

**THE CANADIAN PHYTOPATHOLOGICAL SOCIETY INC.
LA SOCIÉTÉ CANADIENNE DE PHYTOPATHOLOGIE INC.**

BY-LAWS

I. DUTIES OF THE GOVERNING BOARD

PRESIDENT - General Responsibilities

1. The President would normally assume office after a one-year term as President-Elect. He or she assumes office at the conclusion of the Annual Business Meeting of the members of the Society.
2. The President shall cause the spirit of the Constitution and the decisions of the Annual Business Meeting and of Board meetings to be carried out.
3. The President is the presiding officer at all Board meetings that are held during his or her term of office and at the Annual Meeting of the members of the Society.
4. The incoming President, in consultation with the President-Elect and the Secretary, is responsible for scheduling a meeting of the new Board at the close of the Annual Meeting of the members of the Society.
5. The President shall maintain 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.
6. Between Annual Meetings, when it is not possible to convene a meeting of the Board to consider issues that may arise, the President shall endeavor to seek the guidance of the Board before taking action.
7. The President shall keep the Board and Society members advised on significant activities of the Society and solicit their suggestions.
8. The President has the power to appoint Ad Hoc committees to perform a specific function. Such committees shall normally serve only until the expiry date specified by the President at the time a committee is established.
9. The President shall schedule a meeting of the outgoing Board immediately before the Annual Meeting of the members of the Society. The President, in consultation with the Secretary and President-Elect, shall prepare the agenda for the Annual Board Meeting, and submit information to other members of the Board in advance of the meeting so that issues can be properly considered.

Specific Responsibilities

1. The President shall dispose of properly approved resolutions by sending each to the person(s) or organization specified and provide for subsequent release or distribution as appropriate.
2. Following the Annual Meeting, the incoming President shall:
 - a) Send 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.
 - b) Send 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.
 - c) Send letters of appointment to Chairpersons of the Subject Matter and Ad Hoc Committees

PRESIDENT-ELECT

1. Assumes office at the conclusion of the Annual Business Meeting of the members of the Society.
2. Presides at Board meetings and the Annual or Special Business Meeting of the members in the absence of the President.
3. Assists the President and Secretary in preparing the agenda for the Annual Business Meeting of the members.
4. Assists the incoming President and Secretary in preparing the agenda for the first meeting of the new Board.
5. Serves as the Board's liaison with the Local Arrangements Committees particularly in developing the scientific program of the Annual Meeting of the members.
6. Serves as Chairperson of the Science Policy Committee.

PAST-PRESIDENT

1. Assumes office at the conclusion of the Annual Business Meeting of the members of the Society.
2. Serves as Chairperson of the Nominating Committee.
3. Serves as Chairperson of the Financial Advisory Committee.

VICE-PRESIDENT

1. Assumes office at the conclusion of the Annual Business Meeting of the members of the Society.
2. Presides at all Board meetings in the absence of the President and President-Elect.
3. Serves as a member of all Subject Matter committees.

SECRETARY

1. The Secretary shall be elected for a two-year term and shall be eligible for renomination. A new Secretary will not normally be elected in the same year as a new Treasurer.
2. Assumes the responsibilities of the office at the conclusion of the Annual Business Meeting of the members of the Society.
3. Assists the President in preparing the agenda for all regular and special meetings of the Board.
4. Prepares the Annual Report of the Society to be published by the Society.
5. Maintains a current file of all Society correspondence, Board records, updated Constitution, By-Laws, current lists of officers of the Society.

Meetings of the Board

1. Notifies all Board members of the dates and places of all Board meetings in advance of the meeting and distributes the agenda and other pertinent information.
2. Records the minutes of all Board meetings and distributes the minutes to all members of the Board without undue delay after the meeting.

