CANADIAN SOCIETY OF SOIL SCIENCE
SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

GENERAL ADMINISTRATIVE RULES, PROCEDURES, AND GUIDELINES

1. The Corporation

A. Official Name
   i. The official English name of the corporation is Canadian Society of Soil Science Inc., abbreviated CSSS, herein referred to as the society.
   ii. La dénomination sociale officielle de la société en français est Société Canadienne de la Science du Sol Inc., abrégée SCSS, ci-après appelée la society.

B. Legal Status and Obligations
   i. The society was registered as a charitable organization on 1 January 1975 with registration number 118836303 RR 0001.
   ii. The society was incorporated on 4 July 1983 with corporation number 153044-5 and business number 118836303 RC0001, and received a certificate of continuance as a not for profit corporation on 19 September 2013.
   iii. The society is subject to the Canada Not-For-Profit Corporations Act (S.C. 2009 c. 23) last amended 31 August 2022, the Charities Registration (Security Information) Act (S.C. 2001 c. 41 s. 113) last amended 19 August 2024, the Income Tax Act (R.S.C. 1985 c. 1 5th Supp.) last amended 1 January 2025, and to their future amendments.
   iv. The society has annual reporting obligations to the Canada Revenue Agency and Corporations Canada.

C. Purpose and Goal
   i. The society is a non-governmental, non-profit organization for scientists, technologists, engineers, administrators, and students involved in the professional work of soil science.
   ii. The goal of the society is to nurture the discipline of soil science in Canada and ensure its relevance in the future.

D. Society Business Office
   i. The business office of the society is located at 11 Dalhousie Rd, PO Box 434, Pinawa, Manitoba, R0E 1L0.
   ii. The official website of the society is https://csss.ca/.

2. Definitions

A. Society: the Canadian Society of Soil Science.

B. AGM: the annual general meeting of members.

C. Council: the board of directors of the society.

D. Councillor: a member of the board of directors of the society.

E. By-laws: the legal document on the conduct of affairs of the Canadian Society of Soil Science Inc., which has been registered with Corporations Canada.

F. Rules: this document.

G. Good standing: the condition of a member in compliance with the obligations relevant to their membership category in the society, according to §4 of these rules.

H. Member: an individual who holds any category of membership in the society, according to §4 of these rules.

I. Ordinary resolution: a resolution requiring at least 50 % plus 1 votes to be cast in favour to be approved.

J. Special resolution: a resolution requiring at least 2/3 of votes to be cast in favour to be approved.

K. SBM: a special business meeting of members.

3. Document Precedence

A. Society Governance
   i. Based, in sequence, on the Canada Not-For-Profit Corporations Act, followed by the by-laws, then these rules.
   ii. Regarding §3Ai, clauses in the first 2 documents take precedence over any in the latter.

4. Society Membership

A. Membership Categories
   i. Regular member
      a. Open to any practicing individual who holds a recognized diploma or degree in soil science or other related scientific subject.
      b. Eligible to exercise all general rights of membership, except those exclusive to graduate student members.
   ii. Early career member
      a. Open to any practicing individual who holds a recognized diploma or degree in soil science or other related scientific subject, and with no more than 5 years since their most recent degree.
      b. Eligible to exercise all general rights of membership, except those exclusive to graduate student members.
   iii. Post-doctoral fellow
      a. Open to any practicing individual who holds a post-doctoral position in soil science or other related scientific subject.
      b. Eligible to exercise all general rights of membership, except those exclusive to graduate student members.
   iv. Graduate student member
      a. Open to any individual who is registered in a recognized post-graduate program of study in soil science or other related scientific subject.
      b. Eligible to exercise all general rights of membership, except those specifically excluded from graduate student members.
   v. Fellow
      a. An honorary designation granted by the society, on recommendation of the honours and awards committee and with approval of council, or by ordinary resolution of the members, to regular or retired members, for a distinguished record of accomplishment in soil science and service to the society.
      b. Eligible to exercise all general rights of membership, except those exclusive to

graduate student members.

