

# Operations Manual

**The Canadian Phytopathological Society  
La Société canadienne de phytopathologie**



Includes the duties and responsibilities of:

Board Members  
Editor-in-Chief of CJPP  
Editor of CPS News  
Website Editor  
Committee Members  
Regional Representatives

**Revised annually by the Past-President  
Revised Feb. 2009**

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## OBJECTIVES OF THE CPS

The objectives of the Society shall be to encourage and support research and education in plant pathology, to promote public awareness of the importance of plant diseases and of the socio-economic benefits of controlling them, and to act as a forum for discussion of policies and strategies affecting aspects of research and education in plant pathology and the practical control of plant diseases in Canada. The Society shall be run without purpose of gain for its members, and any profits or other accretions to the Society shall be used in promoting its objectives. The powers and duties of the officers of the Society and the other members of the Board shall be as described in the By-Laws (*see also the Constitution*).

## AMENDMENT OF THE CONSTITUTION

A full version of the CPS Constitution is available on the Society's web page at: <http://www.cps-scp.ca/members.htm>. The Constitution may be amended providing each amendment approved by three-quarters of the members voting thereon and providing that at least fifty percent of all members have returned the ballots. Except where the Act requires a meeting, such vote shall be taken by mail ballot, following a notice of motion and discussion at an Annual or Special (general) Meeting called for that purpose. Copies of such notice of motion must be mailed by the Secretary to each member at least two weeks prior to the date of the Annual or Special Meeting. The Secretary shall send one ballot to each member privileged to vote. Ballots shall be returned to the Secretary in unmarked ballot envelopes enclosed in outer envelopes marked with the sender's name. Ballots shall be counted by a committee of three consisting of the Secretary (as Chairperson) and two members appointed by the Secretary. The Secretary will cast a vote only to break a tie. All amendments to the Constitution shall be published in the CPS News (*see also the Constitution*).

## AMENDMENT OF THE BY-LAWS

A full version of the CPS By-Laws is available on the Society's web page at: <http://www.cps-scp.ca/members.htm>. The By-laws may be amended at any Annual Meeting (or special meeting) providing the amendment is approved by a majority of the members in attendance, following notice of motion. Copies of such notice of motion shall be mailed (or sent by email) by the Secretary to each member at least two weeks prior to the date of the Annual Meeting. Often notice of motion is published in the CPS News issue just prior to the AGM.

## THE GOVERNING BOARD

There are nine Board Members: the President, President-Elect, Vice-President, Past-President, Secretary, Treasurer, Junior Director, Senior Director, and Membership Secretary.

### **Serving period of Board Members:**

The Board Members serve from the end of one Annual Meeting until the end of the next. The Vice-President will normally progress to President-Elect, President and Past-President. The Secretary, Membership Secretary, and Treasurer are elected for two-year terms and are eligible for nomination for additional terms. However, a new Secretary and Membership Secretary will generally not be

elected in the same year as a new Treasurer. Directors are elected for staggered two-year terms and are eligible for nomination for a second term.

The Executive Council consists of the President, President-Elect, Vice-President, Secretary and Treasurer. They are empowered to conduct the affairs of the Society between sessions of the Board subject to ratification by the Board when it next meets (*see also the Constitution*). Normally most decisions are made by the entire Board.

**Election of Board Members:**

The Nominating Committee submits a slate of nominees for Board Members (and Standing Committees) to the Secretary at least 4 months prior to the Annual Meeting. The following are based on changes to the constitution approved in 2006 (see CPS-SCP News 50:8-9). The Secretary shall notify all CPS members of the nominations made by the Nominating Committee by publication in the CPS Newsletter that precedes the Annual Meeting (normally, the March issue). Nominations for any office may be made from the Society at large but notice of such nominations shall reach the Chair of the Nominations Committee or the Secretary by February 15<sup>th</sup> of the year of the election and be signed by not fewer than five members, as well as the person nominated. If more than one candidate has been nominated for an office, the Secretary shall prepare a ballot(s) listing the vacant position(s) and all valid nominees for the position(s) will be published in the CPS Newsletter at least two months prior to the Annual Meeting (normally the March issue). Ballots shall be returned to the Chair of the Nominations Committee by regular mail, facsimile or by email marked with the sender's name six weeks prior to the Annual Meeting. Ballots shall be counted by a committee of three consisting of the Chair of the Nominations Committee (as Chairperson) and two others (preferably CPS members) appointed by the Chair of the Nominations Committee. After the counting of the ballots is complete, the Chair of the Nominations Committee will submit the results of the ballot to the Secretary at least three weeks prior to the Annual Meeting. The Secretary will cast a vote only to break a tie. Nominations from the Society at large can not be made at the Annual Meeting for election at that AGM.

**Withdrawal from office:**

Board members may withdraw at any time from their respective office by a written resignation to the President (*see also the Constitution*).

**Filling of Board vacancies between Annual Meetings:**

The Board has the power to fill vacancies between Annual Meetings (*see also the Constitution*).

**Meeting frequency of the Board:**

The Board meets at least once each year. The Annual Meeting is normally scheduled in June and includes an Annual General Meeting (AGM). An Outgoing Board Meeting is normally held before the AGM and an Incoming Board Meeting is held after. Generally, the Board conducts at least three conference calls between Annual Meetings, one in September-October, one in January-February and one about one month before the Annual Meeting to prepare for the AGM and to shorten the Outgoing Board meeting at the AGM. Meetings and conference calls are called by the President. Board members are notified at least 14 days in advance. A majority of the Board constitutes a quorum (i.e. at least 5 members). Each Board member present at a meeting has one vote (*see also the Constitution*).

