the CSPB Executive (i.e. particularly the Communications Director and Secretary) that includes details such as registrant number, award winners, guest speakers, and the budget.

Senior Director

1. Read the Purpose and By-Laws of the Society (available on the CSPB website under ‘Documents and Forms’), and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website under ‘Documents and Forms’ → ‘Past Annual Business Meeting Minutes’).
2. The Senior Director chairs the Nominating Committee.
3. Read the duties of the Senior Director as outlined in the current version of the ‘CSPB/SCBV Duties Manual’ (available on the CSPB website).

Duties of the Nominating Committee

1. This committee must report in writing to the Secretary (with a copy to the President) three (3) months before the Annual Business Meeting.
2. The Nominations Committee is expected to assemble a slate of nominees to all positions in the society which are due to be vacated except the Local Organizing Committees for Meetings and the Presidents' Award Committee).

This includes:

- The Executive Committee
 - All the awards committees except the Presidents' award committee
 - The Nominating Committee
 - The Communications Committee
3. 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. The Eastern Regional Director and the Western Regional Director will serve as ex officio members to advise the nomination committee.
 4. The Nominations committee also traditionally nominates the archivist.
 5. The Nominations committee is expected to run the election for the Student/Post-Doctoral Fellow Representative. The chair of the nominating committee should:
 - Send a call for nominations to all members of the CSPB no later than February 14. The call should encourage students and post-doctoral fellows to self-nominate for this position, or, to nominate someone else. The call should instruct the nominees to provide a brief resume (maximum 100 words) indicating their current academic position and previous relevant experience, and a statement of interest and goals (maximum 100 words) if elected. The call should be open for a minimum of two weeks.
 - Obtain a list of all student and postdoctoral members from the membership officer.
 - Assemble a document containing the resumes and statements of interest and goals of each nominee and circulate this information to the student and post-doctoral members of the CSPB. This document should explain how voting will take place.
 - Students and postdoctoral fellows will then have one week to vote to select a representative.
 - The chair needs to report the results of the election to the President by the March 15th deadline.
 6. All of the nominations are placed before the executive committee before the Annual Business meeting for discussion.
 7. New members of the executive committee, new members of the different awards, nomination, communications and education committees are officially elected at the Annual Business meeting.
 8. The Nominations Committee should ask the membership for suggestions for Officers and Directors in the Fall Bulletin.
 9. The Chair should do this by sending a short text to the Communications Director for inclusion in the Fall Bulletin.

10. The Chair may need to make special appeals to the Executive and other members for suggestions.
11. The Nominating Committee should provide potential nominees with a copy of the By-Laws and Duties Manual.
12. Send the list of new Executive Committee members and Committee chairs to the President and Secretary once the list is complete, and at the latest shortly after the Annual Meeting.
13. Alert new Committee chairs of their new function as Chair and put them in contact with the previous Chairs for transfer of files. Along with the Secretary, please ensure that all Award Committee Chairs have read and are familiar with the relevant sections in the By-Laws and Duties Manual. In particular, the Chairs should know that:
 - all committee members should complete the *Unconscious bias training module* prior to reviewing nomination files <http://www.chairs-chaies.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
 - the nomination deadline for all awards is February 1st, and the Chairs need to report the Award committee recommendations to the President by the March 15th deadline.
 - Please also follow up with a reminder in January

Science Policy Director

1. Read the Purpose and By-Laws of the Society (available on the CSPB website under ‘Documents and Forms’), and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website under ‘Documents and Forms’ → ‘Past Annual Business Meeting Minutes’).
2. Read the duties of the Science Policy Director as outlined in the current version of the ‘CSPB/SCBV Duties Manual’ (available on the CSPB website).

