

Operations Manual

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



Includes the duties and responsibilities of:

Board Members

Editor-in-Chief of CJPP

Editor of CPS News

Website Editor

Committee Members

Regional Group Representatives

Local Arrangements Committees

Revised by the Past President

June 2017

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Preamble

The **Canadian Phytopathological Society** Inc. (CPS) Operations Manual contains information that supports the Articles and By-laws.

This manual is to be used in conjunction with CPS By-laws.

The Operations manual contains additional information such as dollar value of different student travel awards, Graduate student scholar ships etc.

The CPS Operations Manual is revised annually or as required by the Past-President.

The current CPS committees are listed on the CPS website under “Members”; in the CPS directory and then “CPS Operations Manual” which outlines the activities and duties associated with positions on the board and committees.

OBJECTIVES OF THE CANADIAN PHYTOPATHOLOGICAL SOCIETY Inc.

The objectives of the **Canadian Phytopathological Society** (CPS) 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 activities of the Society shall be carried on 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.

BRIEF HISTORY

The CPS was founded in 1929 and the Board members were: H.T. Gussow (President), W.P. Fraser (Vice-President) and T.G. Major (Secretary). The First meeting was held in Ottawa. The Charter members were: W.C. Broadfoot, M.W. Cormac, L.W. Koch and R.S. Willison. In 1979 the CPS celebrated its 50th Anniversary in Ottawa and the Board members were: R.H. Estey (President), W.E. McKeen (Vice-President) and R.J. Copeman (Secretary). In 2004, CPS celebrated its 75th Anniversary In Ottawa and the Board members were R.A. Martin (President), C.A. Levesque (Vice-President), D. Errampalli (Secretary), D. Fernando (Treasurer) and G. Jespersen (Membership).

CPS ARTICLES AND BY-LAWS - CORPORATION INFORMATION

THE CANADIAN PHYTOPATHOLOGICAL SOCIETY INC.– was incorporated as a legal entity by Canada Letters Patent (constitution) under the *Canada Corporation Act - Part II* (CCA-II) on 1989-05-08 and remained under its jurisdiction until 2014-09-18. The signing Board of Directors for the CPS on the Letters Patent were: Lloyd N. Chikowski (President), Verna J. Higgins (President –Elect), Donald E. Harder (Secretary) and W.G. Gordon Bonn (Treasurer). They were the first directors of the CPS corporation.

On 2014-09-18 The CPS has transitioned from *Canada Corporation Act - Part II* (CCA-II) by the Articles of Continuance (transition) form 40131 to *Canada Not-for-profit Corporations Act*. Certificate of Continuance was issued to the CPS by Corporations Canada on 201-09-18. The governing legislation for the CPS is *Canada Not-for-profit Corporations Act*. The signing Board of Directors on the transition documents for the CPS were: Deena Errampalli (President) and Gayle D. Jespersen (Secretary).

OFFICIAL ADDRESS OF THE CPS

Agriculture and Agri-Food Canada, 960 Carling Ave., K.W. Neatby Building, Ottawa, Ontario K1A 0C6. ** Note: this needs to be updated should there be a change. Additional information on the CPS can be found on the Corporations Canada website at [https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdrlCrpDtls.html?corpId=2261391&V_TOKEN=1464278975264&crpNm=canadian phytopathological society&crpNmbr=&bsNmbr=](https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdrlCrpDtls.html?corpId=2261391&V_TOKEN=1464278975264&crpNm=canadian%20phytopathological%20society&crpNmbr=&bsNmbr=)

AMENDMENT OF THE ARTICLES AND BY-LAWS

A full version of the CPS Articles and By-Laws (approved on Sept 18, 2014 by the Canada NPF act) I and amendments are available on the Society's web page at: <https://phytopath.ca/about-cps/>.

Two-thirds vote of members is needed make, amend or repeal the by-laws dealing with conditions of membership, notice of meetings to members, absentee voting or to amend the *Articles*.

All other by-laws, except those dealing with the conditions described above, may be enacted, repealed or amended by means of a by-law enacted by a majority of the Board of Directors and sanctioned by a majority vote of members at a meeting called for that purpose, or by electronic participation. No repeal or amendment

to the by-laws can be enforced or acted upon until approval has been obtained from the Charities Directorate of the Canada Revenue Agency.

All amendments to the articles and by-laws shall be published in the CPS News and on the CPS Website with a link provided in the CPS News.

BOARD OF DIRECTORS

The Board of Directors consists of nine members (Directors): the President, President-Elect, Vice-President, Past-President, Secretary, Treasurer, Junior Director-at-Large, Senior Director-at-Large, and Membership Secretary. The Editor-in-Chief of the Canadian Journal of Plant Pathology (CJPP) is appointed as an officer and serves as a non-voting member of the board. There is a minimum of six and a maximum of 12 directors on the board.

Serving Period of Board Members:

The members of the Board serve from the end of one Annual meeting of members (AMOM) 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. A new Secretary generally will not be elected in the same year as a new Treasurer. Directors-at-Large are elected for staggered two-year terms and are eligible for nomination for a second term. Board members shall not receive any stated remuneration for their services, but can be reimbursed for their expenses, if necessary, for their attendance at regular or special meetings of the Board and at the Annual meeting of members (see "Funding of Board Members/Travel Re-imbusement Policy, below").

There is no limit on the number of consecutive terms to which a Director may be elected. Any Director may be removed before the completion of a normal term of office by a majority vote at an Annual or Special meeting of the voting members of the Society.

The Officers of the Society are the President, the President-elect, the Vice President, the Secretary, and the Treasurer. They constitute an Executive Council empowered to conduct the affairs of the Society between Board meetings, subject to ratification by the Board when it next meets. Normally most decisions are made by the entire Board.

Nomination and Election of Officers, Directors, Committees and Representatives:

The Nominating Committee submits a slate of nominees for the Board of Directors and Standing Committees to the Secretary by February 21st of each year. The Secretary notifies all CPS members of the nominations by publication in the March issue of CPS NEWS.

Nominations for any office may be made from the Society at large, but notice of such nominations shall reach the Chair of the Nominating Committee or the Secretary by February 1st of the year of the election and be signed by not fewer than five members, including the person nominated. (Nominations from the Society at large cannot be made at the Annual General Meeting for election at that AMOM).

When more than one candidate is nominated for a position, the Secretary shall prepare and send ballot(s) listing the vacant position(s) and all valid nominees for the position(s) at least two months prior to the annual meeting. Ballots shall be returned to the Chair of the Nominating 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 Nominating Committee (as Chairperson) and two others (preferably CPS members) appointed by the Chair of the Nominating Committee. After the counting of the ballots is complete, the Chair of the Nominating Committee submits the results to the Secretary at least three weeks prior to the Annual meeting of members (by May 5) and announces the results of elections in the June issue of CPS NEWS.