**Agenda and Minutes from Board meetings:**

In advance of each meeting or conference call, the Secretary solicits agenda items from Board members and prepares the agenda in collaboration with the President. The Secretary distributes the agenda and other relevant materials to the Board in advance of each meeting. The Secretary takes minutes, circulates them to the Board for approval and the final minutes are distributed to Board Members. Once each year, the Secretary will send the minutes from the Board meetings for archiving by the Archives Committee Chairperson.

**Signing authority:**

Documents: The signatures of two officers of the Corporation, one of whom must be the President or the Secretary, shall be required to certify that a particular document is a document of the Corporation.

Funds: The President, Treasurer and a member appointed by the Board (a signing officer) will have signing authority as follows; the signatures of any two of the Treasurer, the President or the signing officer are required for disbursement of Society funds (*see also the Constitution*).

**Funding of Board Members:**

For Board members, the Society can cover most of the expenses to attend the annual meeting: transportation (economy airfare or mileage, car rental or taxis), accommodations, and a per diem equivalent to the federal government rate. Board members can claim the meeting registration in lieu of other equivalent expenses, e.g., per diem or hotel expenses.

**DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS**

**PRESIDENT**

- Chairs all Board meetings and the Annual General Meeting.
- Maintains close liaison with the chairpersons of all Society committees to encourage and assist in their efforts, and is an ex-officio member of these committees
- Schedules the Outgoing Board Meeting before the AGM, and prepares the agenda in consultation with the Secretary and President-elect.
- The incoming President (i.e. the President elect), in consultation with the President and the Secretary, is responsible for scheduling the Incoming Board Meeting after the AGM.
- Seeks the guidance of the Board between AGMs, often by email and conference calls, before taking action.
- Appoints ad-hoc committees to perform a specific function either until the expiry date specified by the President or until the time when a Subject Matter Committee is established.
- Sends letters of congratulations to: recipients of Honorary Membership, Fellows, or other awards given by the Society; new officers and directors; new officers of regional groups of the Society as they are appointed.
- Sends letters of appreciation to: Chairperson of the Program Committee; President or other appropriate administrative officers of host institution for the annual meeting; outgoing Society officers and directors; invited speakers and other participants at Society functions; outgoing chairpersons of Standing, Subject Matter and Ad-hoc Committees.
- Sends letters of appointment to: Chairpersons of the Subject Matter and Ad-hoc Committees.
- Serves as member of the Science Policy Committee.
- Serves as the Board's liaison with the Local Arrangements Committee for the AGM during which they will be President, particularly in developing the scientific program of the annual meeting. This includes being the Board's liaison with APS or other societies when there is a joint meeting.

### **PRESIDENT-ELECT**

- Chairs at Board Meetings and the Annual Business Meeting in the absence of the President.
- Assists the President and Secretary in preparing the agenda for the AGM and in preparing the agenda for the Outgoing and Incoming Board Meeting.
- Serves as the Board's liaison with the Local Arrangements Committee for the AGM during which they will be president, particularly in developing the scientific program of the annual meeting. This includes being the Board's liaison with APS or other societies when there is a joint meeting.
- Serves as chairperson of the Science Policy Committee.

### **PAST-PRESIDENT**

- Serves as chairperson of the Nominating Committee.
- Serves as chairperson of the Financial Advisory Committee.
- Prepares the annual update for the *Operations Manual*.
- Normally represents the CPS on the Board of Plant Canada.
- Writes to members who did not renew their membership to inquire about the reasons.
- Serves as member of the Science Policy Committee.
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### **VICE-PRESIDENT**

- Serves as a member of all Subject Matter committees.
- Chairs Board meetings in the absence of the President and President-Elect.
- Serves as the Board's liaison with the Local Arrangements Committee for the AGM during which they will be President, particularly in developing the scientific program of the Annual Meeting. This includes being the Board's liaison with APS or other societies when there is a joint meeting.
- Normally represents the CPS on the Board of Plant Canada.
- Serves as member of the Science Policy Committee.
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### **SECRETARY**

The Secretary is elected for a two-year term and is eligible for re-nomination. A new Secretary will not normally be elected in the same year as a new Treasurer. He/she assumes the responsibilities at the conclusion of the Annual Business Meeting of the members of the Society.

- At Board Meetings, assist the President in preparing the agenda for all regular and special meetings of the Board. Notify all Board members of the dates and places of all Board Meetings in advance of the meeting and distribute the agenda and other pertinent information. Record the minutes of all Board Meetings and distributes the minutes to all members of the Board without undue delay.
- Maintain a current file of all Society correspondence, Board records, the updated Constitution and By-laws. Forward the updated constitution and by-laws to the Website Editor for posting.
- Maintain a current list of officers of the Society
- Maintain a list of members of committees.
- Notify the International Society for Plant Pathology (ISPP) of the new officers of the Society and the ISPP representatives.

- Notify Plant Canada of the new officers of the Society.
- Look after payment of incorporation fee to Industry Canada, keep copies of incorporation documents, and forward a notarized copy to the Treasurer.
- Reply to requests for information about the CPS for websites and year-books
- Responsible for production, engraving and framing of medals, production of signed (by the president and secretary) certificates of appreciation, and engraving of plaques, and mailing of the engraved student award plaques within a month after the AGM.

**Secretary’s duties for the election of new Board and Committee Members:**

- The secretary receives nominations from the Nominating committee for Board Members and Standing Committees four months prior to the Annual Meeting and from membership at large by February 15<sup>th</sup>.
- Notify all CPS members of the nominations made by the Nominating Committee and membership at large by publication in the CPS newsletter that precedes the Annual Meeting.
- If there are more than one nomination, prepare a ballot(s) listing the vacant position(s), and publish all valid nominees for the position(s) in the CPS Newsletter at least two months prior to the annual Meeting.
- Receive the results of the ballot (three weeks prior to the Annual Meeting).
- The Secretary will cast a vote only to break a tie.