Annual Meeting of Members

1. Four months prior to the Annual Meeting receives from the Nominating Committee a slate of nominees for membership on the Board and on Standing Committees.
2. Not less than 3 months prior to the annual meeting notifies all members of the Society of the nominations made by the Nominating committee, preferably via an announcement in CPS-NEWS.
3. At least 6 weeks prior to the annual Meeting receives additional nominations for members of the Board and of Standing Committees.
4. Whenever a vote is necessary for the election of members of the Board or of Standing Committees, prepares resumés of nominees, a ballot or ballots listing the vacant position(s) and all valid nominees for the position(s) and sends one ballot to each member privileged to vote.
5. Receives the election ballots and, immediately after the deadline for return of ballots, appoints a committee of two members of the Society to assist in counting the ballots. Acts as chairperson of the ballot-counting committee and casts his or her vote only in the event of a tie.
6. Informs the chairperson of the Nominating Committee and candidates of the election results. Announces the results of the election in CPS-NEWS.
7. Calls for annual reports from the Treasurer, chairpersons of Committees, regional representatives and International Society for Plant Pathology. Compiles the annual reports and distributes copies to members of the Board with the agenda for the Board meeting before the Annual Meeting.
8. Assists the President in the preparation of the agenda for the meeting of the Board prior to the Annual Meeting.
9. Assists the President in the preparation of the agenda for the Annual Business Meeting.
10. Assists the President in the preparation of the agenda for the meeting of the Board immediately following the Annual Meeting.
11. Notifies the following societies and organizations of the new officers of the Society: International Society for Plant Pathology (ISPP).

Annual Report

The annual report is prepared by the Secretary of the Society and is published in CPS-NEWS.

1. A summary of the Annual Meeting of members, including 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.
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. Report of the Secretary.
5. Report of the Membership Secretary.
6. Report of the Editor-in-Chief of the Canadian Journal of Plant Pathology.
7. Report of the Editor of CPS-NEWS.
8. Reports of the Standing Committees.
9. Reports of the Subject Matter and Ad Hoc Committees.

10. Report of the Representatives to ISPP.
11. Reports of the Regional Representatives.
12. Summary of amendments to the By-Laws duly made at the past annual meeting.
13. A list of CPS officers and the Board for the coming year.
14. A list of members of committees.

TREASURER

1. The Treasurer shall be elected for a two-year term and shall be eligible for renomination. A new Treasurer will not normally be elected in the same year as a new Secretary and Membership Secretary.
2. Assumes the responsibilities of office at the conclusion of the Annual Business Meeting of members.
3. The Treasurer has signing authority for the Society and his or her signature is required for disbursement of Society funds.
4. The Treasurer is a member of the Financial Advisory Committee, which is responsible for the preparation of the annual budget for the Society for consideration and approval by the Board prior to submission to the Annual Business Meeting of members.
5. The Treasurer is responsible for the annual audited financial statement for presentation to the Board and the Annual Business Meeting of Members.
6. The Treasurer has direct responsibilities for the accounting, record keeping, budgeting and preparation of financial statements. All financial transactions should be recorded in such a manner that they are satisfactory to the auditors.
7. The Treasurer is responsible for preparing and mailing tax receipts for dues for the current year to all members prior to the last day of December.
8. The Treasurer is responsible for recommending an auditor to the Annual Meeting of members.
9. The Treasurer is responsible for ordering members publications as directed by the Board.

MEMBERSHIP SECRETARY

1. The Membership Secretary shall be elected for a two-year term and shall be eligible for renomination. A new Membership Secretary will not normally be elected in the same year as a new Treasurer.
2. Assumes office at the conclusion of the Annual Business Meeting of members.
3. The Membership Secretary shall serve as chairperson of the Membership Committee.
4. The Membership Secretary is responsible for mailing dues statements for the coming year and for forwarding payments and completed membership renewal forms to the Treasurer for processing.
5. The Membership Secretary is responsible for devising follow-up procedures to recover dues in arrears prior to removing any member from the roll and mailing list.
6. The Membership Secretary is responsible for maintaining a current membership roll and mailing list. Mailing labels shall be made available to the Secretary, Treasurer, Editor-in-Chief and Technical Editor of the Journal, Editor of CPS NEWS, Regional Representatives and the Local Arrangements Committees. The mailing list is not available for sale or non-Society use without the formal consent of the Board.

7. The Membership Secretary is responsible for preparing and mailing Sustaining Associate certificates.
8. The Membership Secretary and the Editor-in-Chief of the Journal and the Journal Accounts Manager shall collaborate in maintaining a current Journal subscription list.

DIRECTORS

The Society has two Directors. They are elected by the members of the Society for staggered two-year terms and shall be eligible for nomination for a second term. They shall be designated Senior (serving second year) and Junior (serving first year of a two-year term) Directors.