vi. Retired member

a. Open to any retired individual who holds a recognized diploma or degree in soil science or other related scientific subject.

b. Eligible to exercise all general rights of membership, except those exclusive to graduate student members.

vii. Retired fellow

a. Open to any retired individual who has been granted the designation of fellow.

b. Eligible to exercise all general rights of membership, except those exclusive to graduate student members.

viii. Honourary life member

a. Granted by the society, on recommendation of the honours and awards committee and approval of the council, or by ordinary resolution of the members, to non-members who have rendered valuable or special service to soil science.

b. Eligible to exercise the general rights of membership, except those specifically excluded from honourary life members.

B. General Obligations and Rights of Members

i. Must pay the relevant annual membership fee, within the prescribed time period, to be in good standing. Honourary life members and retired fellows are exempt from paying an annual membership fee.

ii. Must abide according to relevant acts, by-laws, and rules of the society.

iii. May attend and participate in the AGM, any SBM, or any townhall meeting of the society.

iv. May serve on society committees, sub-committees, and task forces, in accordance with relevant terms of reference.

v. May participate in society commissions and sub-commissions, in accordance with relevant terms of reference.

vi. May vote on all society resolutions.

vii. May be a candidate for any council position, except graduate student councillor. Only graduate student members may be candidates for graduate student councillor. Graduate student members may be candidates only for graduate student councillor.

viii. May nominate a candidate for any council position, except graduate student councillor. Only graduate student members may nominate candidates for graduate student councillor.

ix. May vote for all council positions during society elections, except graduate student councillor. Only graduate student members may vote for graduate student councillor.

x. May be nominated or apply for honours and awards of the society, in accordance with relevant criteria.

xi. May nominate eligible individuals for relevant honours and awards of the society, in accordance with relevant criteria.

C. Membership Termination and Discipline

i. As per by-law §14, membership of an individual in the society shall terminate upon their death, for failure to maintain membership qualifications, upon submission of resignation, upon disciplinary expulsion, upon expiry of membership term, or if the society is liquidated or dissolved. As per by-law §15, upon termination, any rights of membership revert to the society.

ii. As per by-law §16, the society may discipline a member, for relevant cause, by suspension of membership or expulsion. Any member subject to disciplinary actions may appeal the discipline in accordance with by-law §16.

5. CSSS Council

A. General

i. Comprised of 9 councillors: president, past-president, president-elect, treasurer, secretary, eastern councillor, western councillor, graduate student councillor, and editor in chief of the Canadian Journal of Soil Science.
ii. Changes in council composition require approval by members by a special resolution.
iii. Councillors must be members of the society in good standing at the time of their nomination and election or appointment, and throughout their terms of office.
iv. Councillors must be familiar with the various governance (rule §3) and associated administrative documents of the society, should understand Robert's Rules of Order (rules §11Ai), and are encouraged to reference, as necessary, the document Primer for Directors of Not-for-Profit Corporations: Rights, Duties and Practices (at publications.gc.ca/collections/Collection/Iu4-12-2002E.pdf).
v. Councillors are expected to participate diligently and professionally in relevant council and society activities, especially those associated with their council positions.
vi. Councillors are expected to preserve communications, such as emails, of relevance to the business of the society.
vii. Council is responsible for ongoing administration of society business, for representing and promoting the society and its activities, and for guiding society evolution.
viii. Council may delegate, amend, or revoke authorities to councillors, committees, commissions, task forces, managerial staff, or members as needed.
ix. Council shall develop, maintain, and amend as required, an annual administrative calendar (Appendix A), to be monitored for implementation by the secretary.
x. Council shall develop, maintain, and amend as required, a new councillor orientation package, to be provided to new councillors by the secretary by the end of January