**Secretary’s duties for Annual Reports:**

Normally, the Secretary makes a call for annual reports in the CPS News (December and /or March issue) to the following people: Membership Secretary, chairpersons of all Standing, Subject Matter and Ad-hoc Committees (except for the Awards, Nominating, and Resolution Committees), Editor-in-Chief of CJPP, Editor of CPS News, Website Editor, Coordinator of CPDS, Regional Representatives, and representatives to other affiliated societies, such as ISPP and Plant Canada (*see also By-Laws for a list of the reports to be published.*)

Most reports are to be published in the CPS News (March or June issue). Some reports are given orally at the AGM (such as the Treasurers Report, Financial Advisory Committee, and Resolutions Committee). The report of the Awards Committee is given at the awards ceremony, usually held during the banquet. These oral reports given at the AGM and banquet, and the Secretary’s report should be published in the September issue of the newsletter. The secretary will also ensure any missing reports for the year are published by September.

The annual report from the Secretary is published in CPS-News (September issue) and includes:

1. A summary of the Annual Meeting of members (dates, location, registered attendance, symposium topics, special sessions, guest speakers, contributed paper sessions, discussion sessions, number of papers presented, Board meetings, demonstrations, displays, commercial and scientific exhibits, and other scheduled events). This may be prepared by the Local Arrangements Committee Chairperson, if requested by the Secretary.
2. The minutes of the Annual Business Meeting of members.
3. Report of the Treasurer including the most recently audited report of income and expenses and changes in net worth of Society holdings.
4. Summary of amendments to the By-Laws duly made at the past annual meeting, which may be included within the minutes of the AGM.
5. A list of CPS officers and the Board for the coming year.
6. A list of members of committees.

**Time estimates for Secretary:**

Preparation of agenda for Incoming Board meeting, three teleconference calls, AGM, and Outgoing Board meeting, and set-up three conference calls for the Executive Board, attending the call and preparation of the minutes takes about 40 hours per year. Call for annual reports in CPS News and by email from all standing and subject matter committees, collation and submission to CPS News (10 hours). Correspondence with the Awards Committee and President regarding names of awards recipients, and preparation of awards such as plaques/medals/engraving/framing, and certificates/framing (15 hours). Minor tasks such as making the annual payment of incorporation fees for CPS and providing a list of CPS officers before June 1<sup>st</sup> of each year to Industry Canada, updating information of different data bases upon request, answer questions particularly regarding identity of committee members and regional meetings, ordering and distribution of CPS letterhead paper and envelopes, ordering of CJPP letterhead, filing of correspondence, distribution of the CPS displays (10 hours) (estimate provided by Deena Errampalli).

**TREASURER**

The Treasurer is elected for a two-year term and is eligible for re-nomination. A new Treasurer will not normally be elected in the same year as a new Secretary and Membership Secretary. He/she assumes the responsibilities at the conclusion of the Annual Meeting.

**Accounting:**

The financial year of the Society coincides with the calendar year. The Treasurer has direct responsibility for the accounting, record keeping, budgeting and preparation of financial statements. All financial transactions should be recorded in a manner satisfactory to the auditors.

**Annual budget:**

The Treasurer is a member of the Financial Advisory Committee, which is responsible for preparation of the annual budget for consideration and approval by the Board prior to submission to the Annual Business Meeting of members.

**Annual audited financial statement:**

The Treasurer is responsible for the annual audited financial statement for presentation to the Board and the Annual Business Meeting. The financial operation of the Society is audited by a firm of certified accountants. The Treasurer is responsible for recommending an auditor to members at the Annual Meeting, and an auditor is appointed by the members at the AGM (*see also the Constitution*).

**Signing authority:**

The Treasurer has signing authority for the Society, and his/her signature is required for disbursement of Society funds. In addition, the President and a signing officer appointed by the Board will have signing authority. The signatures of any two of the Treasurer, President, or signing officer are required for disbursement of funds (*see also Constitution*).

**Tax receipts:**

The Treasurer is responsible for preparing and mailing tax receipts for dues and charitable donations for the current year to all members prior to December 31<sup>st</sup>.

**Publications:**

The Treasurer is responsible for ordering publications for members as directed by the Board (*see also By-Laws*).

**Awards:**

The treasure is responsible for cash awards and accounting for travel costs if associated with awards.

**Time estimates for Treasurer:**

Depositing cheques, transmitting credit card numbers, and mailing of receipts and accounting for each of these from membership fees. This takes about 30 hours per month for December, January and February (with a slightly less load in Dec in some years), and a few hours per month for the rest of the year. Depositing and logging cheques received for subscriptions, manuscripts and reprints from CJPP takes 10–15 hours per month. Payment of bills amounts to a couple of hours per month, except after the annual meeting when it can take 5–10 hours. A bookkeeper puts all the records in order for the auditors. This costs CPS \$2000–\$ 3000 per year (estimates provided by Dilantha Fernando).

**MEMBERSHIP SECRETARY**

The Membership Secretary is elected for a two-year term and is eligible for re-nomination. A new Membership Secretary will not be elected in the same year as a new Treasurer. He/she assumes office at the conclusion of the Annual Business Meeting.

- Prepare and mail membership renewal forms (October-November) including reminders to current members.
- Contact potential new members.
- Forward membership payments to the Treasurer.
- Maintain a current mailing list (database) of members, and each year produce and distribute a Directory of Members to all members.
- Provide mailing labels to the Secretary, Treasurer, Editor-in-Chief and Technical Editor of CJPP, Editor of CPS News, Regional Representatives and the Local Arrangements Committees. Mailing labels may also be prepared for the journal publisher for the mailing of author reprint requests.
- Prepare and mail Sustaining Associate certificates.
- Maintain a current CJPP subscription list (for members) in collaboration with the Editor-in-Chief and the journal publisher. Provide updates for the member-subscriber list to the journal publisher in a timely manner. (The journal publisher maintains the non-member subscription list.)
- Submit member contact information to the International Society of Plant Pathology on-line directory in the required format.
- Is responsible for tracking free memberships that we provide with certain awards such as the best student paper and poster.
- Serve as Chairperson of the Membership Committee.