Any Regular, Student, Emeritus, Fellow, Sustaining Associate, or Honorary Member is privileged to vote. The Secretary will cast a vote only to break a tie.

The Board may designate the offices of the Corporation, appoint Officers on an annual or more frequent basis, specify their duties, and subject to the Act delegate to such Officers the power to manage the affairs of the Corporation. A Director may be appointed to any office of the Corporation. Two or more offices may be held by

the same person.

Appointment of Auditors: The financial operation of the Society is audited by a firm of certified accountants which audits the accounts of the Society and submits an annual report to the members. The Treasurer is responsible for recommending an auditor to members at the Annual General Meeting, and the auditor is appointed by vote of the members at the AMOM. Auditors hold office until the next Annual General Meeting, however, the Board of Directors may vote to fill any casual vacancy in the office of Auditor during the year. The remuneration of the Auditors shall be fixed by the Board of Directors.

Withdrawal from Office:

Board members may withdraw at any time from their respective office by a written resignation submitted to the President of the Society.

Filling of Board Vacancies between Annual Meeting of members:

The Board has the power to fill any vacancy that occurs between annual meetings of members. This power should be used with discretion and, if possible, after consulting the Nominating Committee. The basic principle 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 endeavour 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.

Meeting Frequency of the Board:

The Board meets at least once each year. An Outgoing Board Meeting is normally held before the Annual meeting of members and an Incoming Board Meeting is held after. Since 2005, the annual meeting of members were held on Tuesdays with a free lunch.

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 AMOM to prepare for the Outgoing Board meeting at the AMOM. Additional meetings can be called as needed. 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).

At all meetings of the Board, every question shall be decided by a majority of the votes cast on each question. Each Board member present at a meeting has one vote. In case of an equality of votes, the Chair of the meeting in addition to his/her original vote shall have a second or casting vote to break a tie.

Board members can also propose online motions between board meetings that are voted on with email votes under the same rules as votes during regular meetings.

Agenda and Minutes of 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. The Secretary will post approved minutes on CPS Board-only section on the CPS website and sends a copy to the archives.

Records:

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.

Signing Authority:

Documents (deeds, transfers, contracts, written obligations, etc.): The signatures of two officers or directors

(signing 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 for execution by the Corporation.

Disbursement of Funds: The signatures of any two of the Treasurer, President, or another member designated as a signing officer are required for disbursement of Society funds. The other signing officer is appointed by the board and is usually the Secretary. (For further details, see the Duties of the Treasurer, below.)

Funding of Board Members/Travel Re-imbursement Policy:

Board members shall not receive any remuneration for their services, but by resolution of the Board, expenses may be allowed for their attendance at any regular or special meeting of the Board and at the annual meeting of 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 meeting registration.

In calculating expenses, travel expenses will follow Canadian federal government guidelines. Accommodation: motel or hotel accommodations shall be reimbursed up to the rate charged for single occupancy. Meals: reimbursements will be made based on the current Canadian federal government per diem rates for meals not otherwise provided or covered (e.g., conference meals included in registration fee). Travel claims must be submitted to the Treasurer with appropriate receipts attached for approval and payment.

The President of CPS shall be reimbursed for hospitality-related expenses associated with their official duties. The President will inform the Board of the function, an estimate of the requested amount, and the approximate number of invitees prior to the event. The Board must pre-approve both the estimate and the final expenses. All expenses must be accompanied by receipts.

Meetings of the Membership:

The Annual meeting of members (AMOM) is normally scheduled in June and includes an Annual Business Meeting and a scientific conference. The AMOM may be held at any place within Canada determined by the Board, or outside of Canada if a majority of the members entitled to vote at such meeting so agree. All members shall be notified electronically of the place, time, and purpose of the Annual or any Special meeting of members at least two weeks before the date of the meeting. Notice of Special Business meetings must give sufficient information for a reasoned judgement and decision on the question at hand. Annual or special meetings of members may not be held entirely by telephonic, electronic, or other communication facility.

Members, non-members, directors, and the public accountant of the Corporation are entitled to be present at a meeting of members. However, only those members entitled to vote at the members' meeting according to the provisions of the Act, articles, and by-laws are entitled to cast a vote at the meeting.

All Regular, Student, Emeritus, Fellow, Sustaining Associate, and Honorary Members are privileged to vote at any Annual or Special meeting of members. No proxy voting shall be allowed. Each voting member is entitled to one vote. A quorum at Annual or Special meeting of members shall be **25** members of the Society. In the event that the Chair of the Board, President-elect, and the Vice Chair of the Board are absent, the members who are present and entitled to vote at the meeting shall choose one of their members to chair the meeting.

At any meeting of members, every question shall unless otherwise provided by the articles or by-laws or by the Act be determined by a majority of the votes cast on the questions. The Chair of the Annual meeting of members shall not exercise a vote except to break a tie (By-Law 13).

Special meetings of the Society may be called by members equalling **5%** or more of the voting membership.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a Special resolution of the members is required to make any amendments to this section of the by-laws of the Society to change the manner of giving notice to members entitled to vote at a meeting of members.

Membership Fees and Conditions

Annual fees shall be at the discretion of the Board. Honorary Members and Emeritus Members who receive only the CPS News shall be exempt from fees. Fees for the year of membership are due on January 1st 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 31st shall be removed from the roll and mailing list. A late fee will be assessed on members renewing after this

date. Sustaining Associate status with the Society requires an annual contribution of at least double the annual membership fee. A list of Sustaining Associates shall be published in each issue of the Canadian Journal of Plant Pathology.

From 2006-2017, the membership fee was \$100. This includes CJPP subscription.

The membership fee does not qualify as a charitable contribution. Only the donation to CPS will qualify as a charitable contribution.

A membership in the Corporation is terminated when the member dies or resigns, the member is expelled or their membership is otherwise terminated in accordance with the articles or by-laws, the member's term of membership expires, or the Corporation is liquidated and dissolved under the Act. Subject to the articles, upon any termination of membership the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

The Board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds: violating any provision of the articles, by-laws, or written policies of the Corporation; carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion; for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation. In the event that the Board determines that a member should be expelled or suspended from membership in the Corporation, the President or such other Officer as may be designated by the Board shall provide twenty (20) days of notice of suspension or expulsion to the member, and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the President or such other Officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President or such other Officer as may be designated by the Board, they may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal.

