

## **RULES AND GUIDELINES REGARDING CONDUCT OF THE AFFAIRS OF THE CANADIAN SOCIETY OF SOIL SCIENCE (CSSS) UPDATED MARCH 2021**

### **1. Precedent of this Document**

Governance of the CSSS is based in sequence on the act<sup>1</sup> then the by-laws<sup>2</sup>; with the act and the by-laws taking precedent over any rules or guidelines herein. Definitions and interpretations specified in the act and by-laws apply to this document. This document shall be updated and ratified by the board at the beginning of each calendar year. New rules and changes will be effective upon ratification by the board, and subject to final ratification or rejection by membership at the annual general meeting. The current version of this document shall be filed at the CSSS business office and posted on the CSSS website, and made available upon request to any CSSS voting member at any time. All members shall be made aware of its existence.

<sup>1</sup>Act means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c. 23 including the Regulations pursuant to the act, and any statute or regulations that may be substituted, as amended from time to time; <https://laws.justice.gc.ca/eng/acts/c-7.75/>.

<sup>2</sup>By-laws to conduct of the affairs of CSSS Inc; <http://csss.ca/wp-content/uploads/CSSS-By-Laws-2014.pdf>.

### **2. Definition of Board, Council, Directors and Councillors**

The by-laws indicate the number of board members is to be “determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board.” A majority of councillors entitled to vote at a council meeting constitutes a quorum (a nine member council has a quorum of five). The board is known as the council and directors as councillors; these terms are considered synonymous. In this document, the terms council and councillor refer exclusively to the board and directors as defined in the by-laws.

### **3. Election of Councillors**

The president-elect, graduate student councillor and two councilors (eastern and western) shall be chosen by election by the members of the society (or by acclamation if only one candidate is nominated). The term of the president-elect shall be one year, followed by one year as president and one year as past-president. These terms are non-renewable. One councillor shall be chosen each year alternately from the members of eastern and western Canada. The eastern and western councillor terms shall be two years, renewable for a second two year term to a maximum of four years. The graduate student councillor shall be elected by CSSS student members only. The term of the graduate student councillor shall be one year, renewable to a maximum of two years, as long as the student remains enrolled in a graduate program.

The secretary shall issue a call for nominations to members via the CSSS business office from 21 to 60 days before ballots should open (usually mid-October). Nominations shall be made with consent of the nominee and must be signed by three members. The time period to receive nominations shall be a minimum of 21 days. If nominations are not received another election shall be initiated. Elections shall be conducted on the single transferable voting system, by ballot using electronic mail transmission. Ballots shall remain open for 14 days after sending to members. Ballots shall be received and tabulated by the CSSS business office and forwarded to the secretary for review.

### **4. Appointment of Officers**

The secretary, treasurer and editor in chief of the Canadian Journal of Soil Science (CJSS), are appointed

as officers, but are also councillors and thereby have voting rights on council. The term of secretary shall be three years, renewable for a second three year term to a maximum of six years. The term of the treasurer shall be three years, renewable for a second three year term to a maximum of six years.

Choosing the CJSS editor in chief shall be based on the current memorandum of understanding between Canadian Science Publishing (CSP, The Publisher) and the CSSS. The outgoing editor in chief in consultation with CSSS council shall recommend a new editor in chief. This person shall be subsequently appointed by the council as a voting member. The editor in chief must be a member of the CSSS. The term and other conditions are dictated by the current memorandum of understanding between CSP and the CSSS.

## **5. Roles of Councillors**

The by-laws allow that specific roles be assigned to councillors, and the councillors of the council shall be:

- President-elect elected by CSSS members with a one year term, to become the president the next year.
- President from president-elect of the previous year, to serve as chair of the council with a one year term.
- Past-president, from president of the previous year, to serve as vice chair of council, with a one year term.
- Secretary, appointed by council as an officer of council with a three year term.
- Treasurer, appointed by council, as an officer of council with a three year term.
- Eastern councillor, as elected by all CSSS members with a two year term.
- Western councillor, as elected by all CSSS members with a two year term.
- Graduate student councillor, as elected by CSSS student members with a one year term
- Editor in chief of the CJSS, if appointed as an officer of council.