**Sale of mailing list:**

The mailing list is not available for sale or other non-Society use without the formal consent of the Board.

**Time estimates for Membership Secretary:**

The workload varies a lot between months, but is on average 20 hours per month, with the heaviest

workload from December to February as the bulk of the membership renewals come in (estimates provided by Gayle Jespersen).

## **JUNIOR AND SENIOR DIRECTORS**

The Board has two Directors elected for staggered two-year terms. A person serves the first year as Junior Director and the second year as Senior Director. The newly elected Director assumes office at the Incoming Board Meeting after the Annual Meeting. A Director is eligible for nomination for a second term.

- Participate fully in the affairs of the Society, and attend all Board Meetings.
- Provide direction to and ensure that the goals of the various Subject Matter committees are achieved. Specific tasks or committee responsibilities are assigned by the Board at the time of appointment, or as required by the President and/or the Board.

## **DUTIES AND RESPONSIBILITIES OF OTHER SOCIETY POSITIONS**

### **Independent Provincial Plant Pathology Societies**

CPS recognizes that independent provincial societies exist in Canada that have members in common with CPS. CPS maintains liaison with these societies through persons who are selected by the provincial society as representatives to CPS. In exceptional circumstances, the CPS Board may appoint a representative to maintain liaison with an independent provincial society. There are two independent provincial plant pathology societies, located in Alberta (PPSA) and Quebec (QSPP).

### **Regional Representatives**

- Promote and advance the objectives of the Society within the region by holding an annual regional meeting (if feasible and practical).
- Keep members informed of activities in Canada relating to plant pathology via the CPS News and their regional webpage, and submits a report from the annual regional meeting.
- Serve as a liaison between the group they represent and the Board and communicate any issue that they feel may warrant the Boards attention.
- Provide a leadership role in the nomination of persons for CPS awards.
- Serve as a member of the Membership Committee.

Regional Groups of the CPS are established on approval by the Board. There are nine regions recognized by the Society, namely Newfoundland and Labrador, Maritimes, Québec, Eastern Ontario, Western Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia. Regional Representatives promote the interests of CPS and its members in that region.

Regional Representatives are normally appointed or elected by the members of the region that they represent and serve terms of office at the discretion of those members. In exceptional circumstances, the CPS Board may appoint a Regional Representative where no Regional Group exists. A newly elected representative should inform the Membership Secretary about their appointment.

An amount, not normally exceeding \$150 annually, is available to Regional Groups for promoting regional activities (*see also By-Laws*). The Board may approve a larger amount following consideration of the merits of the request on an individual basis. The extra funds will only be sent to

the Regional Group following an itemized expense report to the CPS treasurer.

## **SOCIETY REPRESENTATIVES IN OTHER ORGANIZATIONS**

The Board appoints representatives to other organizations in which the Society is entitled to representation.

### **International Society of Plant Pathology (ISPP):**

The CPS is an associate member of the ISPP. There are two CPS representatives to the ISPP; the Editor-in-Chief of CJPP and the Editor of the CPS News.

### **Plant Canada:**

The CPS is a member of Plant Canada. There are two CPS representatives to the Board of Plant Canada. Normally this would be the Past President and the Vice President, or a designated alternative, selected by the CPS Board and taking into consideration the location of the Plant Canada meeting site. Plant Canada is an organization of scientific societies in Canada whose interest is plant biology. The main purpose is to promote communication among plant scientists by hosting joint meetings at regular intervals. CPS has participated in the Plant Canada 2005 meeting in Edmonton, hosted a meeting with Plant Canada at Saskatoon in 2007, and plans to participate in Plant Canada 2011 in Halifax.

## **THE CANADIAN JOURNAL OF PLANT PATHOLOGY**

### **Editor-in-Chief of CJPP:**

The Board appoints the Editor-in-Chief for a renewable 3-year term. The Editor-in-Chief is not eligible for nomination to another office during his/her term. The Board appoints an Editorial Committee which is chaired by the Editor-in-Chief and consists of the Section Editors and possibly a Technical Editor. The Editorial Committee has the responsibility for formulating policy, printing and distributing the Journal.

- Responsible for the publication and distribution of CJPP in consultation with a publishing organization, which is contracted to publish and market the journal and provide Journals Accounts Manager services.
- Collaborate with the Membership Secretary to maintain a current subscription list for members and with the publishing organization (in their role as Journals Account Manager) for non-member subscriptions. Invoices for non-members are mailed out in November of each year.
- Reports annually to the Board and the Society.
- Chairs the Editorial Committee.
- CPS representative to the ISPP.
- The Editor-in-chief is an ex officio, non-voting member of the Executive Board. The Editor-In-Chief will participate in all Executive Board meetings.

### **Transition phase for the Editor-in-Chief:**

The Editor-in-Chief assumes office at the conclusion of the Annual Business Meeting of the Society. During a phasing-in period, the outgoing Editor-in-Chief is responsible for completing numbers 3 and 4 (i.e. September and December issues) but manuscripts received after October 1 are assigned to

the new Editor-in-Chief for processing.

**Abstracts from the Annual Meeting:**

Abstracts of papers submitted from the Annual Meeting and regional meetings are published in CJPP. The publication fee is determined annually by the Board (currently set at \$35 per abstract).