Annual Scientific Conference

The Society will organize an annual scientific conference alone, or shall participate/co-organize a joint scientific conference with Plant Canada, the American Phytopathological Society, or other scientific societies.

DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Unless otherwise noted below, all new board members assume office at the conclusion of the Annual Business Meeting of the society.

PRESIDENT

- Chairs all Board meetings, online motions, and the Annual Business Meeting.
- The President normally assumes office after a one-year term as President-Elect.
- 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 AMOM, 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 Annual Business Meeting.
- Seeks the guidance of the Board between annual meetings, 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 the 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 AMOM 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.
- Informs nominees of the results of elections.
- The President, along with President-Elect, serves as a representative to Plant Canada, or the American Phytopathological Society (APS) for the annual meeting of members for which she/he will be the President.
- 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.
- Notifies all recipients of the Awards of the Society, with a copy to the chair of the Awards Committee by May 1st of each year.

PRESIDENT-ELECT

- Chairs Board Meetings and the Annual Business Meeting in the absence of the President.
- Assists the President and Secretary in preparing the agenda for the AMOM and in preparing the agenda for the Outgoing and Incoming Board Meeting.
- 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 AMOM.
- Serves as the Board's liaison with the Local Arrangements Committee for the AMOM 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.
- Represents the CPS on the Board of Plant Canada with the Vice-President, in years in which there is no joint meeting with Plant Canada.
- 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 an annual update of the *Operations Manual*.
- Serves as member of the Science Policy Committee.

VICE-PRESIDENT

- Serves as an ex-officio member of all Subject Matter committees.
- Chairs Board meetings in the absence of the President and President-Elect.
- Represents the CPS on the Board of Plant Canada with the President-Elect in years when Plant Canada does not hold a joint meeting with CPS.
- Serves as member of the Science Policy Committee.
- Serves as the Board's liaison with the Local Arrangements Committee for the AMOM 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.

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.

- 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.
- Records the minutes of all Board meetings and distributes the minutes to all members of the Board without undue delay.
- Assists the President in preparing the agenda for all regular and special meetings of the Board.
- Prepares the Annual Report of the Society to be published by the Society.
- Maintains a current file of all Society correspondence, minutes, Board records, updates to the Articles and By-Laws, and current lists of Board Members/Officers of the Society and members of committees.
- Notifies the International Society for Plant Pathology (ISPP), APS, and Plant Canada of the new

- Officers of the Society and the ISPP representatives.
- Files an Annual Return with Industry Canada within 60 days following the corporation's anniversary date of Sept. 18th and fulfills other reporting obligations under the Canada Not-For-Profit Corporations Act such as filing any changes to the Board of Directors, registered office address, Articles, or By-Laws.
- Keeps copies of incorporation documents and forwards a notarized copy to the Treasurer.
- Is one of the authorized signatories for dispersal of CPS funds with the Treasurer and the President.
- 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 AMOM.
- Maintains a file of issues of the CPS News.

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

- The Secretary receives the list of nominations for Board members and Standing Committees from the Chair of the Nominating Committee by February 21st, four months prior to the Annual General Meeting. (Nominations from the membership-at-large should be received by Feb. 1st.)
- Notifies all CPS members of the nominations made by the Nominating committee by publication in the March issue of CPS News that precedes the AMOM (this is the report of the Nominating Committee.)
- If there is only one nominee for a position on the Board or Standing Committees, they must be approved by acclamation, *i.e.*, by a majority vote of the members at the AMOM. The Chair of the Nominating Committee gives a brief oral report at the AMOM, stating either that the list of nominees for the Board and Standing Committees is as published in the March (or June) issue of CPS NEWS, or, any changes to the nominees, and calls for a vote of the members present to ratify the appointments. (Note: Members of Subject Matter and Ad Hoc committees are appointed by the President and the Board and do not need to be ratified by a vote of the membership).
- If there is more than one nomination for a position on the Board or Standing Committees, the Secretary prepares resumes of all valid nominees (each nominee is asked to submit a brief biography, including previous work for CPS and a statement of why they are standing for the position) and a ballot(s) listing the vacant position(s) and sends one set to each member privileged to vote by mail or electronic means at least two months prior to the AMOM. The ballots are to be returned to the Chair of the Nominating Committee six weeks prior to the AMOM.
- Ballots are counted by a committee of three consisting of the Chair of the Nominating Committee and two other members of the society appointed by the Chair of the Nominating Committee. **The Secretary casts a vote only to break a tie.**
- The Secretary receives the results of the ballot(s) from the chair of the Nominating Committee three weeks prior to the AMOM (by May 5).

Secretary's duties for Annual Reports:

Some annual reports are published prior to the AMOM in the March/June issue of CPS News and some are published after the AMOM in the September issue of CPS News.

The current Secretary term is from 2017-2019. This must be updated as required.

In the December and /or March issue of CPS News, the Secretary calls for annual reports from the Membership Secretary, Chairs of Committees (except Awards, Nominations, Financial Advisory and Resolutions), Editor-in-Chief of CJPP, Editor of CPS News, Website Editor, Editor of the Canadian Plant Disease Survey, Regional Representatives, and representatives to other affiliated societies, such as ISPP and Plant Canada. **These reports are published in the CPS News (March or June issue) prior to the AMOM.**

Some reports are given orally at the AMOM (such as the Treasurer's Report, and the reports of the Financial Advisory Committee and Resolutions Committee). The report of the Awards Committee is given at the awards ceremony, usually held during the banquet. **The oral reports given at the AMOM and banquet and the Secretary's report are published in the issue of CPS News following the AMOM**, usually the September issue. The secretary ensures that all committee reports for the year are published by September, also.

The annual report from the Secretary is published in the September issue of CPS News 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 and published in CPS News.

2. The minutes of the Annual Business Meeting of members (may include some of the oral committee reports listed below).
3. Report of the Treasurer including the most recently audited report of income and expenses and changes in net worth of Society holdings.
4. The report of the Financial Advisory Committee
5. The report of the Nominating Committee
6. The report of the Awards Committee
7. The report of the Resolutions Committee
8. Summary of amendments to the By-Laws duly made at the past annual meeting, which may be included within the minutes of the AMOM.
9. A list of CPS officers and the Board for the coming year.
10. A list of members of committees.

Any reports that were not previously published in March or June, such as:

11. Report of the Membership Secretary
12. Report of the Editor-in-Chief of the Canadian Journal of Plant Pathology.
13. Report of the Editor of CPS NEWS.
14. Report of the Editor of the Canadian Plant Disease Survey
15. Reports of the Standing Committees.
16. Reports of the Subject Matter and Ad Hoc Committees.
17. Report of the Representatives to ISPP and Plant Canada.
18. Reports of the Regional Representatives.