B. Councillors

i. President
   a. A voting member of council elected by the members.
   b. Normally the person who completed a 1 year term as president-elect of the society.
   c. Normally serves a 1 year term beginning at closure of the second AGM following their election until closure of the subsequent AGM.
   d. Functions as chief executive officer of the society, ensuring activities in the annual administrative calendar are implemented (rule §5Aix), and all orders and resolutions of the council and members are duly completed.
   e. As primary signing authority of the society, and on direction of council, is responsible for executing official documents of the society, and with a second signing authority, may bind the society in any legal contracts.
   f. Co-signs, with the honours and awards committee chair, any parchments, plaques, or other documents associated with honours and awards of the society.
   g. Responsible for calling meetings and preparing agendas for council meetings and business meetings of the society.
   h. Chairs council meetings, business meetings, and formal events of the society.
   i. Functions as the primary public relations contact for the society.
   j. Official council representative with members, external stakeholders, and the public.

k. Member of the budget and finance and structure and governance committees.
l. Chairs the structure and governance committee.
m. Performs other duties that may be assigned by council.
n. Normally progresses to serve a 1 year term as past-president, immediately following their term as president.
o. Ensures a smooth and effective transition to the next president.

ii. Past-president
a. A voting member of council elected by the members.
b. Normally the individual who just served a 1 year term as president of the society.
c. Normally serves a 1 year term beginning at closure of the third AGM following their election until closure of the next AGM.
d. Serves in capacity of vice-president of the society.
e. As a signing authority of the society, and on direction of council, may execute official documents of the society, and with a second signing authority may bind the society in any legal contracts.
f. Member of the budget and finance, structure and governance, and nominations and elections committees.
p. Chairs the nominations and elections committee.
g. Executes responsibilities and authority of the president, when delegated by the president, or when the president is unavailable or temporarily incapacitated.
h. Performs other duties that may be assigned by council.
i. Ensures a smooth and effective transition to the next past-president.

iii. President-elect
a. A voting member of council elected by the members.
b. Normally serves a 1 year term beginning at closure of the first AGM following their election until closure of the subsequent AGM.
c. As a signing authority of the society, and on direction of council, may execute official documents of the society, and with a second signing authority may bind the society in any legal contracts.
d. A member of the budget and finance, structure and governance, and honours and awards committees.
e. Chairs the honours and awards committee.
f. Responsible for communications with members and relevant external stakeholders regarding any honours and awards of the society.
g. On behalf of the honours and awards committee and of the society, communicates officially with nominators, nominees, or recipients of society honours and awards.
h. As chair of the honours and awards committee co-signs with the president, any plaques, parchments, or other documents, for society honours and awards.
i. Is responsible for organizing and presiding over the formal annual honours and awards ceremony of the society, including preparing the ceremony program guide.
j. Performs other duties that may be assigned by council.
k. Normally progresses to serve a 1 year term as president.
l. Ensures a smooth and effective transition to the next president-elect.

iv. Treasurer
a. Appointed by council, on recommendation of nominations and elections committee.
b. A voting member of council.

c. Serves a 3 year term beginning at closure of the first AGM following their appointment until closure of the fourth AGM following their appointment.
d. May be re-appointed for a second 3 year term.
e. Functions as the chief financial officer of the society.
f. As signing authority of the society, on direction of council, may execute official documents of the society, and with a second signing authority, may bind the society in any legal contracts.
g. A member of the budget and finance and honours and awards (non-voting capacity) committees.
h. Chairs the budget and finance committee.
i. Responsible for ensuring preparation and presentation of the annual budget.
j. Responsible for overseeing day-to-day financial transactions, general cash flow management, and ongoing investments management.
k. Responsible for identifying candidates, for approval by members, to serve as external reviewers of the annual financial report (rules §15).
l. Responsible for accounting and financial reporting to council and members.
m. Responsible for establishing and maintaining appropriate relationships and arrangements with relevant financial institutions, and updating signing authorities.
n. Responsible for assessing and advising on the status of funds associated with any honours and awards of the society.
o. Responsible for preparation and submission of relevant reporting to Canada Revenue Agency and Corporations Canada.
p. Performs other duties that may be assigned by council.
q. Ensures a smooth and effective transition to the next treasurer.