## **CPS NEWS**

The Board appoints the Editor for a renewable 3-year term, and in consultation with the Editor, appoints Assistant Editors (who become members of the newsletter Editorial Committee) for renewable 3-year terms, to assist with the CPS News. The Editor of CPS News assumes office at the conclusion of the Annual Meeting. The Editor and the Assistant Editors assume responsibility for the editorial policy of CPS News, subject to approval of the Board.

**Duties of the Editor and Assistant Editors:**

- Responsible for assembling and distributing CPS News on a quarterly basis, normally in September, December, March, and June.
- Responsible for distribution of copies of each issue to all members of the Society.
- Responsible for maintaining and archiving a complete set of CPS News in a safe location so that it is available to the Society for referral purposes as requested. Currently, the archive is located at the library of Agriculture & Agri-Food Canada, 195 Dafoe Road, Winnipeg, MB.
- Ensure that the Secretary's annual report, the financial statement and approved budget for the coming year are published in the issue following the Annual Meeting (normally in the September issue)
- Ensure that a call for nominations to the Board and Standing Committees appears six months prior to the annual meeting (normally in the December issue when the AGM is held in June) and publishing the list of nominees at least three months before the AGM (normally the March issue).
- Ensure that the call for nominations for CPS Awards appears prior to the annual meeting (normally in the December issue). This will ensure that the membership has time to prepare a nomination and that the Awards Committee has sufficient time to consider nominations and to recommend awardees to the Board for ratification.
- Ensure that a call for annual reports from the various Standing, Subject Matter and Ad-hoc Committees appear in the March issue, so that these reports can be published in the June issue (or the issue just prior to the AGM).
- Responsible for collating news items from across Canada, using Regional Representatives and other members selected by the Editor and Assistant Editors as correspondents.
- The Editor is a CPS representative to the ISPP.

**Time commitment for the Editor:**

Send an email-call for contributions to about 40 correspondents one month prior to the submission deadline of each issue. The list includes the CPS Board members, both current and past, selected members from all regions of the country, representing most institutions and faculties as well as the society's Regional Representatives. Communicate with the Secretary, Nomination Committee and Awards Committee regarding items that must appear in specific issues.

Read and edit all contributions for grammatical and spelling errors. Transmit the President's Message, and occasionally other items, for translation.

Assemble each issue using PC software. Make final corrections; create page numbering and Table of Contents. Send a copy to the Website editor for posting on the CPS website, and a copy to the Membership Secretary for electronic distribution to members.

Produce a summary of expenses for the Treasurer and the Board each year.

On average it takes the Editor about 30–40 hours per issue or approximately 140 hours per year (estimate provided by David Kaminski ). The Assistant Editor spends most of his time on "beating the bushes" for content (10–20 hours per year).

## **OTHER PUBLICATIONS**

The Board may authorize other official publications. The Board has full authority to determine editorial policy, appoint editors, establish sale price, deal with copyright, and supervise production of these publications. For each publication, the Board receives approval by motion at an Annual General Meeting and submits an annual report of the year's activities during the planning and production phase of each publication.

### **WEBSITE EDITOR**

- Responsible for making arrangements with internet service providers and obtaining technical assistance as needed to maintain the Web Site.
- Responsible for assembling and posting information on CPS publications and activities to the CPS Website on a regular basis, including quarterly postings of the Table of Contents from the Canadian Journal of Plant Pathology and CPS News. Additional information may include annual membership renewal, annual meetings, and selected articles from CPS News, position advertisements, plant pathology news, and related information.

### **CANADIAN PLANT DISEASE SURVEY (CPDS) COORDINATOR**

The majority of the work is editorial. Every article is read and corrections made to spelling, grammar, style, etc. This requires an extensive knowledge of plant pathology. The equivalent of two weeks of work per year from a skilled secretary is provided by CPS. The electronic version is collated and submitted to the Website Editor for posting to the CPS Website. The fee for publication per article is the same as the CJPP abstract fee. Also, there is a \$20 fee to libraries per print copy. Fees may be waived at the discretion of the co-ordinator.

### **PEST MANAGEMENT RESEARCH REPORT (PMRR) COORDINATOR**

The work is consultative. The coordinator acts as the point of contact between CPS, the Entomological Society of Canada and AAFC (who currently publish PMRR), provides suggestions when replacements for section editors are required, and provides updates for the distribution list each year. An electronic version is collated and submitted to the Website Editor for posting to the CPS Website. At present, there is no fee for publication of articles in PMRR.

## COMMITTEES

There are three types of committees:

- Standing Committees, as designated in the By-Laws of the Society and governed by the Constitution.
- Subject Matter Committees, as appointed by the President and reviewed periodically by the Board. Members included volunteers and people suggested by other committee members.
- Ad-hoc Committees, as appointed by the President to serve for a term specified by the President.

Committee members serve without remuneration. The terms of reference for Standing Committees are determined by the By-Laws and Constitution. Terms of reference for Subject Matter committees are determined by the committee and submitted to the Board for approval and then posted on the website. The terms of reference for the Ad-hoc Committees are often determined by the Chairperson and the President.

The chairperson of each committee prepares a report on the committee's activities for the Board and members at the Annual Business Meeting. The report is submitted to the Secretary and the CPS News Editor for publication in CPS News at least one month prior to the Annual Meeting (usually in the June issue) or at the call of the Secretary.

### STANDING COMMITTEES

#### **Nominating Committee**

The Nominating Committee is a Standing Committee that consists of the Past-President (Chairperson), the retiring Past-President and three additional members who serve for two-year, renewable terms. New members assume office at the conclusion of the Annual Business Meeting.