Time estimates for Secretary:

- Board meetings (Incoming & Outgoing Board meetings, AMOM, and 3 to 4 teleconference calls): Assistance with preparing and distributing agendas, setting up conference calls, attending the meetings and calls, and preparation of the minutes (40 to 50 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 (5 hours).
- Correspondence with the Awards Committee and President regarding names of awards recipients, and preparation of awards such as plaques/medals/engraving/certificates/framing (15 hours).
- Other tasks such as filing the annual return for CPS with Corporations Canada, including payment of associated fees within 60 days following the anniversary date of incorporation (Sept. 18); providing updated lists of CPS officers and copies of updated bylaws (if any) to Corporations Canada; correspondence with the Charities Directorate, filing of correspondence, e-mail communications with Board and CPS members, distribution of the CPS displays (20 hours)
- (estimates provided by Gayle Jespersen, 2016)

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.

The current Treasurer term is from 2016-2018. This must be updated as required.

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.

The Treasurer will submit an annual report to the Secretary for publication in the CPS News (September issue) following presentation to the members at the AMOM. The report will include the most recently audited report of income and expenses and changes in net worth of Society holdings.

Annual budget:

The Treasurer is a member of the Financial Advisory Committee, which is responsible for preparation of the annual budget and 5-year projections. The budget will be submitted for consideration and approval by the Board at the Outgoing Board Meeting, prior to the AMOM, followed by presentation to members at the Annual

Business Meeting.

Annual audited financial statement:

The Treasurer is responsible for the annual audited financial statement and presentation to the Board and the members at the Annual Business Meeting. Following the AMOM, the Treasurer and Secretary will ensure that the audited financial statement is made available to all members electronically by publication in CPS News. The financial operation of the Society is audited by a firm of certified accountants. The Treasurer is responsible for recommending an auditor who is appointed by majority vote of the members at the AMOM.

Signing authority:

The Treasurer, the President, and a member appointed by the board (currently, the Secretary) have signing authority. The signatures of any two of the Treasurer, the President, or the appointed member (currently the Secretary) are required for disbursement of Society funds.

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 31st.

Awards:

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

Local Arrangement Committees and Annual and Regional Meeting Expenses:

In order for the CPS liability insurance to be valid for venues rented/used for CPS meetings (both national and regional), the CPS President, Secretary, or Treasurer shall sign all contracts and the Treasurer shall pay all invoices for major expenses related to the meetings, such as the venues for the meeting and banquet. Minor expenses can be handled by the LAC or all expenses can be handled by the CPS Treasurer. The Treasurer shall communicate with the chair and/or treasurer of the LAC's of the national and regional meetings regarding payment of meeting expenses.

Time estimates for Treasurer:

Depositing cheques, transmitting credit card numbers, emailing receipts, and accounting for each of these from membership fees takes about 40 hours per month for December, January, and February (with a slightly less load in December in some years), and a few hours per month for the rest of the year. Depositing cheques, transmitting credit card numbers, emailing receipts, and accounting for each of these for CJPP manuscript fees 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 10–15 hours. The treasurer puts all the records in order for the auditor which takes about 50 hours. The auditors cost CPS \$7,000–\$8,000 per year. (Estimates provided by Kenneth Conn, 2017).

MEMBERSHIP SECRETARY

The Membership Secretary is elected for a two-year term and is eligible for re-nomination. A new Membership Secretary normally will not be elected in the same year as a new Treasurer. The Membership Secretary serves as chair of the Membership Committee, which includes all Regional Representatives.

The current Membership Secretary term is from 2017-2019. This must be updated as required.

- Prepares and mails dues statements and membership renewal forms (October-November) to current members for the coming year.
- Forwards membership payments and completed renewal forms to the Treasurer for processing.
- Is responsible for devising follow-up procedures to recover dues in arrears prior to removing any member from the roll and mailing list.
- Contacts potential new members.
- Maintains a current membership database and mailing list, and produces and distributes an annual Directory of Members to all members.
- Provides mailing lists, and mailing labels, as needed, to the Secretary, Treasurer, Editor-in-Chief and Technical Editor of CJPP, Editor of CPS News, Regional Representatives, and the Local Arrangements Committees.
- Prepares and mails certificates to Sustaining Associates.

- Maintains a current CJPP subscription list in collaboration with the Editor-in-Chief and the journal publisher. Provides updates for the member-subscriber list to the journal publisher in a timely manner.
- Provides the Canadian Journal of Plant Pathology publisher with lists of all members requesting online access and/or paper copy of the Journal.
- Maintains and updates the list of CPS Officers and Board Members for the coming year, as well as a list of members of committees, as directed by the Nominating Committee.
- Maintains and updates the lists of all CPS Award recipients, Fellows, Honorary Members, and Sustaining Associates and includes them in the annual Directory of Members.
- Prepares the annual Directory of Members to include the names of the CPS Officers and Board members and committee members both before and after the AMOM, all CPS Awards recipients, a list of all members with contact information provided by the members, a list of members broken down by geographic region, and a list of Sustaining Associates.
- Emails the Directory to all members and sends two paper copies to Library and Archives Canada.
- Submits member contact information to the International Society of Plant Pathology on-line directory in the required format.
- Is responsible for tracking free memberships provided with certain awards. Currently, these are the Graduate Student Scholarships and the Best Student Presentations (paper and poster) awards.
- Distributes to members by e-mail relevant information as requested by the Board and/or Committee Chairs.
- Provides the CPS Website Editor with lists of Board members, Committee members, and Awards recipients to be posted on the website.

Sale of mailing list:

The mailing list is not available for sale or, for 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 AT-LARGE

The Society has two Directors-at-Large 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.

- As members of the Board, the Directors-at-Large 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.
- Provide direction to and ensure that the goals of the various Subject Matter committees are achieved.
- Undertake specific tasks or committee responsibilities 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

The Society shall organize an annual scientific conference alone or shall participate/co-organize a joint scientific conference with Plant Canada, American Phytopathological Society, or other scientific societies. There are two independent provincial plant pathology societies located in Alberta (PPSA) and Quebec (QSPP). CPS recognizes that these societies 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.

CPS Regional Groups 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 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. Newly elected representatives should inform the Membership Secretary of their appointment.

An amount up to \$1,000 annually is available to Regional Groups for promoting regional activities, such as the Regional Annual Meeting. 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 TO 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. The Board may choose to appoint an alternate member.