## **6. Registrar, Office Manager**

Council may appoint or hire a registrar or office manager to administer the CSSS business office. The registrar or office manager may take part in meetings of the councillors, and will be asked to leave the meeting when there is any potential conflict of interest. The registrar or office manager is not eligible to vote as a member of council. The role and responsibilities of the registrar or office manager will be defined from time to time by council, and based on precedent include:

- On behalf of the treasurer, prepare cheques; manage petty cash, chequing and savings accounts; be a signing authority on the CSSS bank accounts.
- Maintain records of membership, incorporation and related correspondence.
- Prepare and distribute emails, newsletters and award certificates.

## **7. Duties and Expectations of Councillors**

### **All**

- Take part in meetings, teleconferences and email exchanges to the fullest extent possible.
- Represent the CSSS, promote soil science and the CSSS, and encourage membership in the CSSS and subscription to the Canadian Journal of Soil Science.
- Mentor new council members and new CSSS members.
- Take on special projects in support of the objectives of the CSSS as opportunities and needs arise.
- Encourage nominations for CSSS awards.
- Be familiar with Canada's Not-for-profit Corporations Act (<https://laws.justice.gc.ca/eng/acts/c-7.75/>).
- Read the Primer for Directors of Not-for-Profit Corporations: Rights, Duties and Practices ([https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h\\_cl00688.html](https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h_cl00688.html)).

### **President**

- Serves as chief executive officer of the society.

- Presides at all society and council meetings and has general and active management of society affairs.
- Sees that all orders and resolutions of council are carried into effect.
- Arranges for and conducts the annual CSSS council meeting, and the annual general meeting
- Serves as master of ceremonies for the annual banquet, and presents all awards at the banquet.
- Arranges and conducts council meetings as required throughout the year.
- Appoints members to standing committees.
- Makes recommendations for the CJSS editor in chief.
- Makes recommendations for the local arrangements committee chair for upcoming CSSS meetings and indicates CSSS financial and other support available to that committee.
- Updates CSSS council job descriptions as required.
- Chairs the rules committee.
- Serves as public relations contact for the society and communicates with the membership.
- Writes official letters of congratulations to successful nominees for CSSS fellow, honorary membership and soil science for society awards.
- While in office, maintains files related to the business of the CSSS, including correspondence and project reports, and passes files to the next president as needed.
- Maintains schedule for the CSSS activities and ensure progress.

#### **Secretary**

- Records activities of the society and assists council to carry out its objectives according to the by-laws.
- Ensures the scientific community is aware of the annual meeting location and date.
- Conducts general correspondence of the society.
- Collects committee reports prior to the meetings of council, distributes reports to council and records and distributes minutes of meetings of the council.
- Ensures the call for nominations for vacant council positions is issued to members before the end of the calendar year (usually mid-October); see Rule #3.
- Ensures proposed rules and guidelines changes are received from the rules committee prior to April 1.

#### **Treasurer**

- Responsible for day-to-day management of the financial affairs of the society, including but not limited to the following (with some activities completed by contractors at the direction of the treasurer):
  - Collects dues from members.
  - Pays for purchases of goods or services on behalf of the society.
  - Makes banking arrangements.
  - Makes financial investment arrangements.
  - Keeps the financial record of the society.
  - Files required reports to Revenue Canada and Consumer and Corporate Affairs Canada.
  - Meets provincial government reporting requirements.
  - Chairs the finance committee.

#### **President-Elect**

- Chairs the awards committee with duties as follow:
  - As soon as possible after January 1, appoints two past-presidents to serve on the awards committee and move that the incoming awards committee be approved by council.
  - Prepares a call for award nominations for the CSSS website, the first CSSS newsletter of the calendar year, and for distribution by the business office to members to cover the following CSSS awards: fellow, honorary membership, soil science for society, pedology travel award, student travel, student presentation and student book awards.
  - Contacts CSSS treasurer to determine funds available to cover travel and book awards.