General Responsibilities

1. The newly elected Director assumes office at the meeting of the new Board at the Annual Meeting of the Society.
2. As members of the Board, the Directors are expected to participate fully in the affairs of the Society, to attend meetings of the Board, and to be consulted on all issues requiring Board action between Annual Meetings of members.
3. The Junior and Senior Directors shall assume an active role in providing direction to and ensuring that the goals of the various CPS Subject Matter Committees are achieved. The specific committee responsibilities shall be assigned by the Board at the time of appointment.

II. PROVINCIAL SOCIETIES, REGIONAL GROUPS AND REGIONAL REPRESENTATIVES

The Society recognizes that independent provincial societies exist in Canada which promote plant pathology and which may have members in common with CPS. Where independent societies exist, CPS maintains liaison with these societies through persons who are selected by the provincial society as representatives to CPS. CPS also maintains Regional Groups and Regional Representatives. 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 group that they represent and serve terms of office at the discretion of those members. In exceptional circumstances the Board may appoint a Regional Representative where no Regional Group exists or a representative to maintain liaison with an independent provincial society. There are nine regions recognized by the Society, namely Newfoundland and Labrador, Maritimes, Quebec, Eastern Ontario, Western Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia.

General Responsibilities and Activities of Regional Representatives

1. The Membership Secretary will be informed promptly of newly elected or appointed representatives so that their names may be published annually in the CPS membership directory.
2. Representatives serve as reporters and contributors to CPS NEWS. In this way, Society members may be kept informed of activities in Canada relating to plant pathology.
3. Representatives are automatically members of the Membership Committee.
4. Representatives serve as a liaison between the group they represent and the Board and as such they communicate to the Board any issue, which they feel may warrant the attention of the Board.
5. Representatives should assume leadership roles in the nomination of persons for CPS awards.
6. Representatives are expected to promote and advance the objectives of the Society within the region they represent by holding an annual regional meeting, if feasible and practical.
7. An amount, not normally exceeding \$150.00 annually, shall be available to Regional Groups for promoting regional activities. 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.

III. FEES

1. Annual fees shall be \$90 with electronic journal, \$100 with print journal and \$110 with both electronic and print journal for Regular Members, including Fellows; \$40 with electronic journal, \$50 with print journal and \$60 with both electronic and print journal for Student and Emeritus members. Honorary Members and Emeritus Members who receive only CPS-NEWS shall be exempt from fees.
2. Fees for the year of membership are due on January 1 and must be paid within 30 days of receipt of notice. Renewal notices will normally be mailed to members beginning in November the previous year. Those who have not paid their membership fees by January 31 shall be removed from the roll and mailing list. A late fee will be assessed on members renewing after this date.
3. Sustaining Associate status with the Society requires an annual contribution of at least \$190 with electronic journal, \$200 with print journal and \$210 with both electronic and print journal. A list of Sustaining Associates shall be published in each issue of the Canadian Journal of Plant Pathology.

IV. PUBLICATIONS

1. The Canadian Journal of Plant Pathology

- a) The Board shall appoint the Editor-in-Chief for a renewable three-year term. The Editor-in-Chief is not eligible for nomination to another office of the Society during his or her term.
- b) The Board shall appoint an Editorial Committee, the chairperson of which shall be the Editor-in-Chief, which will have responsibility for formulating policy, printing and distributing the Journal.
- c) A copy of each issue shall be distributed to each Regular Member, Student Member, Fellow and Sustaining Associate of the Society.
- d) Abstracts of papers submitted from the Annual Meeting and Regional Meetings shall be published in the Journal.
- e) Authors shall be charged a publication fee for each abstract published. The fee shall be determined annually by the Board.

2. The CPS-NEWS

- a) The Board shall appoint the Editor for a renewable three-year term and may in consultation with the Editor, appoint an Assistant Editor for a renewal three-year term. To assist with the CPS-NEWS.
- b) Copies of each issue of the CPS-NEWS shall be distributed to all members of the Society.
- c) The report of the Annual Meeting, excluding abstracts of papers presented, shall be published in the CPS-NEWS. The Secretary shall maintain a file of issues of the CPS-NEWS.