- Submit nominees four months prior to the Annual Meeting for vacant Board positions for Vice-President, Secretary, Membership Secretary, Treasurer, Junior Director, but not for Past-President, President, President-Elect, or Senior Director and for vacant positions on Standing Committees (Awards Committee, Future Meetings Committee, Resolutions Committee, and Science Policy Committee, but not for the Journal Editorial Committee and Membership Committee).
- CPS members are to be notified by the secretary of the nominations made by the Nominating Committee by publication in the CPS Newsletter that precedes the Annual Meeting.
- The Chair of the Nominating Committee or the Secretary should receive nominations from the Society at large by February 15<sup>th</sup> of the year of the election.
- A ballot(s) listing the vacant position(s) and all valid nominees for the position(s) are to be prepared by the secretary and published in the CPS Newsletter by at least two months prior to the Annual Meeting, if there is more than one nominee for an office.
- Ballots are to be returned to the Chair of the Nominating Committee by regular mail, facsimile or by email marked with the sender's name by six weeks prior to the Annual Meeting.
- Ballots are to be counted by a committee of three consisting of the Chair of the Nominating Committee (as Chairperson) and two others (preferably CPS members) appointed by the Chair of the Nominations Committee.
- After the counting of the ballots is complete, the Chair of the Nominating Committee will submit the results of the ballot to the Secretary by three weeks prior to the Annual Meeting.

### **Journal Editorial Committee**

The Journal Editorial Committee is a Standing Committee comprised of the Editor-in-Chief of the CJPP (chairperson), and the Section Editors. This committee is responsible for formulating the general editorial and publication policy of CJPP, subject to approval by the Board.

- Nominates Section Editors for a 3-year term (preferably staggered so one-third terminate each year). Nominations are subject to approval by the Board.
- Nominates a Technical Editor for a 3-year term (preferably one year after appointment of a new Editor-in-Chief). The nomination is subject to approval by the Board. This role is currently conducted under contract by NRC Press.

### **Awards Committee**

The Awards Committee is a standing committee that is comprised of five members reflecting different areas of expertise and a good knowledge of the workings and membership of the Society. Each member serves a five-year period, and the member with the most seniority is chairperson, after which he/she is replaced by a new member. The Awards Committee assumes office at the conclusion of the Annual Business Meeting.

- Recommends nominees for all categories of awards as specified in the By-Law (VIII. AWARDS), except for the Glenn Anderson Lectureship.
- Calls for nominations for the various awards from Society members. The invitation should normally be made via an announcement in the December issue of CPS News when the annual meeting is in June. Special invitations are made to Regional Representatives and heads of relevant institutions to scan worthy candidates and draft or solicit nominations.

### **Procedure for nomination and ratification of awardees:**

- 1) The nominator sends five hard copies or an electronic copy of the nomination to the Chairperson of the Awards Committee at least 3 months prior to the AGM.
- 2) The Awards Committee reviews all nominations and decides on a recommendation to the Board at least 2 months prior to the AGM. Each recommendation has to be accompanied by a carefully prepared statement usable as a citation (approved by the awardee, if successful), details of employment and positions held by the nominee, the nature, scope and impact of the nominee's contribution to plant pathology. A 4/5 majority of the Awards Committee is required to proceed with a recommendation to the Board, but the Board is prepared to receive minority reports. The Committee may also recommend a nominee for a different award.
- 3) The ratification of an award by the Board requires a unanimous vote of approval. The responsibility for preparation of the award, and its presentation rests with the Board.
- 4) The amount and type of expenses that will be given to the successful awardees is either specified in the By-Laws or at the discretion of the Board. The President will notify the Chairperson of the Awards Committee of these cash amounts. In 2003, the Board approved the cost of registration and \$500 travel expenses for awardees such as Fellow, Outstanding Research, and Outstanding Young Scientist. The cash prize for student presentation awards was \$150 for first place and \$100 for second place.
- 5) The Chairperson of the Awards Committee notifies all successful awardees at least six weeks prior to the AGM (and copies to the President).
- 6) The Awards Committee prepares a report for the Board and the Annual Meeting. This report is normally presented at the Banquet. Photographs should be taken when awards are given and published in CPS news (note that permission to publish photos is required from each

person in the photograph).

**Unsuccessful nominees:**

The files of unsuccessful nominees are carried over without priority for consideration in two subsequent years. Unsuccessful nominees are not notified; however, the chairperson advises the nominators that the unsuccessful nominees will be considered in subsequent years and invite the nominators to submit new or revised nomination material.

**New awards and criteria:**

The Committee may recommend to the Board that it increase the number of awards in cases of backlog, outstanding nominees or on the occasion of a special event. The criteria for awards and the need for change of awards should be reviewed by the Awards Committee and the Board at least every five years and be revised, if necessary, to meet the new realities and to best serve the Society, its members, and society at large.

**Awards:**

See Awards section following, and By-Laws.

**Membership Committee**

This Standing Committee consists of the Membership Secretary (chairperson), the Treasurer and all Regional Representatives.

- Promotes membership in the regular, student, and Sustaining Associate categories.
- Updates the CPS publicity brochure.
- Prepares a report for the Board and the AGM.

**Future Meetings Committee**

This Standing Committee consists of three members. The senior member serves as chairperson, after which he/she is replaced by a new member. The committee assumes office at the conclusion of the AGM. The committee is responsible for confirming those sites that have been recommended by the previous committee for the next three Annual Meetings, and for investigating and recommending a site for the Annual Meeting four years hence. In selecting suitable sites, the committee considers invitations received by the Society to hold joint meetings with other societies, availability of adequate accommodation, and rotation of sites in such a way that the various regions have an opportunity to host an Annual Meeting. The committee prepares a report for the Board and the AGM.

**Resolutions Committee**

This Standing Committee consists of three members. The senior member acts as chairperson, after which he/she is replaced by a new member.