Duties of the Science Policy Director

1. The Director undertakes initiatives on behalf of the CSPB to promote plant biology and science in general at the national and international levels.
2. A primary responsibility is to liaise with national and international organizations involved in science and plant biology advocacy to which the CSPB belongs.
3. The Director may also act as the CSPB representative to such organizations at the discretion of the CSBP President. Examples include, but are not restricted to, The Partnership Group for Science and Engineering (PAGSE), the Global Plant Council (GPC), and Plant Canada.
4. The Director also undertakes initiatives to promote government and public support for plant science research and teaching in Canada as appropriate, and supports and advises the President and other Executive members in these areas.

Education Director

1. Read the Purpose and By-Laws of the Society (available on the CSPB website under 'Documents and Forms'), and the latest Budget of the Society and of the Corporation (CSPB Inc.) (available on the CSPB website under 'Documents and Forms' → 'Past Annual Business Meeting Minutes').
2. Coordinate the activities of the Education Committee outlined below.
3. Present the education report at the Outgoing Executive and Annual Business Meetings.
4. Provide the education report for the Bulletin.
5. Read the duties of the Senior Director as outlined in the current version of the 'CSPB/SCBV Duties Manual' (available on the CSPB website).

The Education Committee

The Education Committee is chaired by the Education Director.

1. Contact the Local Organizing Committee for the upcoming Annual Meeting at least 6 months in advance (at least 10 months in advance for a joint meeting with other societies) and initiate the inclusion of a session on topics related to education or outreach.
2. Once into the program assist the local organizing committee in coming up with focused topics related to education, outreach or careers and possible speakers. Normally local speakers are selected.
3. Update the CSPB website with information on the promotion of plant science. Links to the updated ASPB and Botanical Society of America websites should be established.
4. Upload the education symposium title/abstract to the event section of CSPB education site. If possible, upload presentation files.

During the year

1. Work with the web master to update the Education section of the CSPB website.
2. Develop the Education portfolio to include novel ideas on the website and by other means
3. Develop activities to encourage and highlight for example activities pertaining to the 'Fascination for Plants' day

Details for Fascination of Plants Day (occurs in May of each year)

1. Provide a small write up in the Fall Bulletin to get members to think about what and where they want to do things.
2. If the CSPB wishes to participate in FoPD in a specific year, an email should go out to the membership in early February to allow the official website to be updated with all events by mid-March, and then send a reminder in the second week of March.
3. By early April send a reminder email to the membership to make sure they have a location and activities already planned for the May date. This will allow for a posting of all events by the end of April on the official FoPD website as well as on the CSPB website. This will allow for ample time to post events/advertise them locally so that by May everything is ready.
4. A final reminder to the CSPB membership should go out on May 1st.

The education director will need to coordinate with the national director (Shahrokh Khanizadeh) to get things listed on the website (information below applies as of June 2017).

National FoPD Coordinator:

Shahrokh Khanizadeh, Eng. Ph.D.

Shahrokh.Khanizadeh@AGR.GC.CA

Plant Breeding, Physiology and statistics

Eastern Cereals and Oilseeds Research Centre

Agriculture and Agri-Food Canada

K.W. Neatby bldg., 960 Carling Ave.

Ottawa, Ontario, K1A 0C6

<http://khanizadeh.info> 

Student/Post-Doctoral Fellow Representative

1. Read the Purpose and By-Laws of the Society (available on the CSPB website under ‘Documents and (CSPB Inc.) (available on the CSPB website under ‘Documents and Forms’ → ‘Past Annual Business Meeting Minutes’).
2. Read the duties of the Student/Post-Doctoral Fellow Representative as outlined in the current version of the ‘Duties of CSPB/SCBV Directors, Officers and Committees’ (available on the CSPB website).
3. Attend the Annual Business Meeting, the Incoming Executive Meeting and/or the Outgoing Executive Meeting and represent the interests of student and post-doctoral members of the Society.
4. Contact the Treasurer of the Society to compile an email list of all current student and post-doctoral members of the Society for the purposes of communicating with this group of members.
5. Inform student and post-doctoral members of the Society via email about any Society business that concerns them, including, but not limited to: Application Procedures and Deadlines for Student/Post-doctoral Fellow Travel Bursaries, The Ragai Ibrahim Award, and The Ann Oaks Doctoral Scholarship.
6. Sit as a member of the selection committee for The Ragai Ibrahim Award.
7. Co-ordinate with members of the Education Committee and the Local Organizing Committee to hold one or more professional development workshops for students and post-doctoral members at the Annual Meeting of the Society.
8. Provide the CSPB webmaster with any updates pertaining to student award recipients.