3. Other Publications

The Board may authorize other publications as official publications of the Society. The Board shall have full authority to determine editorial policy, appoint editors, establish sale price, and supervise production of these publications. For each publication, the Board shall receive prior approval by motion at an Annual General meeting and submit an annual report of the year's activities during the planning and production phase of each publication.

V. EDITOR-IN-CHIEF, CANADIAN JOURNAL OF PLANT PATHOLOGY

General Responsibilities

1. The Editor-in-Chief assumes office at the conclusion of the Annual Business Meeting of the Society.
2. 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.
3. The Editor-in-Chief reports annually to the Board and the Society.
4. The Editor-in-Chief is chairperson of the Editorial Committee.
5. The Editor-in-Chief, in consultation with the Technical Editor and Journal Accounts Manager, is responsible for the publication and distribution of the Journal.
6. The Journal Accounts Manager is responsible for invoicing the non-member subscribers; such invoices are to be mailed out in November of each year.
7. The Editor-in-Chief shall collaborate with the Membership Secretary in maintaining a current Journal subscription list.
8. The Editor-in-Chief of the Canadian Journal of Plant Pathology shall be one of the Society's representatives to the ISPP.

VI. EDITOR, CPS NEWS

General Responsibilities

1. The Editor, CPS-NEWS, assumes office at the conclusion of the Annual Business Meeting.
2. The Editor or the Editor and Editorial Committee assumes responsibility for the editorial policy of CPS-NEWS, subject to approval of the Board.
3. The Editor is responsible for collating news items from across Canada. Regional Representatives and other members selected by the Editor shall serve as correspondents.
4. The Editor is responsible for the following: (A) assembling and distributing CPS-NEWS on a quarterly basis with the issues normally appearing in September, December, March, and June, and (B) ensuring that a complete file of CPS-NEWS is maintained in a safe location and is accessible to the Society for referral purposes as requested.
5. The Editor of CPS-NEWS shall be one of the Society's representatives to the ISPP.

VII. WEB SITE EDITOR

1. The Board shall appoint an individual for a renewal two-year term to serve as the CPS Web Site Editor and whose responsibility it will be to maintain a current Web site for the Society.
2. In consultation with the Editor, the Board shall appoint an Assistant Editor for a renewal two-year term to assist the CPS Web Site Editor.

General responsibilities

1. The Web Site Editor will make the necessary arrangements with internet service providers and obtain technical assistance as needed to maintain the Web Site.

2. The Web Site Editor will be responsible for assembling and posting information on CPS publications and activities to the CPS-Web site on a regular basis, including quarterly postings of the Table of Contents from the Canadian Journal of Plant Pathology and the CPS News. Additional information may include annual membership renewal, annual meetings, selected articles from the CPS News, position advertisements, plant pathology news and related information.
3. The Web Site Editor will appoint an Assistant Web Site Editor for a renewal two-year term to assist with the above responsibilities.

VIII. COMMITTEES

There shall be three types of committees of the Society, namely:

- Standing Committee - as designated in the By-Laws of the Society.
- Subject Matter Committee - appointed by the President and reviewed periodically by the Board. Members to include volunteers and people suggested by other committee members.
- Ad Hoc Committee - appointed by the President to serve for a term specified by the President.

The chairperson of each committee shall prepare a report on the committee activities for the Board and the members at the Annual Business Meeting. The report should be submitted to the Secretary at least one month prior to the Annual Meeting or at the call of the Secretary.

1. Nominating Committee

- a) The Nominating Committee assumes office at the conclusion of the Annual Business Meeting.
- b) The Nominating Committee consists of the Past-President (as Chairperson), the retiring Past-President and three additional members who shall serve for one-year renewable terms.
- c) The Nominating Committee is responsible for submitting a slate of nominees for membership on the board and Standing Committees (except for Past-President, President, President-Elect, Senior Director, Journal Editorial Committee, and Membership Committee) to the Secretary four months prior to the Annual Meeting.
- d) The Nominating Committee prepares a report for the Board and the Annual Meeting.

2. Journal Editorial Committee

- a) The Journal Editorial Committee comprises the Editor-in-Chief (chairperson), the Technical Editor and the Section Editors. This committee has the responsibility for formulating the general editorial and publication policy of the Journal, subject to approval by the Board.
- b) The Editorial Committee nominates candidates for appointment as Section Editors, each for a three-year term and staggered so that approximately one-third of the appointments terminate each year. Nominations are subject to approval by the Board.
- c) The Editorial Committee nominates a candidate for the position of Technical Editor for a three-year term, the term to begin after the Editor-in-Chief has served for one year and overlap the incoming Editor-in-Chief's term by one year. The nomination is subject to approval by the Board.