- Responsible for drafting resolutions at the AGM including a series of "appreciations" and "acknowledgments" (see previous resolutions published in the CPS News September issues)
- Solicits views of members on issues that should be discussed by the Society (via CPS News) and developed into resolutions for consideration at the AGM.

**Financial Advisory Committee**

This Standing Committee consists of 10 members: Past-President (Chairperson), President, President-Elect, Vice-President, Treasurer, Editor-in-Chief of the Canadian Journal of Plant Pathology, three members-at-large appointed by the Board and one member-at-large elected by the

members at the Annual Business Meeting. The members-at-large serve for 2 years and are eligible for re-nomination. The committee assumes office at the conclusion of the AGM.

- Responsible for preparation of a budget for consideration by the Board and the AGM.
- Provides guidance in the development of the budget for CJPP.
- Responsible for developing a 5-year financial plan involving Society funds and awards monies.
- Prepares a report that becomes part of the Treasurer's annual report.
- Responsible for conducting an annual review of progress on the Strategic Plan.

### **Science Policy Committee**

The committee shall consist of the four elected persons in the presidential stream of the Executive Board; President-Elect (chairperson), Past-President, President, and Vice-President. The committee is responsible for identifying areas of concern to the Society as these relate to the conduct of science in Canada. This may involve issues relating to federal or provincial legislation, priorities in education or science funding, or public awareness as this affects the science and practice of plant pathology and constituent disciplines in Canada. Once an issue of interest is identified, the Science Policy Committee shall appoint an ad-hoc committee of persons with the appropriate expertise and interest. The committee shall address the issue, as directed by the Science Policy Committee, and submit a final report to the Executive Board. Once the final report is approved by the Executive Board, the ad-hoc committee will be dissolved.

### **SUBJECT MATTER AND AD-HOC COMMITTEES**

Ad-hoc and subject matter committees are established by the Board to carry out various functional needs of the Society. Ad-hoc committees carry out specific, normally shorter-term, tasks required by the Society. Subject matter committees have a broader mandate and normally are of longer duration. The terms of reference for subject matter and ad-hoc committees shall be determined by the President in consultation with the Board.

## **AWARDS AND FUNDING**

The chairperson of the Awards Committee is responsible for notification of awardees. The Board decides whether awardees will get reimbursement for travel costs to the AGM and notifies the chairperson and awardees. The Secretary is responsible for production, engraving and framing of medals, production and signing of certificates, and engraving of plaques. The Treasurer is responsible for cash awards. The Membership Secretary is responsible for subscription waivers. For the official descriptions of awards, consult the By-Laws.

### **HONORARY MEMBER:**

Criteria: Any person who has rendered eminent service to plant pathology. The nominee shall normally not be a member of the Society.

Award: A suitably inscribed certificate dated and signed by the President and Secretary. Receives CPS News without charge, provided they request it on an annual basis from the Membership Secretary (does not include a free subscription to CJPP). In addition, travel expenses to the AGM can, at the discretion of the Board, be a part of the award.

### **FELLOW:**

Criteria: A regular member of the Society who has rendered outstanding service to the Society and to the profession of plant pathology. Those receiving the awards remain Fellows for life.

Award: A suitably inscribed certificate dated and signed by the President and the Secretary.

Note: The number of Fellow awards is limited to one per year, and the total should not exceed seven percent of the total membership of the Society.

#### **AWARD FOR OUTSTANDING RESEARCH:**

Criteria: An outstanding research scientist in plant pathology in Canada. As the Society's most prestigious award, consideration is given to research involving new concepts, the discovery of new phenomena, or principles in plant pathology or novel application of existing principles. The award is given at irregular intervals depending on the availability of suitable nominees.

Award: A suitably engraved medal. An invitation to write a review article for the CJPP, free of page charges. A registration fee waiver for the AGM, and additional travel expenses shall, at the discretion of the Board, be part of the award.

Note: The fund for this award was initiated in 1978 by a donation from the late Dr. C.E. Yarwood and received a major input in 1991 from the Plant Pathology Society of Alberta through donations in memory of the late Dr. A.W. Henry.

#### **OUTSTANDING YOUNG SCIENTIST AWARD:**

Criteria: Recognizes the contribution of a junior scientist (under 45 years at the time the award would be presented), judged to have had a major impact on plant pathology in Canada. Recipients are judged to have made an outstanding contribution to plant pathology in Canada on the basis, not only of demonstrated competence, but also of one or more of the following special criteria: i) superior research accomplishment, either as a single contribution or as a series of endeavours, in plant pathology or in a related field; ii) meritorious contribution in plant pathology scholarship or literature, whether or not this is based upon the recipient's own original research, and whether or not it be based upon predominantly Canadian material; iii) unusually valuable practical application of scientific or technological expertise; and iv) significant leadership in plant pathology. The awardee need not be a member of the Society, or live in Canada.

Award: A suitably engraved medal. A registration fee waiver for the AGM, and additional travel expenses shall, at the discretion of the Board, be part of the award.

Note: Only one award per year, but more than one individual may be cited in connection with a single award. The award may be made on different occasions to the same recipient(s), but only for distinctly different contributions to plant pathology in Canada. Funds were initiated from the estate of the late Dr. G.J. Green. Prior to 2003, this award was called the Gordon G. Green Outstanding Young Scientist.

#### **GLENN ANDERSON LECTURESHIP:**

Criteria: This lectureship recognizes the contribution of an outstanding, internationally recognized plant scientist toward the security of the world food supply. Selection of a lecturer is the responsibility of the arrangement committee.

Award: The award sponsors a lecture at joint CPS–APS meetings (or other special event as agreed by both the Canadian and American Phytopathological Societies). The fund is intended to be used for travel expenses and honoraria.