v. Secretary
a. Appointed by council, on recommendation of nominations and elections committee.
b. A voting member of council.
c. Serves a 3 year term beginning at closure of the first AGM following their appointment until closure of the fourth AGM following their appointment.
d. May be re-appointed for a second 3 year term.
e. Responsible for monitoring the activities of council and the society for the annual administrative calendar (§5Aviii).
f. Responsible for ensuring new councillors receive a copy of the councillor orientation package (§5Aix).
g. Working with the president and council, is responsible for scheduling and communicating notifications for council meetings, the AGM, any SBMs, and other meetings or activities to be defined by council.
h. Working with the president and council, is responsible for preparing the agenda, collating documents, including meeting minutes and written reports, and circulating this material, for meetings of council and the society.
i. Responsible for taking and preserving minutes and associated documents for meetings of council and the society.
j. Responsible for maintaining a chronological registry of all resolutions approved by members and council.
k. Provides support, as defined and approved by council, to committees, sub-committees, and task forces.

l. Responsible for coordinating general communications with members.
m. Responsible for receiving, processing, and redirecting general communications from entities external to the society.
n. Responsible for general communications with the secretariat of the International Union of Soil Sciences.
o. Performs other duties that may be assigned by council.
p. Ensures a smooth and effective transition to the next secretary.

vi. Eastern councillor
a. A voting member of council elected by the members.
b. Serves a 2 year term beginning at closure of the first AGM following their election, until closure of the third AGM following their election.
c. May be re-elected for a second 2 year term.
d. Represents and supports members from Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, and Nunavut.
e. Co-chair with the western councillor of the communications committee.
f. Unless otherwise determined by council, is the designated liaison of the society in relationships with relevant stakeholders in their region.
g. Unless otherwise determined by council, is the designated participant of the society at relevant meetings and events in their region.
h. Unless otherwise determined by council, is the designated liaison of council to the annual conference committee in years that annual conference is held in their region.
i. Performs other duties that may be assigned by council.
j. Ensures a smooth and effective transition to the next eastern councillor.

vii. Western councillor
a. A voting member of council elected by the members.
b. Serves a 2 year term beginning at the closure of the first AGM following their election until closure of the third AGM following their election.
c. May be re-elected for a second 2 year term.
d. Represents and supports members from Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, and the Northwest Territories.
e. A member and co-chair of the communications committee.
f. Unless otherwise determined by council, is the designated liaison of the society in relationships with relevant stakeholders in their region.
g. Unless otherwise determined by council, is the designated participant of the society at relevant meetings and events in their region.
h. Unless otherwise determined by council, is the designated liaison of council to the annual conference committee in years that conference is held in their region.
i. Performs other duties that may be assigned by council.
j. Ensures a smooth and effective transition to the next western councillor.

viii. Graduate Student Councillor
a. A voting member of council elected by graduate student members.
b. Serves a 1 year term beginning at closure of the AGM following their election, until closure of the next AGM.
c. May be re-elected for a second 1 year term.
d. Representation shall normally alternate between eastern (Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, and

Nunavut) and western (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, and Northwest Territories) Canada.

e. Responsible for representing graduate student members of the society.
f. Council liaison with graduate student members of the society.
g. A member of the communications committee and participates on the annual conference committee.
h. Performs other duties that may be assigned by council.
i. Ensures a smooth and effective transition to the next graduate student councillor.

ix. Editor in chief of the Canadian Journal of Soil Science (CJSS)

a. Appointed by Canadian Science Publishing.
b. A voting member of council.
c. Official liaison between council and Canadian Science Publishing.
d. Member and chair of the CJSS editorial committee.
e. Performs other duties that may be assigned by council.
f. Ensures a smooth and effective transition to the next editor in chief CJSS.