3. Awards Committee

- a) The Awards Committee assumes office at the conclusion of the Annual Business Meeting.
- b) Membership on the Committee shall normally be for a five-year period.

- c) The Awards Committee shall be comprised of five members of the Society. The Committee composition should reflect different areas of expertise and a good knowledge of the workings and membership of the Society. Each year the member with the most seniority will act as chairperson, after which he or she shall be rotated off the committee and replaced by a new member.
- d) The Awards Committee is responsible for recommending nominees for all categories of awards specified in By-Law VIII. AWARDS, except for the Glenn Anderson Lectureship.
- e) The Awards Committee shall invite nominations for the various awards from Society members. The invitation shall normally be made via an announcement in the December issue of CPS-NEWS.
- f) The Awards Committee shall invite regional representatives and heads of relevant institutions to scan worthy candidates and draft or solicit nominations.
- g) Five copies of each nomination shall be sent directly to the Chairperson of the Awards Committee by the nominator at least three months prior to the Annual meeting of the members of the Society. Nominations shall include a citation prepared according to the style of previously published citations (Can. J. Plant Pathol.). This citation will be edited by the Awards Committee and approved by the Awardee before publication. The files of unsuccessful nominees in any given year shall be carried over without priority for consideration in two subsequent years. Unsuccessful nominees shall not be so notified; however, the chairperson of the Awards Committee shall advise the nominators that the unsuccessful nominees will be considered in subsequent years and shall invite the nominators to submit new or revised nomination material.
- h) The Awards Committee will review the nominations and decide on the recommendation of an award at least two months prior to the Annual Meeting. A four-fifths majority of the Awards Committee is required to recommend nominees to the Board, but the Board is prepared to receive minority reports.
- i) The Committee may recommend that nominees be considered for a different award.
- j) A recommendation for an award shall be submitted by the Awards Committee to the President of the Society for ratification by the Board. Each recommendation shall be accompanied by a document which includes a carefully prepared statement usable as a citation, details of relevant employment and positions held by the nominee, and the nature, scope and impact of the nominee's contribution.
- k) The ratification of an award by the Board requires a unanimous vote of approval.
- l) The Chairperson of the Awards Committee shall notify all awardees, with a copy to the President, at least six weeks prior to the Annual Meeting.
- m) The responsibility for preparation of the award, and its presentation shall rest with the Board.
- n) 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.
- o) The Awards Committee prepares a report for the Board and the Annual Meeting.
- p) The criteria for awards and the need for change the awards sponsored by the Society shall 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.

4. Membership Committee

- a) The committee shall consist of the Membership Secretary (chairperson), the Treasurer and the Regional Representatives as members.

- b) The committee is responsible for promoting membership in the regular, student and Sustaining Associate categories.
- c) The committee is responsible for updating the publicity brochure published by the Society.
- d) The committee prepares a report for the Board and the Annual Meeting.

5. Local Arrangements Committees

- a) At least two local arrangements committees will function simultaneously, each having the responsibility for organizing a specific annual meeting.
- b) Each committee shall be elected at least two years in advance of the Annual Meeting for which it is responsible. The chairperson of the current year's committee is automatically a member of the following year's committee.
- c) Each local arrangements committee is responsible for developing the format and schedule of events for the Annual Meeting of the Society.
- d) At the meeting of the new Board following the Annual Meeting, the local arrangements committee responsible for the next Annual Meeting shall bring to the Board for approval a tentative outline of symposia, discussion sessions and special events being planned.
- e) The local arrangements committee is responsible for preparing a budget and running the meeting on a break-even basis. They may apply to the Board for an advance to handle those expenses that are incurred prior to registration fees being collected. Following the meeting, the committee is responsible for preparing a detailed, accurate financial statement and forwarding this to the Treasurer before the end of the fiscal year. Any surplus funds shall be turned over to the Society; conversely, the Society assumes responsibility for any reasonable deficit that may be incurred.
- f) The President-Elect shall serve as the Board's liaison with the current year's local arrangements committee, particularly in developing the scientific aspect of the program.
- g) The committee prepares a report for the Board and the Annual Meeting.