Duties of Award Committees

The Presidents' Award Committee

The duties of this committee are spelled out in **Society By-Law 20**.

1. The Chair of this committee is the Vice-President or their designate, and reports to the Executive Committee.
2. Discuss with the Chair of the Local Organizing Committee for the National meeting the wording of the call for abstracts so that there is a way for students to indicate their desire to be entered in the competition when they submit their abstracts.
3. Arrange for assurances that those students are bona fide members of the society. Contact the treasurer to check membership status details.
4. Ensure that the local organizing committee sets aside a suitable room and time for the judges to meet. The time and place should be included in the meeting programme. It should take place prior to the banquet and after all student presentations have been made.
5. Select a panel of judges as called for in **By-Law 20** and develop a scoring system and inform the judges in advance.
6. The CSPB used to provide certificates to the winners at some meetings, but this has proven difficult a number of times due to the short notice in finalizing the award winners. It also becomes problematic trying to mail awards, since award winners are often are moving around at this point. So the practice has been abandoned over the last few years for pragmatic reasons.
7. Arrange with the Treasurer to have appropriate cheques prepared to present to the winners.
8. Prepare a written citation for each winner and each honourable mention. The citations are to be read at the banquet and published in the Bulletin. Send citations to the Communications Director for publication in the Bulletin.
9. At joint meetings, there may not necessarily be a CSPB Banquet. In this case the President's Awards could be given either at the Annual Business Meeting or at another event scheduled at the end of the conference or sometime during the conference.
10. The Award is handed out by the most senior Past President attending the conference.

The CSPB/SCBV Society Medal Committee

The duties of this committee are spelled out in Society **By-Law 16**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every three years. Membership on the committee is for five years and 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 Award Committee Chair for the remainder of their 5-year term.

1. A call for nominations from the membership should be made in the Fall Bulletin. A call does not need to be made every year given the average 3-year rhythm of the Award. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for nominations should be sent by e-mail in early January in years when a call for nominations occur.
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaieres.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. The Committee should start acting as soon as it is appointed, such that the outgoing Award Committee Chair provides the incoming Award Committee Chair with all active files, including nominations over the previous three years that did not win, and a copy of the duties of the Committee. All files older than three years should be destroyed.
6. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
7. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
8. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
9. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half to one-page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter, cv/list of publications etc).
4. If the Executive accepts the nomination, then the complete file on that candidate (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.

6. **The President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified that the Committee intends to make an award so that an award can be procured and prepared. A certificate will be presented at the Annual Meeting of the same year and the gold medal will be presented at the following Annual Meeting (the year of the gold medal address).
8. During or immediately after the Annual Meeting, the Award Committee Chair should send a copy of the citation to the Communications Director for inclusion into the Bulletin.

The C. D. Nelson Award Committee

The duties of this committee are spelled out in Society **By-Law 17**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every year. Membership on the committee is for three years and rotated in such a manner that one new member is appointed annually. The longest serving member of the committee becomes the Award Committee Chair for one year.

1. A call for nominations from the membership should be made in the Fall Bulletin. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. This should be done every year, even if a winner was awarded in the previous year. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for nominations should be sent by e-mail in early January. The deadline to receive nominations is the 1st of February preceding the Annual Meeting (see below).
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. The committee should start acting as soon as it is appointed, such that the outgoing Award Committee Chair provides the incoming Award Committee Chair with all active files, including nominations over the previous three years that did not win, and a copy of the duties of the Committee. All files older than three years should be destroyed.
6. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
7. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline,** following the By-Law regulations and the procedure outlined below.
8. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
9. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half to one-page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter, cv/list of publications etc.).
4. If the Executive accepts the nomination, then the complete file on that candidate (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.