Plant Canada:

The CPS is a member of Plant Canada. Plant Canada is an umbrella 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. There are two CPS representatives to the Board of Plant Canada. These are the President-Elect and the Vice-President in years when CPS is not meeting with Plant Canada, and the President and Vice-President (or a designated alternative selected by the CPS Board and taking into consideration the location of the Plant Canada meeting site) in years when CPS is meeting with Plant Canada. CPS has participated in the Plant Canada 2005 meeting in Edmonton, hosted a meeting with Plant Canada in Saskatoon in 2007, and participated in Plant Canada 2011 in Halifax and Plant Canada in Edmonton in 2015.

Roles and responsibilities of CPS representatives to Plant Canada:

1. The CPS representatives to Plant Canada will represent CPS on the PC board and attend all Plant Canada Board meetings.
2. The CPS representatives will report to the CPS board all of Plant Canada updates by forwarding PC Board meeting minutes and relevant information, so that the CPS board members are aware of Plant Canada activities and that of the next joint conference of Plant Canada, of which the CPS is member of, are coordinated properly.
3. The CPS representatives will report to the CPS Board and CPS Future Meetings committee about the year and location of the PC Joint Conference, which is normally held every four years.
4. The outgoing CPS representative will provide the new CPS representatives with updates on Plant Canada, tips, and in general what to expect in terms of tasks, etc.
5. At the end of each Plant Canada conference, the CPS representatives will attend the Plant Canada conference closing meeting, and present Plant Canada with his/her successor (the latter would be appointed in advance by the CPS board).

Plant Canada conferences:

In the years when Plant Canada conference is hosted by a different Plant Society under Plant Canada umbrella, one of the two CPS representatives to Plant Canada will become a member of the Scientific

Organizing committee.

American Phytopathological Society (APS):

From time to time, CPS and APS hold joint meetings either in Canada or in USA. Two years preceding the joint meeting, the CPS President along with President-Elect serve as representatives to the APS and will become members of the Conference Organizing committee. The President-Elect (of the year of the conference) will be the Program Director for the conference and will organize the scientific program in collaboration with APS.

THE CANADIAN JOURNAL OF PLANT PATHOLOGY

Editor-in-Chief of the Canadian Journal of Plant Pathology (CJPP):

The Board appoints the Editor-in-Chief for a renewable 3-year term. The Editor-in-Chief shall be an Officer of the CPS and is a non-voting member of the Board and is not eligible for nomination to another office during his/her term. The Editor-in-Chief appoints the Journal Editorial Committee, which is chaired by the Editor-in-Chief and consists of the Associate Editor-in-Chief, Section Editors, and the Technical Editor publisher (for example, Taylor & Francis from 2011) who are responsible for manuscript review. NOTE: Section Editors need not be members of CPS. The Editor-in-Chief is responsible for formulating the general editorial and publication policy of the Journal, subject to approval by the Board. (*See also Journal Editorial Committee, under Committees, below*).

The current Editor-in-Chief term is from 2016-2019.

**** Note:** This must be updated as required.

Duties of the Editor-in-Chief of the CJPP:

- Ensures the timely publication and distribution of CJPP in consultation with a publishing organization, which is contracted to publish and market the journal.
- Is the contact person with the publisher in all matters pertaining to the journal.
- Is responsible for the content of each issue of the CJPP.
- Collaborates with the Membership Secretary to maintain a current subscription list for members and with the publisher for non-member subscriptions.
- Ensures invoices for non-members are mailed out in November of each year.
- Invoices authors for page charges and communicates with the Treasurer to keep the journal accounts in good financial standing.
- Is one of two CPS representatives to the ISPP (with the Editor of CPS News).
- Submits an annual report to the Secretary for presentation to the Board and the Society at the AMOM and for the September issue of CPS News.

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.

Associate Editor-in-Chief, CJPP: (new position beginning Sept 1, 2014):

The Board appoints an Associate Editor-in-Chief for a renewable 3-year term. The Associate Editor-in-Chief assumes office at the conclusion of the AMOM. The Associate Editor assists the Editor-in-Chief with manuscripts and journal-related functions and is a member of the Journal Editorial Committee.

The current Associate Editor-in-Chief term is from 2017-2020.

**** Note:** This must be updated as required.

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. The current fee is \$35 per abstract.

CPS NEWS

The Board appoints the Editor of CPS News for a renewable 3-year term, and, in consultation with the Editor, appoints an Assistant Editor (who becomes a member of the newsletter Editorial Committee) for renewable 3-year term. The Editor and Assistant Editor of CPS News assume office at the conclusion of the AMOM. The Editor and the Assistant Editor are responsible for the editorial policy of CPS News, subject to approval by the Board.

The current CPS News Editor's term is from 2016-2019.

**** Note:** This must be updated as required.

Duties of the Editor of CPS News:

- Responsible for assembling and distributing CPS News on a quarterly basis, normally in March, June, September and December.
- Responsible for distribution of copies of each issue to all members of the Society.
- Sends the newsletter to the Website Editor to be uploaded onto the CPS website, where CPS News from 1999 to present can be found as PDF files.
- Ensures 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)
- Ensures 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 AMOM is held in June) and publishes the list of nominees at least three months before the AMOM (normally, the March issue).
- Ensures that the call for nominations for CPS Awards appears prior to the annual meeting (normally in the December issue). This ensures 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.
- Ensures that a call, from the Secretary, for annual reports from the various Standing, Subject Matter and Ad-hoc Committees appears in the March issue, so that these reports can be published in the June issue (or the issue just prior to the AMOM).
- 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 one of two CPS representatives to the ISPP (with the Editor-in-Chief of CJPP).

Time commitment for the Editor of CPS NEWS:

- Sends an email-call for contributions to the CPS membership via announcement by the membership secretary one month prior to the submission deadline of each issue. Communicates with the Secretary, CPS Board members, Regional Representatives, and Nomination and Awards Committees regarding items that must appear in specific issues.
- Reads and edits all contributions for grammatical and spelling errors. Submits the President's Message, and occasionally other items, for translation into French.
- Formats all written articles to a common font style and size. Re-sizes, crops and/or edits photographs as required and provides captions if required.
- Assembles each issue using suitable desktop publishing software. Makes final corrections, creates page numbering and Table of Contents. Sends a copy to the Associate Editor and current CPS President for review before finalizing the issue. Sends the finalized copy to the Website editor for posting on the CPS website, and a copy to the Membership Secretary for electronic distribution to members.
- Creates and sends a Table of Contents for each issue to the editor of *The Bulletin* (Entomological Society of Canada's newsletter), for publication, and receives *The Bulletin* Table of Contents for publication in *CPS News*.