6. Future Meetings Committee

- a) The committee assumes office at the conclusion of the Annual Business Meeting.
- b) The committee consists of three members. The senior member serves as chairperson, after which he or she is rotated off the committee and replaced by a new member.
- c) 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.
- d) In selecting suitable sites, the committee shall consider 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.
- e) The committee prepares a report for the Board and the Annual Meeting.

7. Resolutions Committee

- a) The committee shall consist of three members. The senior member will act as chairperson, after which he or she shall be rotated off and be replaced by a new member.
- b) The committee is responsible for drafting resolutions for consideration at the Annual Business Meeting of the Society.

- c) The committee is responsible for preparing a series of "appreciation" and "acknowledgement" resolutions at the Annual Meeting.
- d) The committee solicits, via CPS-NEWS, views of members on issues that should be discussed by the Society and developed into resolutions for consideration at the Annual Business Meeting.
- e) The committee presents a report at the Annual Business Meeting.

8. Financial Advisory Committee

- a) The Financial Advisory Committee assumes office at the conclusion of the Annual Business Meeting.
- b) The committee consists of 10 members:- Past-President (Chairperson), President, President-Elect, Vice-President, Treasurer, Editor-in-Chief of the Canadian Journal of Plant Pathology, 3 members-at-large appointed by the Board and one member-at-large elected by the members at the Annual Business Meeting.
- c) The members-at-large shall serve for a two-year period and shall be eligible for renomination.
- d) The committee is responsible for the development and preparation of the budget for consideration by the Board at the Annual Meeting.
- e) The committee gives guidance in the development of the Journal budget.
- f) The committee is responsible for developing a long-range financial plan (5 years) involving Society funds and awards monies.
- g) The committee prepares a report which becomes part of the Treasurer's annual report.
- h) The committee shall be responsible for overseeing the implementation of the CPS 5-year Strategic plan.

9. Science Policy Committee

- a) The committee shall consist of the four elected persons in the presidential stream of the Executive Board; the Past President, the President, the President-Elect and the Vice-President. Normally, the committee Chairperson shall be the President-Elect and the Vice-Chairperson will be the Vice-President.
- b) 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.

10. 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 of subject matter and ad hoc committees shall be determined by the President in consultation with the Board.

IX. AWARDS

The Society administers the following awards:

1. Honorary Member

- a) Any person who has rendered eminent service to plant pathology.
- b) The nominee shall normally not be a member of the Society.
- c) The award shall be in the form of a suitably inscribed certificate dated and signed by the President and the Secretary.
- d) Honorary Members shall receive CPS-NEWS without charge, provided they request it on an annual basis from the Membership Secretary. They shall not receive a free subscription to the Journal. In addition, travel expenses to the Annual Meeting shall, at the discretion of the Board, be a part of the award.

2. Fellow

- a) Nominees for Fellow shall be regular members of the Society who have rendered outstanding service to the Society and to the profession of plant pathology.
- b) The number of Fellow awards is limited to a maximum of one each year and the total should not exceed seven percent of the total membership of the Society.
- c) Those receiving the awards remain Fellows for life.
- d) The form of the award is a suitably inscribed certificate dated and signed by the President and the Secretary.

3. Award for Outstanding Research

- a) The award is intended to recognize outstanding research 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.
- b) The award will be made at irregular intervals depending on the availability of suitable nominees.
- c) The award shall be in the form of a suitably engraved medal. The awardee shall be invited to write a review article for the Canadian Journal of Plant Pathology. A registration fee waiver for the annual meeting, waiver of page charges for publication in the journal, and additional travel expenses shall, at the discretion of the Board, be part of the award.
- d) 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.

4. Outstanding Young Scientist Award

- a) The award is intended to recognize the contribution of a junior scientist, judged to have had a major impact on plant pathology in Canada.
- b) Nominees for this award must be under 45 years of age throughout the calendar year in which the award is both announced and made. Nominees need not be members of the Society, nor need they be domiciled in Canada.
- c) The award shall normally be made annually, except where the Board decides that no award shall be made or when the Awards Committee is not in receipt of a worthy nomination.