6. **The President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified that the Committee intends to make an award so that cash can be set aside, and a cheque can be prepared.
8. During or immediately after the Annual Meeting the Award Committee Chair should send a copy of the citation to the Communications Director for inclusion into the Bulletin.

The David J. Gifford Tree Biology Award Committee

The duties of this committee are spelled out in Society **By-Law 18**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every three years. Membership on the Committee is for five years and 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 Award Committee Chair for the remainder of their 5-year term.

1. A call for nominations from the membership should be made in the Fall Bulletin. A call does not need to be made every year given the average 3-year rhythm of the Award. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for nominations should be sent by e-mail in early January in years when a call for nominations occur.
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. The Committee should start acting as soon as it is appointed, such that the outgoing Award Committee Chair provides the incoming Award Committee Chair with all active files, including nominations over the previous three years that did not win, and a copy of the duties of the Committee. All files older than three years should be destroyed.
6. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
7. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
8. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
9. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President and Secretary by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the Committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half to one-page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter, cv/list of publications etc.).
4. If the Executive accepts the nomination, then the complete file on that candidate (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.

6. The **President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified that the Committee intends to make an award so that the cash award can be set aside, and a cheque can be prepared.
8. During or immediately after the Annual Meeting the Award Committee Chair should send a copy of the citation to the Communications Director for inclusion into the Bulletin.

The Gleb Krotkov Award Committee

The duties of this committee are spelled out in **Society By-Law 19**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every three years. Membership on the Committee is for five years and 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 Award Committee Chair for the remainder of their 5-year term.

1. A call for nominations from the membership should be made in the Fall Bulletin. A call does not need to be made every year given the average 3-year rhythm of the Award. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for nominations should be sent by e-mail in early January in years when a call for nominations occur.
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaires.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. The committee should start acting as soon as it is appointed, such that the outgoing Award Committee Chair provides the incoming Award Committee Chair with all active files, including nominations over the previous three years that did not win, and a copy of the duties of the Committee. All files older than three years should be destroyed.
6. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
7. **February 1st is the nomination deadline for all awards, and the Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
8. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
9. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President and Secretary by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half to one-page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter, cv/list of publications etc).
4. If the Executive accepts the nomination, then the complete file on that candidate (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.

6. The **President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified by the Secretary that the committee intends to make an award so that cash can be set aside, and a cheque can be prepared.
8. During or immediately after the Annual Meeting the Chair should send a copy of the citation to the Communications Director for inclusion into the Bulletin.

The Ragai Ibrahim Award Committee

The duties of this committee are spelled out in **Society By-Law 24**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every year. Membership on the committee is for three years and rotated in such a manner that one new member is appointed annually. The longest serving member of the committee becomes the Award Committee Chair for one year.

1. A call for nominations from the membership should be made in the Fall Bulletin. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for nominations should be send by e-mail in early January.
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaires.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
6. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
7. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
8. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President and Secretary by the 15th of March preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter from the supervisor and a pdf copy of the paper).
4. If the Executive accepts the nomination, then the nomination files (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.
6. **The President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified by the Secretary that the committee intends to make an award so that cash can be set aside, and a cheque can be prepared.
8. During or immediately after the Annual Meeting the Award Committee Chair should send a copy of the citation to the Communications Director for inclusion into the Fall Bulletin.

The Carl Douglas Prize

The duties of the Committee are spelled out in **Society By-Law 25**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every year. Membership on the committee is for three years and rotated in such a manner that one new member is appointed annually. The longest serving member of the committee becomes the Award Committee Chair for one year.