- Chairs an awards committee (president-elect, two CSSS past-presidents, appointed by the president); receives nominations documents and award applications, compiles and provides copies to other committee members; oversees evaluation of nominations and applications.
- Presents awards committee recommendations to CSSS council for approval at least one month before CSSS annual meeting.
- Invites nominators of successful fellow, soil science for society or honorary member nominees to informally notify their candidates (president writes the official letters of congratulations).
- Contacts nominators requesting they convey outcomes of awards committee decisions to unsuccessful fellow, soil science for society or honorary member nominees.
- Notifies Travel Award applicants about the Awards Committee's decision.
- Arranges preparation of the Fellow and Honorary Membership certificates (template with Business Office and Secretary) and selects a suitable frame.
- Prepares a report of the Awards Committee for the CSSS annual meeting.
- Oversees and organizes the student awards (book, Bentley, president's award) at the annual meeting.
  - Contacts universities (soil science, land resource, environmental departments) to select recipients of the CSSS undergraduate student book award. Informs office manager who orders books. Prepares book plates (template with business office and secretary). Informs CSSS treasurer of costs and reimbursement.
  - Checks that registration and/or abstract submission form for the annual meeting includes a request for students to indicate if they intend to compete for the student presentation awards (CF Bentley oral; president's poster).
  - Prior to the annual meeting, selects judges for the Bentley and president's poster award (the total number of judges being left to the discretion of the President-elect). Appoints one of the judges to chair the evaluation process (score cards and evaluation procedure on web page) for each award.
  - Prior to the annual meeting, liaisons with the program chair of the local organizing committee to ensure student presentations for the Bentley award are scheduled to allow each presentation to be judged by at least three judges. All student presentations should be completed early in the afternoon prior to the banquet to ensure adequate time to evaluate scores and select winners.
- Oversees awards banquet of the annual meeting.
  - Prepares and arranges printing of awards booklet for the CSSS awards banquet (template with business office and secretary), to include:
    - short table of contents
    - photograph and short write-up for each of the current year fellow(s), soil science for society award recipient(s) and honorary member(s) (as applicable; write-up usually prepared by first nominator)
    - list of any other current year awards that are determined prior to the conference, including undergraduate book award awardees (names and affiliation) and travel award recipients (names, affiliation, amount of travel award)
    - updated fellows list
    - list of awards committee members
    - list of new CSSS council members
  - Arranges with the annual meeting organizers to provide complimentary banquet tickets in registration packages for new fellows and honorary members (plus guests).
  - Arranges for someone, usually the first nominator, to present citation at the awards banquet for each new fellow, soil science for society award recipient, and honorary member. Suggests citations and replies be limited to approximately 10 minutes for each award.
  - On behalf of CSSS, extends thanks to the annual meeting organizers and volunteers for their work

and efforts at the close of the banquet.

#### **Past-President**

- Performs duties and exercises powers of the president if the president is absent or unable to act.
- Member of the rules committee.
- Member of the finance committee.
- Promotes and initiates nominations of members for awards and other forms of recognition from institutions and organizations other than the society (awards from other societies, helping appoint CSSS members to roles on the Global Soil Partnership, the International Technical Panel on Soils, and other relevant UN-FAO positions).

#### **Graduate Student Councillor**

- Provides liaison between the society and active or potential graduate student members of the society.
- This position should alternate between candidates from eastern and western Canada.
- Participates in council activities and vote on all motions brought to council.
- Promotes and maintains communications (e-mail network) between the society and Canadian academic units involved in soil science education.
- Provides information on CSSS awards and annual meeting to students.
- Helps coordinate and plan student activities at the annual meetings.
- Provides student news for each publication of the CSSS newsletter.
- Provides input as needed to society publicity material.

#### **Eastern and Western Councillors**

- The eastern councillor is responsible for Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador and Nunavut; the western councillor is responsible for Manitoba, Saskatchewan, Alberta, British Columbia, Yukon and the Northwest Territories.
- Covers concerns of members within respective region.
- Covers concerns of international members as needed.
- Corresponds as needed to new and interested members within respective region.
- The eastern councillor prepares two to three newsletters (generally, January/February, June/July, September/October) to include society reports and news, information on CSSS awards, and election information and results.
- The western councillor oversees the CSSS website, ensuring information is correct and up-to-date; including working coordinating revisions with a web designer, and updating the CSSS Wikipedia page.
- Both councillors ensure that a team is in place for effective informal communications (notably effective and prudent use of social media to contribute to the CSSS mandates) via the education committee.

#### **Editor In Chief of CJSS**

- Whether or not a full voting member of council, the editor in chief of CJSS provides liaison between the society and activities and editorial aspects of the CJSS and promotes and maintains communications between the society and CJSS, the science arm of the society.

### **8. Committees and Sub-Committees**

- Council shall appoint or approve committees deemed necessary for the conduct of society affairs.
- Committees advise the council.
- Standing committees shall normally continue in operation from year to year unless terminated by council; two such standing committees are the awards committee and the rules committee.
- Ad hoc committees and task forces may be established by council and shall have a termination date in their terms of reference; examples include nominations committee, membership task force.
- Council shall prescribe the terms of reference for all committees, that provide a description of the

function and duties and composition and tenure of all committees.