- d) Not more than one award shall be made each year, but, where circumstances warrant, 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.
- e) Recipients shall be 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 associated endeavours, in plant pathology or in a related field; ii) meritorious contribution to 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.
- f) The form of the award shall be a suitably engraved medal. A registration fee waiver for the annual meeting, and additional travel expenses shall, at the discretion of the Board, be part of the award.
- g) Monies for this award were initiated from the estate of the late Dr. G.J. Green.

5. Best Student Presentation Awards

At the time of the annual meeting, the Awards Committee shall be responsible for selecting recipients of the Best Student Presentation Awards. In each category of presentation chosen by the Awards Committee awards shall consist of suitably engraved plaques, one-year memberships in the Society, and cash awards, the amount of which shall be determined by the Board. More than one award in each category can be made in each year. Monies for these awards were initiated from a legacy of the late Professor T.C. Vanterpool in 1984 and will be/were substantially increased in 1999 by the inclusion of funds donated in honor of the late Dr. and Mrs. D.L. Bailey. The Secretary shall assume responsibility for ordering the plaques and having them available for presentation to the recipient. The criteria governing the selection of the recipients are:

- a) The primary subject matter of the presentation shall be phytopathological.
- b) Candidates must be either enrolled at a university or have completed a program for a degree at a university not more than six months before the Annual Meeting. Candidates do not have to be members of the Canadian Phytopathological Society.
- c) The presentations for which the students received the awards must not have been made previously in competition before another professional society.

6. Glenn Anderson Lectureship on World Food Security

To commemorate the contributions of an outstanding, internationally recognized plant scientist toward the security of world food supply. The award will sponsor lectures either at joint meetings of the Canadian and American Phytopathological Societies, at the International Congress of Plant Pathology, or other special events as agreed to by both the Canadian and American Phytopathological Societies, as circumstances permit.

Selections of the lecturer(s) will be the responsibility of the organizing committee of the of the meeting or event. The fund is intended to be used for travel expenses and honoraria.

The terms of reference of the lectureship and the use of fund interest earnings will be reviewed at least every five years by the Board of both Societies.

7. Certificate of Appreciation

- a) The Certificate of Appreciation shall be 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.
- b) The nominees shall be approved by the Board.
- c) The award consists of a suitably inscribed certificate dated and signed by the President and the Secretary and shall indicate the specific contribution made.
- d) The certificate shall be presented at the Annual General Meeting or at an appropriate regional meeting by the President.

8. Graduate Student Travel Award

- a) The award is intended to provide outstanding graduate students in plant pathology funds to attend an Annual General Meeting and present an abstract of their research work.
- b) there shall be a maximum of 2 awards presented annually, depending on the availability of suitable applicants, each valued at \$500.
- c) The student must be enrolled in a Master's level or Doctorate level program in any area of plant pathology.
- d) The selected awardees do not have to be CPS members at the time the award is given.

9. Achievements in Plant Disease Management

- a) The award is intended to recognize the contributions by industry, or not-for-profit agencies, for innovative research, development of products and technologies, and/or transfer of information for the benefit of disease management in Canada.
- b) The award will be given to an individual, or a team, based on a combination of the following criteria:
 - i) scientific research on products and technologies used in plant pathology
 - ii) innovative solutions to problems in plant pathology
 - iii) participation in plant pathology extension
 - iv) volunteer support to the Society
- c) The nomination must be accompanied by supporting evidence to substantiate contributions as outlined in the criteria above such as a list of scientific publications, patents, product development activities, demonstration of extension, training or volunteer activities within plant pathology and up to 3 letters of references.
- d) The award will be granted depending on the availability of a suitable nominee, but not more than one award shall be granted in each year. The nominees need not be members of the Society, nor need they be domiciled in Canada, but the work must clearly demonstrate benefit to plant health in Canada. The award is open to individuals employed or contracted by industry or not-for-profit agencies to conduct research and/or extension directly resulting in improved disease management.
- e) A suitably engraved plaque will be presented to the awardee (s) and the company or agency at either a national or regional meeting. In appreciation of this important contribution by industry, the company, or agency and the individual or team involved will be recognized on the CPS Website and/or the CPS Newsletter during the year the award was received.