1. A call for applications from the membership should be made in the Fall Bulletin. The Award Committee Chair should do this by sending a short text to the Communication Director for inclusions in the Bulletin. This should be done every year. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
2. A second call for applications should be sent by e-mail in early January.
3. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
4. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
5. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
6. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
7. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
8. When assessing applicants, the Committee should consider primarily the excellence of the research contributions and leadership. In addition, evidence of initiative and originality of the research, a progression of achievements from the PhD, and time spent during the postdoctoral fellowship should be considered by the Committee.
9. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President and Secretary by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation in Word format one-half to one-page in length that will be posted on the Society website and in the Spring Bulletin (see examples on the Society website)
3. The application materials from the applicant, i.e., curriculum vitae, 2-page personal statement, and letter of support.
4. If the Executive accepts the nomination, then the complete files on the applicants (except the citation) must be destroyed.
5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.
6. The **President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.

7. The Treasurer will be notified that the Committee intends to make the award so that cash can be set aside, and a cheque prepared. A certificate will be presented at the Annual Meeting of the same year.
8. During or immediately after the Annual Meeting the Award Committee Chair should send a copy of the citation to the Communication Director for inclusion in the spring Bulletin.

The Mary E. Spencer Award

The duties of this committee are spelled out in Society **By-Law 26**.

Note that according to this By-Law, this award will normally be awarded with a maximum frequency of once every two years. Membership on the Committee is for five year and 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 Award Committee Chair for the remainder of their 5-year term.

10. A call for nominations from the membership should be made in the Fall Bulletin. A call does not need to be made every year given the average 2-year rhythm of the Award. The Award Committee Chair should do this by sending a short text to the Communications Director for inclusion in the Bulletin. As well, the Communications Director should send an email in November to the membership (one email calling for nominations for all awards).
11. A second call for nominations should be sent by e-mail in early January in years when a call for nominations occur.
12. The Award Committee Chair should ensure that all committee members are familiar with the relevant sections in the By-Laws and Duties Manual.
13. Prior to reviewing any award nomination files, all committee members should complete the Canada Research Chairs Unconscious bias training module:
<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/bias/module-eng.aspx>
14. The Committee should start acting as soon as it is appointed, such that the outgoing Award Committee Chair provides the incoming Award Committee Chair with all active files, including nominations over the previous three years that did not win, and a copy of the duties of the Committee. All files older than three years should be destroyed.
15. In early January, the President will contact the Award Committee Chair to determine how many award nominations have been received and encourage members to submit nominations.
16. **February 1st is the nomination deadline for all awards, and the Award Committee Chair must report the Award committee recommendations to the President by the March 15th deadline**, following the By-Law regulations and the procedure outlined below.
17. Following the February 1st deadline, the Award Committee Chair should remind committee members of the process for reviewing nomination files.
18. The Award Committee Chair should also contact the Treasurer for CSPB membership information on the Nominees to include in their deliberations.

If the Committee agrees to a recommendation, the Award Committee Chair must send the following to the President and Secretary by the **15th of March** preceding the Annual Meeting:

1. An email from the Award Committee Chair (with all members on the committee included) that explains in some detail the rationale for the recommendation
2. A separate citation as a Word file one-half to one-page in length that will be posted on the CSPB website and in the CSPB Bulletin (see examples on the CSPB website)
3. The nomination material from the nominators (i.e. nomination letter, curriculum vitae, a two-page summary outlining research and public service contributions, etc.).
4. If the Executive accepts the nomination, then the complete file on that candidate (except the citation) must be destroyed.

5. The Award Committee Chair should be informed of the Executive's decision by the Secretary.
6. **The President should also aim to notify the successful awardee by the 15th of April** prior to the Annual Meeting.
7. The Treasurer should be notified that the Committee intends to make an award so that cash can be set aside, and a cheque prepared. A certificate will be presented at the Annual Meeting of the same year.
8. During or immediately after the Annual Meeting the Award Committee Chair should send a copy of the citation to the Communications Director for inclusion into the Bulletin.