#### **Awards Committee**

- Shall be a standing committee and consist of the president-elect, who shall act as chair, and two other members selected from CSSS past-presidents.
- All members shall be approved by council at the beginning of each year.
- Shall annually receive nominations from members of the society for fellows; and recommend to council at least one month before the annual general meeting, name(s) of most suitable candidates for the award of fellow. Nominations must be signed by three members and supported by a short summary indicating qualifications of the nominee. The recommendation of the committee is subject to approval of council which makes the award.
- The chair of the committee shall coordinate judging of student presentation awards, such as the president's and Bentley awards.
- Responsible for making recommendations to council on awards, including recommendations on changes in the nature of the awards and on recipients of awards.

#### **Rules Committee**

- Shall be a standing committee of the society and consist of the president who will act as chair and two other members selected from CSSS past-presidents.
- May, by resolution, make, amend or repeal by-laws or rules that regulate activities or affairs of the society. Any such by-law or rule, amendment or repeal shall be effective from the date of approval by council until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If it is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. It ceases to have effect if it is not submitted to the members at the next annual general meeting (AGM) of members or if it is rejected by the members at the meeting.
- Ordinary resolutions require a simple majority (50% plus 1) of votes cast by the members entitled to vote, to be adopted. For example, election of councillors is usually made by ordinary resolution.
- Special resolutions require the approval of two-thirds of the votes cast by the members entitled to vote. For example, fundamental by-law changes such as amalgamation and continuance require special resolutions. Special resolutions are only effective when confirmed by members.
- Resolutions for new by-laws or rules and guidelines or amendments to or repeals of existing by-laws or rules must be received by the secretary in advance of the annual general meeting.
- Within twelve months of the confirmation of by-law changes by members, a copy of the amended by-laws must be sent to Corporations Canada.

#### **Finance Committee**

- Shall be a standing committee of the society and shall consist of three members: the treasurer (chair), the current president or a past-president, and a member-at-large.
- The role is to share the workload of the treasurer, and to advise and make recommendations in managing and monitoring the society's short- and long-term finances.

#### **Education Committee**

- Shall be a standing committee of the society and shall consist of at least four CSSS members.
- Chair and/or co-chairs will be determined by members of the committee on an annual basis.
- Has four main objectives: compile and disseminate information about the soil science courses and programs at Canadian postsecondary institutions; enhance soil science education at the K-12 levels; establish and maintain contacts with the international soil science community regarding new developments in soil science education; and support informal education through communications and outreach with both specialists and the public, including via social media.

### **Pedology Committee**

- Shall be a standing committee of the society and shall consist of at least four CSSS members.
- Chair and/or co-chairs will be determined by members of the committee on an annual basis.
- Mandates include: improvement of the taxonomic classification system for Canadian soils through system revision supported by new information; maintenance of contact with the international pedology community on new developments in soil genesis and classification; and compilation and dissemination of information about genesis, distribution, classification and wise use of Canadian soils.

## **9. Accounts and Financials**

The Treasurer is the responsible councillor. In routine operation, all financial transactions require the signature of two signing authorities. There are three or more signing authorities registered with the banking institution, and these may include the president-elect, president, past-president, secretary, treasurer and business office manager.

There will be a petty cash account from which the office manager can make direct payments, with their signature alone, for routine minor items such as postage, stationary, printing and office supplies. There will be a chequing account and a savings account, and there may be other simple investments such as GICs as determined from time to time by the council to be in the best interests of CSSS.

Every year, the financial records are to be reviewed by at least two and up to three financial reviewers who are CSSS members but not members of council. The signed financial reviewers' reports must be returned to the treasurer prior to the annual general meeting. The treasurer and office manager will provide any information requested for these audits. The choice of reviewers will be proposed and voted on at the annual general meeting or by electronic ballot.

## **10. Order of Business**

The order of business at all council meetings, the CSSS annual general meeting and any other duly called meeting may be varied for any meeting by a majority vote of those present. Items generally include the following:

- Review, revise and approve agenda.
- Review, revised and approve minutes of the last meeting.
- Business arising out of the minutes.
- Communications.
- Reports of officers and committees.
- Unfinished business.
- Resolutions.
- New business.