On average it takes the Editor about 20-30 hours per issue or approximately 120 hours per year (estimate by Coreen Franke, March 2016).

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

The Board shall appoint an individual for a renewable two-year term to serve as the CPS Website Editor and maintain a current website for the Society. In consultation with the Website Editor, the Board shall appoint an Assistant Website Editor for a renewable two-year term. The Website Editor and Assistant Editor are members of the Website Committee.

The current Website Editor term is from 2016-2018.

**** Note:** This must be updated as required.

Duties of the Website Editor:

- Makes arrangements with internet service providers and obtains technical assistance as needed to maintain the website.
- Assembles and posts 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.
- Provides leadership on website content and development.
- The Assistant Website Editor assists the editor as required and acts as a back-up in the absence of the Editor.

CANADIAN PLANT DISEASE SURVEY (CPDS) NATIONAL EDITOR:

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.

The current CPDS Editor term is from 2016-2020

**** Note:** This must be updated as required.

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

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit 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 terms of reference for standing committees are determined by the Board. Committee members shall serve without remuneration. Any committee member may be removed by resolution of the Board of Directors.

There are 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 chair of each committee shall prepare a report on the committee activities for the Board and the members at the annual meeting of members. The report should be submitted to the Secretary at least one month prior to the Annual meeting of members or at the request of the Secretary.

Most committee reports are published in CPS News prior to the AMOM. Exceptions are the Awards Committee, Financial Advisory Committee, and Resolutions Committees which submit oral reports at the annual business meeting. Reports from these committees are submitted to the Secretary and published in the September, issue of CPS News, following the AMOM.

The Nominating Committee reports to the Secretary in March with the list of nominees for the Board and Standing Committees. In the event of election, Nominating Committee sends a report on election results to the Secretary by May 5 and the Secretary announces the results of elections in the June issue of CPS News, prior to the AMOM. The Nominating Committee also gives an oral report at the AMOM (See Standing Committees, below).

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 meeting of members

- The Chair of the Nominating Committee issues a call for nominations for the Board and Standing Committees in the CPS News, (normally in the December issue when the AMOM is held in June).
- Nominations from the general membership should be sent to the Nominating Committee by February 1st.
- 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 by February 21st of each year. The Secretary will submit the list of nominees to the Board for review.
- Not less than 3 months prior to the AMOM, the Secretary notifies all members of the nominations submitted by the Nominating Committee by publishing the list of nominees in the March issue of CPS News.
- If there is more than one nominee for a position, the Chair of the Nominating Committee assists the Secretary to prepare a ballot(s) listing the vacant position(s) and all valid nominees for the position(s) will be published in CPS News, generally in the March issue, and communicated electronically to CPS members not less than two months prior to the Annual Meeting of members.
- Any Regular, Student, Emeritus, Fellow, Sustaining Associate or Honorary Member may vote in the election. The Secretary will cast a vote only to break a tie.
- Ballots shall be returned to the Chair of the Nominating Committee by means directed by the Board not less than six weeks prior to the Annual Meeting of members.
- Ballots are 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 Nominating Committee.
- After the validation and counting of the ballots is complete, the Chair of the Nominating Committee submits the results of the ballots to the Secretary not less than three weeks prior to the Annual Meeting of members.
- The Chair of the Nominating Committee prepares a report to the Board on the election results by May 5 and announces the results of the elections in the June CPS News.
- The Chair of the Nominating Committee presents an oral report at the June AMOM. If there is only one nominee for a position, they must be approved by acclamation at the AMOM. The Chair confirms that the nominees are "as published in the March issue of CPS News", and the members are asked to ratify the nominee by voting to accept the committee's report. The result is published in the Sept. CPS News, often as part of the Minutes of the Annual meeting of members, often the report is simply "as published in the March (or June, in the case of election results) issue of CPS News".

Journal Editorial Committee

The Journal Editorial Committee is a standing committee comprised of the Editor-in-Chief of the CJPP (Chair), the Associate Editor-in-Chief, the Technical Editor (Taylor & Francis) and the Section Editors. This committee

is responsible for formulating the general editorial and publication policy of CJPP, subject to approval by the Board.

- 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.
- The Editorial Committee nominates a Technical Editor for a seven-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.

Awards Committee

The Awards Committee is comprised of five members reflecting different areas of expertise and a good knowledge of the workings and membership of the Society. Each member normally serves a five-year term, 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 By-Law 32, except for the Education Award and the Glenn Anderson Lectureship Award.
- Calls for nominations for Honorary Membership, Fellow of the Society, Outstanding Research, Outstanding Young Scientist and Achievements in Plant Disease Management awards from Society members.
- Reminds students to submit applications for Graduate Student Scholarships and Travel Awards to the Chair of the Awards Committee and requirements and deadlines for submitting, in the December issue of CPS News.
- Note: Nominees for the Education Award are determined by the Education Committee and nominees for the Glenn Anderson Lecture by the local organizing committee for the meeting or event.

Procedure for nomination and ratification of awardees:

- 1) The call for award nominations is normally made by December 10th, *i.e.*, via an announcement in the December issue of CPS News when the annual meeting of members is in June. Specific invitations are made to Regional Representatives and heads of relevant institutions to suggest worthy candidates and draft or solicit nominations.
- 2) Nominations shall be sent directly to the Chair of the Awards Committee by the nominator, not later than three months prior to the Annual meeting, *i.e.*, by March 1st of each year.
- 3) The committee may recommend that nominees be considered for a different award.
- 4) 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.
- 5) The Awards Committee will review the nominations and make recommendations to the President for ratification by the Board by April 1st of each year. A four-fifths majority of the Awards Committee is required to recommend awardees to the Board, but the Board will receive minority reports.
- 6) Each recommendation to the Board shall be accompanied by a statement usable as a citation (see Item 4, above), details of relevant employment and positions held by the nominee, and the nature, scope and impact of the nominee's contribution.
- 7) The Board shall ratify the awards by April 20. Ratification requires a unanimous vote of approval by the Board.
- 8) The responsibility for preparation of the award and its presentation rests with the Board.
- 9) The President notifies all recipients of the awards, with a copy to the chair of the Awards Committee by May 1st of each year.
- 10) The amount and type of expenses that will be covered for the successful awardees is either specified in the description of the award (see Awards, below), or at the discretion of the Board. The President will notify the Chairperson of the Awards Committee of these cash amounts.
- 11) The Awards Committee prepares a report for the Board and the AMOM. The Awards are normally presented at the AMOM banquet. Photographs should be taken when awards are given and published in CPS News (note: permission to publish photos is required from each person in the photograph).