6. Election Of CSSS Councillors

A. Direct Elections

i. The president-elect, eastern councillor, western councillor, and graduate student councillor shall be elected directly by members in good standing.

B. Candidacy Eligibility

i. Any member in good standing, except graduate student members, may be a candidate for president-elect.
ii. Any member in good standing, except graduate student members, and residing in Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, or Nunavut may be a candidate for eastern councillor.
iii. Any member in good standing, except graduate student members, and residing in Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, or the Northwest Territories may be a candidate for western councillor.
iv. Any graduate student member, in good standing, may be a candidate for graduate student councillor. Normally, candidates shall alternate between eastern (Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, or Nunavut) and western (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, or the Northwest Territories) Canada.

C. Nomination Procedures and Calendar

i. By 15 September each year, the nominations and elections committee must confirm pending council vacancies and inform council through the secretary.
ii. By 15 October the secretary must inform members of the call for nominations for pending council vacancies, through electronic communication and posting on the society website.
iii. All nominations must be supported by 3 members in good standing, 1 as a nominator and the other 2 as supporters.
iv. All nominations must be submitted using the official CSSS councillor nomination form, as approved by council (Appendix G).
v. The deadline for nominations is 31 October each year, which can be extended for 7 days if there are no candidates for specific open positions.
vi. Before 15 November each year, the nominations and elections committee must verify

the validity of all nominations and work with the secretary to prepare the ballots.

D. Voting Procedures and Calendar

i. Voting for any open council position must be done by asynchronous electronic ballot.
ii. The ballot method must not preclude any member in good standing from casting a vote.
iii. Quorum for voting on all council positions shall be at least 10 % of members in good standing.
iv. When only 1 candidate is nominated for a position, a ratification vote must be conducted, requiring at least 50 % plus 1 of votes to be cast in favour, for the candidate to be elected.
v. When 2 candidates are nominated for a position, a choice ballot shall be used, with the candidate receiving the most votes in their favour elected.
vi. When more than 2 candidates are nominated for a position, a ranked ballot shall be used, with the candidate receiving the highest mean rank votes in their favour being elected.
vii. Ballots must be sent to all members in good standing by 15 November.
viii. Members in good standing shall be allowed to cast their votes until 30 November, or longer if necessary to obtain a quorum (rules §6Di) before voting is closed.
ix. In the event of a tie vote among 2 or more competing candidates, the nominations and elections committee shall determine the winner through a randomized blind draw.
x. By 15 December, the nominations and elections committee must inform council, through the secretary, of the election results.
xi. By 15 December, the chair of the nominations and elections committee must inform the candidates of the results of the election.
xii. By 31 December, the secretary must inform members of the election results through electronic communication and by posting on the society website.

7. Councillor Removal And Other Council Vacancies

A. Removal of a Councillor by Council

i. With 2/3 support by registered vote of councillors, council may remove a sitting councillor from office for the inability or failure to perform their duties as determined by the act, the by-laws, and/or the rules. Reasons for removal include, but are not limited to, medical incapacity, misconduct or conviction for having committed any indictable offence. Councillors subject to removal shall be provided a 7 day notice of the intention to vote for their removal and given an opportunity to address council before the vote occurs.
ii. Absence of a councillor from more than 3 consecutive regular council meetings, without notice to council, shall be deemed a resignation from council. Councillors deemed to have resigned under such circumstances may be considered for reinstatement by council at that individual's request.