Note: The terms of reference of the lectureship and the use of fund interest earnings are reviewed at least every five years by the Boards of both Societies (see AGM of 2007).

#### **ACHIEVEMENTS IN PLANT DISEASE MANAGEMENT AWARD:**

Criteria: Given to an individual or team for their scientific research on products and technologies used in plant pathology, innovative solutions to problems in plant pathology, participation in plant pathology extension, and volunteer support to CPS.

Award: An engraved plaque to the individual or each member of the team, and one plaque to the company or agency where they are employed. In addition, the company will be recognized in an issue of the CPS News or on the web site. Expenses to the awardee(s) are at the discretion of the Board.

Note: The award was first offered in 2003 and is intended to recognize contributions by industry or not-for-profit agencies for innovative research, development of products, or transfer of information for the benefit of disease management in Canada. Only one award is given per year. The candidate need not be a member of the Society or domiciled in Canada, but the benefit to Canada must be clearly demonstrated.

### **BEST STUDENT PRESENTATION AWARDS:**

Criteria: The student presentation must be phytopathological and must not have been made previously in competition before another professional society. Candidates must be enrolled at a university or have completed a university degree not more than six months before the AGM.

Candidates do not have to be members of the CPS.

Award: Suitably engraved plaques, one-year memberships of CPS, and cash amount determined by the Board.

Note: The Awards Committee is responsible for selecting recipients of the Best Student Presentation Awards during the AGM. There is normally one award each for best oral presentation and best poster, but more than one award in each category can be made. Funds were initiated by the late Professor T.C. Vanterpool in 1984 and increased in 1999 by donations in honour of the late Dr. and Mrs. D.L. Bailey.

### **CERTIFICATE OF APPRECIATION:**

Criteria: A Certificate of Appreciation is given to individuals who are deemed to have made significant contributions to the Society, by donating their time and effort to further the cause of the Society. The nominees are determined by the Board.

Award: A suitably inscribed certificate dated and signed by the President and the Secretary indicating the specific contribution made. Presented at the AGM or at a regional meeting by the President.

### **GRADUATE STUDENT TRAVEL AWARD:**

Criteria: The student must be enrolled in a Master's level or Doctoral level program in any area of plant pathology. The selected awardee does not have to be CPS member.

Award: A maximum of 2 x \$500 awards are presented annually, depending on the availability of suitable applicants. The award is intended to provide outstanding graduate students in plant pathology with funds to attend and present their research work at an AGM.

### **AWARD TRUST FUND**

Portfolios: Awards monies and donations are held in an Awards Trust Fund portfolio, except the Glenn Anderson Lectureship Fund, which is held separately and in American dollars. The portfolio consists of a diversity of secure investments of differing maturity dates. A mean of earnings are credited to each award. Capitalization of named awards may not be decreased for 20 years.

Withdrawal of funds: All cash awards are a fixed amount set by the Board; which may be adjusted at

intervals in accordance with the prestigious nature of the award. Expenses incurred in the presentation of an award (medals, certificates, plaques, engraving, complimentary registration and banquet/presentation ceremony costs for the awardee plus one companion) are paid out of the Awards Trust Fund. Travel costs for awardees to attend the Annual Meeting are not to be paid out of the Awards Trust Fund.

### **BEQUESTS AND DONATIONS TO AWARDS**

The Society entrusts such bequests and donations to the Awards Trust Fund. Since circumstances and the needs of the Society change with time, the Society shall not commit itself to identification or recognition of bequests in perpetuity. However, the Society commits itself to identification of bequests for a minimum of 20 years. The terms of reference for awards may be changed but named identification will be maintained for the minimum of the specified period. Further, bequests and donations will be recognized by publication if requested.

Bequests and/or donations may be made for at least three purposes:

- a. To increase the capitalization of existing awards.
- b. To establish a General Awards Fund to be used for special purposes, the creation of new awards by the Society or the equalizing of income from existing awards.
- c. To establish new initiatives by members, regional groups, the Board or the Annual General Meeting. Such new initiatives must be approved by the general membership by ballot vote.

### **Sensitivity and Inclusiveness:**

The Society has members with varied backgrounds (i.e., race, colour, religion and sexual orientation) and wishes to be respectful of all individuals. The President and LAC Chairperson should be sensitive to situations that may offend some members. For example, the act of blessing food before a meal should be without religious overtones and be inclusive for all. One suggestion is to have a Toast or Salutation wishing our colleagues and friends the best of health and happiness.

### **CPS and GST:**

CPS is not registered for GST and is not required to be registered. CPS is a registered charity which allows it to claim back a portion of the GST expenses it incurs every year. This however has nothing to do with registration for our annual meeting. If there is an enquiry about GST for annual meetings or other activities, we can reply that CPS is not registered for GST therefore does not charge it.

GST info (2007) from:  
Blair Riordan, CA, CMA, TEP  
Chartered Accountant Inc.

### **CPS PRIVACY POLICY**

The following is extracted from the privacy policy of CPS:

The Canadian Phytopathological Society respects our members' right to privacy. We protect the member's personal information and adhere to all legislative requirements with respect to protecting privacy. The information provide by members will be used only for society business - to deliver services, including the journal, newsletter and membership directory, and to keep you informed and

up-to-date on the activities of the CPS, including annual and regional meetings and special events. We do not rent, sell or trade our mailing list, but will, with board approval, provide mailing lists to affiliated societies (e.g., ISPP), so that membership is informed about events such the International Congress of Plant Pathology. The CPS does provide contact information for the ISPP on-line directory of plant pathologists. Members can indicate on their membership renewal form if they would prefer to opt out of the on-line directory, or contact the membership secretary with any concerns. The CPS will identify the reasons for collecting personal information at the time of collection, and information will not be used for other purposes without prior consent. The information is to be kept in a secure manner.