Procedure for CPS Awards Presentation

1. With the exception of Taylor & Francis student travel award, all the awards will be presented by the CPS President to the awardees.

2. Secretary in consultation with the President will order the plaques, framed certificates etc.
3. Best Student Presentation award plaque: Usually a plaque (5 x 7 inch) is awarded to the student at the time of presentation and the secretary takes it back with her/him and has the name and year engraved and sends it to the student within a month after the meeting.
4. Out-going President plaque: At the conclusion of Annual meeting of members, the in-coming president will present a plaque (9 x 12 inch) to the Out-going President.
5. The CPS Fellow award: suitably engraved and dated plaque with description. Since 2013, a plaque was presented to the CPS Fellows.
6. Major awards: A brief nomination description (½ a page) for each of the major awards is read by different members of the awards committee and chair of the Awards Committee reads the citation for the highest award presented at that particular year.
7. Certificate of Appreciation: A Certificate of Appreciation is presented every year to each of the outgoing board members (including the Past President) and CJPP section editors. At the discretion of CPS Board, the Certificate of Appreciation may be presented to those CPS members that have made significant contributions to the CPS.

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 Chair of the Awards Committee will advise 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 Awards 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 shall be reviewed by the Awards Committee and the Board at least every five years and be revised, if necessary, 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 (Chair), the Treasurer and all Regional Representatives.

- Promotes membership in the regular, student, and Sustaining Associate categories.
- Each regional representative prepares and sends a report to the Membership Secretary, who compiles those reports and forwards them to the Board.
- Prepares an annual report for the Board and the AMOM (Membership Secretary) and submits the report to the Secretary for publication in the CPS News.
- The committee is responsible for updating the publicity brochure published by the Society.

Local Arrangements Committees

- At least two local arrangements committees will function simultaneously, each having the responsibility for organizing a specific annual meeting of members and annual scientific conference.
- Each committee shall be constituted at least two years in advance of the annual meeting for which it is responsible. The Chair of the current year's committee is automatically a member of the following year's committee.
- Each local arrangements committee is responsible for developing the format and schedule of events for the annual scientific conference.
- The President-Elect shall serve as the Board's liaison with the subsequent year's local arrangements committee (the year in which they will be President), particularly in developing the scientific aspect of the conference program.
- At the meeting of the new Board following the Annual meeting of members, the local arrangements committee responsible for the next annual scientific conference shall bring to the Board for approval a tentative outline of symposia, discussion sessions and special events being planned.
- The local arrangements committee is responsible for preparing a budget and running the meeting on a break-even basis.
- The chair or treasurer of the LAC should contact the CPS Treasurer prior to making arrangements for renting meeting locations, etc. For purposes of liability insurance, all contracts need to be signed by

the CPS President, Secretary, or Treasurer. Major expenses such as rental of venues or other facilities should be handled directly by the CPS Treasurer. Minor expenses can be handled by the LAC or all expenses can be handled by the CPS Treasurer. The committee also may apply to the Board for an advance to handle minor expenses that are incurred prior to registration fees being collected. (For additional details, see "Guidelines for Organizing a CPS Annual Meeting", on the CPS Website).

- 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.
- The committee prepares a report for the Board and the Annual meeting of members.
- The Chair of the LAC will join the Future Meetings Committee in the following year.

Future Meetings Committee

This standing committee consists of three members. The senior member serves as chairperson, after which he/she is rotated off the committee and replaced by a new member. The committee assumes office at the conclusion of the AMOM. 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 an annual report for the Board and the AMOM. The Chair of the current year's LAC becomes a member of the Future Meetings Committee in the following year.

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.

- The committee is responsible for drafting resolutions for consideration at the annual meeting of members.
- The committee is responsible for preparing a series of "appreciation" and "acknowledgement" resolutions at the Annual meeting of members, *i.e.*, thanking the members of the LAC and the Board.
- 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 AMOM
- The committee presents a report at the Annual meeting of members.

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 two years and are eligible for re-nomination. The committee assumes office at the conclusion of the Annual meeting of members. The committee generally meets in person prior to the AMOM and submits an annual report to the Outgoing Board and the AMOM, which is published in the September issue of CPS News.

- The committee gives guidance in the development of the CJPP budget.
- The committee is responsible for developing a long-range financial plan (5 years) involving Society funds and awards monies.
- The committee prepares a report, which becomes part of the Treasurer's annual report, and will be published in September issue of CPS News.
- The committee is responsible for an annual review of progress on the 5-year 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 (vice-chair). 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 are determined by the President in consultation with the Board. Terms of reference for Subject Matter committees are usually drafted 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 usually determined by the Chairperson and the President, in consultation with the Board.

AWARDS AND FUNDING

The Awards Committee recommends nominees for Honorary Member, Fellow, Outstanding Research, Outstanding Young Scientist, Achievements in Plant Disease Management, the Graduate Student Scholarships, and Graduate Travel Awards to the Board by April 1 each year. After ratification by the Board, the President notifies all award recipients (with a copy to the chair of the Awards Committee) by May 1st each year. The Board decides whether awardees will be reimbursed for travel costs to the AMOM and notifies the chairperson and awardees.

The Secretary is responsible for production, engraving, and framing of medals, production of certificates, and engraving of plaques. The Treasurer is responsible for cash awards. The Membership Secretary is responsible for tracking subscription waivers, *i.e.*, free memberships in CPS that are included in some awards. For the official descriptions of awards, consult the By-Laws. The awards are normally presented at the AMOM, banquet, or the annual scientific conference.

1. Honorary Member:

A person, not normally a member of the Society, who has rendered eminent service to plant pathology.

Award: A suitably engraved and dated plaque. 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 AMOM can, at the discretion of the Board, be a part of the award.

2. Fellow:

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 engraved and dated plaque.

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

3. Award For Outstanding Research:

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 with no page charges. A registration fee waiver for the AMOM, and additional travel expenses shall, at the discretion of the Board, be part of the award. (See note re: expenses automatically approved, above).

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.

4. Outstanding Young Scientist Award:

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 not only on the basis 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. 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.

Award: A suitably engraved medal. A registration fee waiver for the AMOM, and additional travel expenses shall, at the discretion of the Board, be part of the award. (See note re: expenses automatically approved, above).

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.

5. Glenn Anderson Lectureship:

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 the International Congress of Plant Pathology (ICPP) 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 to be reviewed at least every five years by the Boards of both Societies (see AMOM of 2007 and 2012).

6. Achievements In Plant Disease Management Award:

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. 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 or product development activities, demonstration of extension, training or volunteer activities within plant pathology, and up to three letters of reference.