B. Removal of a Councillor by Members

i. Society members may initiate removal of a councillor by providing the secretary with a petition signed by at least 20 % of members in good standing.
ii. Upon receiving a petition to remove a councillor, the secretary shall schedule an electronic vote by members in good standing to be held within 30 days of submission of the petition. A minimum of 7 day, or longer if needed to obtain a quorum of votes (rules §11Av) from members in good standing must be allowed before voting is closed.
iii. Councillors subject to removal shall be granted opportunity to defend themselves by electronic communication and/or at a SBM prior to the vote.
iv. If at least 2/3 of the votes cast are in favour, the councillor shall be deemed removed.

v. Following the vote, and on instruction from council, the president (or acting president) shall electronically inform the councillor of the result of the vote, and the secretary (or acting secretary) shall electronically notify members.

C. Vacancy on Council Actions

i. Council shall instruct the secretary (or acting secretary) to electronically notify members of the vacancy.

Secretary (or acting secretary) shall ensure any relevant website pages are revised.

D. Filling Council Vacancies

i. If the position of president becomes vacant, the president-elect shall assume the position for the remainder of the current term plus their normal 1 year term.

ii. If the position of past-president becomes vacant, council shall select a previous past-president of the society to assume the position for the remainder of the current term.

iii. If the position of president-elect becomes vacant, council shall select an eastern councillor or western councillor to assume the duties of president-elect in an acting capacity. Council shall direct the nominations and elections committee to conduct a by-election for the position, to be completed within 42 days of the vacancy.

iv. If the position of treasurer becomes vacant, council shall appoint an acting treasurer, from among regular members of the society. Council shall direct the nominations and election committee to recommend a candidate to begin a new 3 year term at closure of the next AGM.

v. If the position of secretary becomes vacant, council shall appoint an acting secretary, from among regular members of the society. Council shall direct the nominations and elections committee to recommend a candidate to begin a new 3 year term at closure of the next AGM.

vi. If the position of either eastern or western councillor becomes vacant, council shall appoint a former eastern or western councillor from the relevant region in an acting capacity. Council shall direct the nominations and election committee to conduct a by-election for the position, to be completed within 42 days of the vacancy.

vii. If the position of editor in chief of CJSS becomes vacant, Canadian Science Publishing will appoint a temporary or new editor in chief within 42 days of the vacancy.

8. CSSS Managerial Staff

A. General

i. Council may appoint or hire, temporarily or for a fixed term, individuals to manage specific business activities of the society.

ii. Specific duties of managerial staff members shall be defined by council and may be amended by council as needed.

B. Managerial Staff Members

i. Business office manager

a. Contracted for remunerated service by council for a 2 year term, on recommendation of the nominations and elections committee.

b. May be re-contracted for multiple terms.

c. Reports to council through the president.

d. Coordinates with the treasurer, secretary, communications manager, and social media manager.

e. Supports committees, sub-committees, commissions, sub-commissions, and task forces, as defined and approved by council.

   f. Provides communication services including managing the society post office box, phone number, and email, responding to inquiries by members and the public, and supporting collection, preparation, and dissemination of correspondence to members.
   g. Provides financial services including receiving donations and emitting charitable receipts, processing membership fee payments and emitting receipts, making bank deposits, monitoring signing authorities, preparing cheques, obtaining necessary signatures for council approved expenditures affecting operational expenditures for the business office (rules §15Ciii), maintaining a record of banking activity (deposits, cheques) of the society, and providing financial reports to the treasurer as requested.
   h. Provides membership support services including managing the online membership system, responding to membership inquiries, facilitating membership renewals, and maintaining a member database (including current contact information).
   i. Preserves the society business records rules (§18) in analog and/or digital form, and facilitating appropriate access to council and members.
   j. May attend council meetings (non-voting member) to participate in relevant discussions, and must withdraw for discussions constituting a conflict of interest.