## **11. Awards**

The CSSS shall have an awards committee appointed by the president, normally chaired by the president-elect and confirmed by council at the beginning of each calendar year. The committee will encourage nominations from among CSSS regular members. Approval of these awards shall be a unanimous decision by committee members. The committee decisions and report to council shall be final. The committee oversees the following CSSS awards.

### **CSSS Fellow**

- Nominees must be members in good standing at the time of their nomination and must have been a CSSS member of at least a total of ten (not necessarily continuous) years.

- Nominees must have a distinguished record of service in any field of soil science.
- Each nominee must have one nominator and three supporting sponsors.
- Members of CSSS council or the awards committee cannot serve as a nominator or sponsor.
- Members of the CSSS council are ineligible for nomination as a CSSS Fellow while serving their term on council.
- The award is generally held at the awards banquet at the CSSS annual general meeting, and the recipient will be given a suitably inscribed plaque or certificate.
- Up to two CSSS members can receive an award in any calendar year.
- CSSS will endeavor to publicize fellow award recipients.
- Unsuccessful nominees may be re-nominated in a following year with new supporting documentation; a new nominator or new sponsors may be used.
- No candidate will be eligible for both a fellow and a soil science for society award in the same year.

#### **Honourary Membership Award**

- Honours non- members who have rendered valuable or special service to soil science in Canada.

#### **Soil Science for Society Award**

- Awarded to a member or non-member who has made a contribution towards promoting soil science to the general public.
- Shall be made at the CSSS annual general meeting and the recipient will be given a suitably inscribed plaque or certificate.
- CSSS will endeavor to publicize this award.
- No candidate will be eligible for both a fellow and a soil science for society award in the same year.
- The CSSS, at the recommendation of the awards committee, may award more or less than one of these Awards in a given year.

#### **Pedology Travel Award**

- To a member in good standing to attend a pedology related national or international conference or workshop.
- The award shall cover expenses related to attendance at the meeting (registration, air and/or ground transportation, accommodations, meals).
- With approval of council, the awards committee shall determine and assign maximum award value.

#### **Student Travel Award**

- To support students to travel to the annual conference.
- Students must be CSSS members and enrolled in a Canadian post-secondary institution to apply.
- Preference will be given to students who will be giving either an oral or a poster presentation over students who are just planning to attend the conference.
- The research summary provided by the student must be reasonable (rationale, hypothesis, objective) and clearly written.
- Preference will be given to students who have not previously received a travel award.
- The student must have had the application form signed by their supervisor or department chair.
- With the approval of council, the awards committee shall assign the number and value of the awards.
- The awards committee may make this for international soil science meetings (typically two per year, as approved by council) and will communicate procedures and terms on the CSSS website and newsletter.

#### **Student Presentation Award**

- CF Bentley awards are for oral presentations and president's poster awards for poster presentations.
- Students must be CSSS members at time of their presentations.
- Students must indicate that they will be competing for presentation awards at CSSS annual meetings (either at abstract submission or at registration (question included on registration form)).



- As of 2020, the Bentley award winner receives \$500, the first runner-up \$300, and the second runner-up \$200; the president's poster award winner receives \$500, the first runner-up \$300 and the second runner-up \$200. Small modifications may be made at the discretion of the awards committee (awarding a tie for runner-up, which would result in a \$100 increase in expenditure).

#### **Student Book Award**

- To recognize undergraduates at Canadian universities who demonstrate excellence in soil science.
- Award winners receive a copy of Soil Sampling and Methods of Analysis (2nd Edition), published jointly by CSSS and CRC Press in 2007.
- Candidates are nominated by their academic department.

### **12. Annual General Meeting (AGM)**

There will be an annual general meeting as specified in the by-laws. The by-laws provide that a quorum at any meeting of members shall be ten percent of the members entitled to vote. The exact quorum should be determined prior to each meeting. Normally the annual general meeting is held in conjunction with the annual CSSS technical conference.

- Where possible, reports from council and committees, such as the president's report, treasurers report (profit/loss, financial reviewers' review, budget for coming year) and nominations, will be presented, and electronic or paper copies will be circulated to all members prior to the meeting.
- Elections may take place at the meeting, but in general electronic voting is preferred.
- Awards may be presented or they may be presented at some other event of the CSSS annual meeting, or they may be delivered in some other way to the recipients.
- Council is responsible for setting the agenda, although members have a right to add items to the agenda by submitting a notice (proposal) to council 90 to 150 days before the anniversary of the previous annual meeting of members. Any member entitled to vote at an annual meeting of members may submit a proposal to council about any matter that the member wishes to raise at the meeting. This includes the right of a voting member to submit a proposal to make, amend or repeal by-laws.