Award: An engraved and dated 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 for the awardee(s) to attend the awards ceremony are at the discretion of the Board.

Note: This 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.

7. Best Student Presentation Awards:

The student presentation must be phytopathological in nature 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 AMOM. Candidates do not have to be members of the CPS. There is normally one award each for best oral presentation and best poster, with additional second and third place prizes. From 2016-2017 the CPS has also run a student video competition with the same prizes as for the oral and poster competitions.

Award: Suitably engraved plaques for the first place winners, one-year memberships in CPS and cash amounts as determined by the Board. (In May 2017, the board voted to award \$900 for 1st prize, \$500 for 2nd prize, and \$300 for third in each of the oral, poster and video competitions).

The Awards Committee is responsible for selecting the winners of the Best Student Presentation Awards during the AMOM. (The competition judges do not have to be members of the Awards Committee, but must be appointed by the committee). The Secretary shall assume responsibility for ordering the plaques and having them available for presentation to the awardee(s).

Note: 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.

8. Certificate Of Appreciation:

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 AMOM or at an appropriate regional meeting by the President or their designated representative.

9. CPS Education Award:

First awarded in 2011, to recognize contributions by individuals or groups in the development of teaching resources in plant pathology that can be used by instructors in public schools or universities. The recipient may be an individual or a group, and does not have to be a member of CPS.

Purpose: To encourage people to design educational resources or develop projects for the purpose of educating grade school, high school, and university students about the importance of plant pathology and related disciplines.

Award: An award of \$500 plus a suitably engraved plaque, and a photo in the CPS News. The CPS Education Committee is responsible for nominating the recipient of this award.

10. Graduate Student Scholarships (introduced in 2012):

The student must be enrolled as an undergraduate in a Master's level or Doctoral program in any area of plant pathology and must be endorsed by one member of the society. Applications should be submitted to the Chair of the CPS Awards Committee. The recipient of the award does not have to be a CPS member at the time that the award is given. A student may receive a maximum of 2 scholarships per lifetime. Detailed requirements can be found on the website at <http://phytopath.ca/about-cps/cps-awards/>

Award: Up to 3 x \$1500 awards are presented annually and include a one-year student membership in the Canadian Phytopathological Society.

Note: Candidates are expected to present their research at a national or regional CPS meeting at some future date. Preference may be given to Canadian students or students affiliated with Canadian universities or other educational institutions.

11. Graduate Student Travel Award:

The student must be enrolled in a Master's or Doctoral level program in any area of plant pathology. The selected recipient does not have to be CPS member. A student may receive this award a maximum of twice as a M.Sc. and three times as a Ph.D. student.

Award: A maximum of 2 x \$1000 awards are presented annually, depending on the availability of suitable applicants (the amount was increased from \$500 to \$1000 in 2016). The award is intended to provide outstanding graduate students in plant pathology with funds to attend and present their research work at an AMOM. The student must be the senior author on the presentation of this research work and must attend the meeting to receive the travel award. Detailed requirements can be found on the website at <http://phytopath.ca/about-cps/cps-awards/>

12. Taylor & Francis - CPS Graduate Student Travel Award:

The student must be enrolled in a Master's or Doctoral level program in any area of plant pathology. The

selected recipient does not have to be CPS member. Applications submitted for the CPS Graduate Travel Awards will be automatically considered for the Taylor & Francis Award. It is not necessary to apply separately. Detailed requirements can be found on the website at <http://phytopath.ca/about-cps/cps-awards/>

Award: One award of \$1000 (the amount was increased from \$500 to \$1000 in 2016) to be 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 the Annual meeting of members. Students must attend the meeting to receive the award. The student must be the senior author on the presentation of this research work and must attend the meeting to receive the travel award. Taylor & Francis representative presents the award at the CPS Awards ceremony

13. CFBC-CPS student poster award:

As a part of collaboration between CPS and Canadian Forum for Biological Control (CFBC), in January 2016, the CFBC executive approached CPS and asked if we would administer the 'CFBC award for best student poster on Biocontrol of Diseases at the CPS scientific meeting' in alternating years, beginning in 2016. A cash award of \$200 was provided by the CFBC and will be presented by the CPS to the poster award winner. At the time of registration, the students will be given options to check if her or his poster would like to be considered for CFBC award and/or other CPS awards at the competition. The judging process was discussed and agreed upon with Chair of the CPS Awards Committee. One CFBC member will join the CPS panel of judges appointed by the CPS Awards Committee during judging of the CFBC award. The award is to be presented with the other CPS student awards during the awards ceremony of CPS annual meeting.

This award was initiated at the 2016 CPS annual conference.

14. 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 recipient plus one companion) are paid out of the Awards Trust Fund. Travel costs for recipients to attend the Annual Meeting are not to be paid for out of the Awards Trust Fund.

15. 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.

THE CPS/BSPP SPEAKER EXCHANGE PROGRAM

In the spirit of fostering international collaboration a speaker exchange program between the British Society of Plant Pathology (BSPP) and CPS which commenced in 2016. The CPS and BSPP boards agreed to support the initiative with a first exchange in 2016 in which the CPS sponsored a speaker to attend the BSPP Presidential Meeting. In 2017 the BSPP sponsored a speaker to give a presentation at the Annual CPS meeting. This alternation will continue with the CPS sponsoring speakers to attend and speak at the BSPP meetings every second year in 2018, 2020, and even numbered years into the future. The BSPP would be

expected to sponsor speakers to attend the CPS Annual meetings in 2019, 2021, and the odd numbered years. The program will be reviewed in 2020. Selection of a lecturer is the responsibility of the respective sponsoring Society in consultation with the host society.

Funding: The travel funds for the speaker will be approved at the discretion of the Board.

*****Note:** The terms of the agreement are to be reviewed by the Boards of both Societies in 2020.

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/HST:

CPS is not registered for GST/HST and as a registered charity is not required to be registered for GST/HST. As a registered charity, CPS may claim back a portion of the GST/HST paid on expenses incurred every year. CPS does not need to charge GST/HST on registration for our annual meeting. If there is an enquiry about GST/HST for annual meetings or other activities, we can reply that CPS is not registered for GST/HST therefore does not charge it.

CPS PRIVACY POLICY

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, ie. 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.



Note: The following information must be updated after each revision.

CPS Operations manual was revised by: (year - name of the CPS Past President):

June 2004 - Karen Bailey/ August 2006 - Andre Levesque/ June 2012 - Jeannie Gilbert/ April 2016 - Janice Elmhirst/ June 2016 - Deena Errampalli/ August 2017 – Brent McCallum.