ii. Communications manager
   a. Contracted for remunerated service by council for a 2 year term, on recommendation of the communications committee.
   b. May be reappointed for multiple terms.
   c. Member of the communications committee.
   d. Reports to the co-chairs of the communications committee.
   e. Provides strategic support relating to the society's communications, specifically to increase reach among priority stakeholder groups and increase visibility.
   f. Manages the society website, social media, and newsletter, and develops digital graphical content, ensuring accuracy and engagement.
   g. Prepares and assists with communications materials, including news, feature articles, media statements, blog posts, and key messaging documents.
   h. Performs additional duties that may be assigned by the co-chairs of the communications committee.
   i. May attend council meetings (non-voting member) to participate in relevant discussions, and must withdraw for discussions constituting a conflict of interest.

iii. Social media manager
   a. Contracted for remunerated service by council for a 1 year term, on recommendation of the communications committee
   b. May be re-contracted for multiple terms.
   c. A member of the communications committee.
   d. Reports to the communication manager.
   e. Designs and implements a social media strategy tailored to specific platforms (Facebook, Bluesky, X, LinkedIn, blog), target audience preferences, and the overall objectives of the society.
   f. Plans and executes social media marketing campaigns, award advertisements, conference updates, and blog posts.
   g. Responsible for generating, assisting, editing, publishing, and sharing high quality, original content (text, images, videos) optimized for platform audiences and formats.
   h. Monitors social media channels and responds to public comments and questions.

i. Tracks key social media performance metrics and analyzes the data to determine what is working and what is not.
j. Communicates social media performance and insights to council, through the co-chairs of the communications committee.

9. CSSS Committees

A. General Aspects
   i. Committees are responsible for managing specific aspects of the business of the society.
   ii. Committees may be permanent (no expiry date), or temporary (with expiry date).
   iii. Subject to ratification by members in good standing, council may establish, renew, amend, or close committees.
   iv. Unless otherwise specified in the rules, council will appoint committee chairs.
   v. Subject to approval by council, sub-committees may be established, amended, or closed by a committee to manage a defined subset of activities within the committee mandate.
   vi. Membership and leadership structure of committees and subcommittees shall be defined in the relevant terms of reference.
   vii. Sub-committee leadership and membership is at the discretion of, and may be changed by, the committee chair; leadership changes must be reported to council immediately.
   viii. Council may delegate, amend, and revoke specific authorities to committees.
   ix. Terms of reference for each committee or sub-committee must be approved by council.
   x. Terms of reference and a listing of the leadership of all committees and sub-committees must be readily available for consultation by members.
   xi. Written annual reports for all committees must be submitted by the committee chair for review by council, for presentation at the AGM, and for archiving.

B. Permanent Committees
   i. All permanent committees will be chaired by a member of council.
   ii. Permanent committee terms of reference are provided in Appendix B.
   iii. Budget and finance committee.
      a. Provides ongoing oversight of financial operations and performance of the society.
      b. Develops annual budgets, considering goals, objectives, and projected financial resources of the society.
      c. Manages the cash flow of the society.
      d. Ensures timely financial reporting of the society, as required by relevant legislation.
   iv. Structure and governance committee
      a. Ensures CSSS by-laws, structure, administrative rules, procedures, and guidelines remain appropriate for effective and efficient functioning.
      b. Ensures organizational frameworks and governance are compliant with any relevant federal or provincial legislations.
      c. Ensures current governance documents are readily available to members on the website, and previous governance documents are archived.
   v. Honours and awards committee
      a. Administers application of existing honours and awards of the society.
      b. In consultation with the budget and finance committee, provides ongoing oversight and makes recommendations to council regarding funding of society awards.
      c. Annually reviews existing society honours and awards and procedures, and makes recommendations to council regarding their continuance, amendment, or termination.

d. Consults with society commissions, as appropriate.
e. Initiates or responds to proposals for establishing new society honours and awards.
f. Coordinates student presentation award competitions (CF Bentley, president's) at CSSS annual conferences.