### **13. Technical Meetings and Workshops**

The CSSS will endeavor to hold an annual technical conference, with location decided by the council. Often these meetings are held jointly with meetings of another scientific society, and the details of this association are negotiated for each case. Typically, a local organizing committee is established, with one person identified to report to the CSSS council, and will usually have representatives of all the societies involved.

Planning for these conferences must begin more than one year prior to the conference. Usually, CSSS seeks partner societies to extend the technical interest in the conference and to share risk, and this in particular needs early planning.

In all conferences and technical meetings, CSSS will endeavor to create opportunities for certified crop advisors to take part and to earn points. This requires that the local organizing committee apply for recognition from the certified crop advisors organization.

Decisions must be made and documented (memorandum of understanding, signed by the CSSS president and presidents of partner societies) about sharing of financial risk, especially for joint meetings. Often, the CSSS will advance money to the local organizing committee, who maintain separate accounts. The CSSS may sign contracts related to the conference, or this may be done solely by the local organizing committee or the partner societies. Typically the conference has a small surplus, and a decision about the disposition of this must be made prior to the conference. A typical model for this is that monies advanced

from the partner societies is paid out first, then the remainder is split among the societies based on the relative numbers of members from each who attended the conference. The exception to this is when one partner society was more successful than the other in raising sponsorship funds, in which case a prior decision is made on how this will affect the final disbursement. The local organizing committee will be responsible to present a budget and a final accounting of the conference to the council.

The council may decide to support other technical meetings or workshops in any year. Such support may be in name, administrative and/or financial as decided by the council.

#### **14. Newsletters and Web Page**

CSSS will prepare newsletters, maintain a web site, and may undertake social media communications, soon to be guided by the societies communication plan (drafted in 2020 for consideration at the 2020 annual general meeting).

Solicitation and review of articles for the newsletter is the responsibility of the eastern councillor. Content is flexible but would typically include a president's message, reports on past or upcoming CSSS annual meetings and special topic articles from council members or regular members. In appropriate issues the newsletter may include nominations and biographies and financial reports. There will be two to three newsletters prepared each year. These may be fully electronic or printed copy, at the decision of the council from time to time, and will be assembled and prepared by CSSS business office personnel.

Review and provision of materials for the CSSS web page is the responsibility of the western councillor. Both eastern and western councillors ensure that a team is in place for effective and prudent social media and other informal communications in collaboration with the education committee, as guided by the communications plan.

#### **15. Fees**

The Council may change the membership categories and fee schedule from time to time. The present categories and fee schedules are as follows.

- Regular members \$115 (effective Jan. 1 2022).
- Fellow members \$90.
- Student members, of soil science at a Canadian or equivalent university or college \$10.
- Post-doctoral fellow members, who hold a formal post-doctoral fellowship at a Canadian university or Canadian federal government department or are Canadian fellows working abroad \$45.
- Retired members, who were regular members and have retired from their formal employment \$30.
- Fellow emeritus members, who are CSSS fellows and retired from their formal employment \$0.

#### **16. Affiliations**

The Society is affiliated with the International Union of Soil Science and the Global Soil Partnership of the Food and Agriculture Organization of the United Nations. The terms and conditions of these affiliations will be reviewed on an annual basis. The society may discontinue these affiliations or become affiliated with any other organization providing such a decision is approved by Council.

The Canadian Journal of Soil Science is the official journal of CSSS. CJSS is owned by Canadian Science Publishing. The editor in chief of CJSS is appointed as outlined in Rule #4 and must be a CSSS member. Associate editors are approved by the editor in chief of CJSS and may or may not be members of CSSS.

#### **17. Insurance**

CSSS Council should obtain director's and officers liability insurance. Such an insurance policy typically

protects against exposure to personal risk from claims arising out of council decisions or omissions, or out of actions or activities performed directly under the auspices of council. The insurance policy should extend to all past and present council members, officers and committee members of the society.

#### **18. Changes to Rules**

These rules may be added to, amended or repealed as outlined in Rule #8 under the rules committee or Rule #12.