X. AWARDS TRUST FUND

All Awards monies and bequests and donations to Awards, will be held in an Awards Trust Fund portfolio which shall consist of a diversity of secure investments of differing maturity dates. The earnings credited to any award shall be the mean of the earnings of the portfolio. Capitalization of named awards may not be decreased for 20 years.

All cash awards will be a fixed amount. This amount shall be set by the Board; it may be adjusted at intervals and in accordance with the prestigious nature of the award. Any expenses incurred in the presentation of the award, i.e. for medals, certificates, plaques, engraving, complimentary registration and banquet/presentation ceremony costs for the awardee plus one companion, shall be paid for out of the Awards Trust Fund. Travel costs for awardees to attend the Annual Meeting shall not be paid for out of the Awards Trust Funds.

The Glenn Anderson Lecture ship Fund must be held separately and in American dollars.

XI. 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.

XII. SOCIETY REPRESENTATIVES IN OTHER ORGANIZATIONS

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

XIII. AFFILIATION

The Society shall be an associate member of the International Society for Plant Pathology. The Society shall be a member of Plant Canada

XIV. RECORDS

Those records that are of historical interest but not necessary for current operations of the Society shall be deposited for safekeeping with the Public Archives of Canada.

XV. FINANCIAL YEAR

The financial year of the Society shall coincide with the calendar year.

XVI. TRAVEL REIMBURSEMENT POLICY

1. Society members who are required to travel on essential Society business are entitled to reimbursement for travel costs and out-of-pocket expenses.
2. In order to draw travel funds, a budgetary item must be included in the budget that is first approved by the Board and then presented to the membership at the annual business meeting for ratification.
3. At the meeting of the new Board following the annual business meeting, an agenda item should be the setting of priorities for drawing upon the travel item approved in the budget.
4. In calculating expenses, the following guidelines shall apply:
 - a) Travel: Shall not exceed the dollar value of economy class round-trip airfare and limousine fare to and from the airport. If the traveller elects to drive a personal vehicle, reimbursement shall be at the rate of \$0.21 per kilometre for short distances but shall not exceed the economy airfare. The back page of the travel ticket or a statement of actual miles travelled must accompany the claim for reimbursement.
 - b) Accommodation: Motel or hotel accommodations shall be reimbursed up to the rate charged for single occupancy. Receipt for accommodation must accompany claim.
 - c) Meals: Reimbursements will be made on the basis of reasonable expenses.
5. Travel reimbursement forms are available from the Treasurer. Completed forms with appropriate receipts attached must be submitted to the Treasurer for approval and payment.
6. Travel on CPS business should be arranged when possible to coincide with travel for other purposes to reduce the cost to the Society.

XVII. PROCEDURE FOR FILLING UNEXPECTED VACANCIES

According to Article III, Section 3 of the Constitution, the Board has the power to fill any vacancy that occurs between Annual Meetings. This power should be used with discretion and, if possible, after consulting the Nominating Committee. The basic principle to bear in mind is that elective offices should be filled through the elective process. Technically the President is not elected, but automatically progresses through the offices of Vice-President to President-Elect before becoming President. If for any reason this succession is broken the Board should endeavor to fill the vacant position with an elected member, or delay taking action until the vacancy can be filled by election.

When any vacancy occurs, the Board should see that the vacancy is either filled or that the duties associated with the vacant office are assigned in such a way that the operations of the Society are not impaired. The action to be taken would depend upon several factors, such as the office being vacated and the difficulties of assigning the duties associated with that office to others, the amount of advance notice of the impending vacancy, and the time remaining in the term of the office that is becoming vacant.

XVIII. AMENDMENT OF BY-LAWS

1. These By-Laws may be amended at any Annual Meeting or Special (general) Meeting of the Society 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 by the Secretary to each member at least two weeks prior to the date of the Annual Meeting.
2. No repeal or amendment of the By-Laws not embodied in the letters patent shall be enforced or acted upon until it has received the approval of the Minister of Industry.

Addendum: In the preceding document all references to the singular are equal to the plural and all references to gender are meant to be gender neutral.

Amended February 23, 1989/June 25, 1991/July 29, 1992/August 2, 1993/August 2, 1994/June 27, 1995/June 25, 1996/July 8, 1997/June 12, 2001/June 19, 2002/June 25, 2003/June 16, 2004/June 13, 2007.