vi. Nominations and elections committee
a. Initiates and oversees the annual CSSS elections for president, eastern and western councillors, and graduate student councillor, endeavoring to provide membership with a minimum of 2 and maximum of 3 candidates for each open elected position.
b. Solicits and evaluates nominations and makes recommendations to council for treasurer and secretary.
c. Administers consultation of members for elected positions on the International Union of Soil Sciences.
d. Solicits and evaluates nominations and make recommendations to council, regarding appointed positions with external organizations (Intergovernmental Technical Panel on Soils, North American Proficiency Testing).
e. Annually reviews procedures associated with nominations and elections and makes recommendations to council.

vii. Communications committee
a. Reviews and amends, as required, the CSSS communications plan, to provide effective communications for the society.
b. Manages the ongoing communications of the society (rules §13) working through the communications manager (rules §7Bii) and the social media manager (rules §7Biii).
c. Supports communication needs of council, committees, commissions, and task forces.
d. Fosters outreach and communications activities to increase visibility of the society and promote soil science among other stakeholder organizations and the public.
e. Identifies evolving internal and external communications needs and priorities of the Society, with appropriate consultation, and refines policies and guidelines as needed.
f. Provides recommendations to council on the type and desired reach of any traditional (website, newsletter) and social media initiatives (blog, X, Facebook).
g. Identifies budget requirements related to ongoing delivery of communications and to any necessary upgrading of communication channels.
h. Oversee content for, and maintain the society website and the CSSS Newslettter.

viii. CJSS editorial committee
a. Associate editors manage manuscripts assigned by the editor in chief to meet deadlines and ensure quality and suitability for publication. They assess the manuscript, secure reviewers, communicate with authors on reviewer comments and revisions, notify authors of decisions, manage the revision process, and recommend manuscript decisions to the editor in chief.
b. Associate editors work with the editor in chief to contribute to the overall editorial direction and reputation of the journal and its publications; provide comments on manuscript review, handling processes, and ideas for collections; and discuss issues with individual manuscripts.
c. Associate editors serve as ambassadors for the CJSS, solicit submissions, and promote the journal at every opportunity.

C. Temporary Committees
i. Must have a defined timeframe that includes an expiration date.

ii. Council-approved terms of reference for temporary committees are provided in Appendix C.
iii. May request funding for their activities, subject to approval by council or members, as per rules §15C.
iv. May have a dedicated banking account established and maintained for their specific financial transactions (rules §16Aii). Expenditures from such accounts shall be subject to guidelines and procedures described in the council-approved terms of reference. The signing authorities and policies on such accounts shall also be described in the council-approved terms of reference (rules §16Ci).
v. The chairs of temporary committees must provide regular written updates for review by council, for presentation at the AGM, and for archiving, as per the terms of reference.

10. CSSS Commissions

A. General

i. Responsible for guiding and supporting specific activities of the members.
ii. Subject to ratification by members, council may establish or close commissions.
iii. Subject to approval by council, commissions may establish or close sub-commissions to manage a defined subset of activities within the scope of that commission.
iv. Commissions or sub-commissions may formally establish ad hoc working groups to address defined objectives.
v. Participation in commissions and sub-commissions shall be open to all members.
vi. Council-approved terms of reference for commission and sub-commission are provided in Appendix D.
vii. Leadership of any commission or sub-commission shall be determined as per the terms of reference; all changes in leadership must be reported to council immediately.
viii. Positions of leadership are restricted to members of the society.
ix. Terms of reference and a listing of leadership of commissions, sub-commissions, and working groups must be readily available for consultation by members.
x. May request funding for their activities, subject to approval by council or members, as per rules §15C.
xi. May have a dedicated banking account established and maintained for their specific financial transactions (rules §16Aii). Expenditures from such accounts shall be subject to guidelines and procedures described in the council-approved terms of reference. The signing authorities and policies on such accounts shall also be described in the council-approved terms of reference (rules §16Ci).
xii. Written annual reports for commissions must be submitted by the chair for review by council, for presentation at the AGM, and for archiving.

B. Education Commission.

i. Established in 2014 with the goal of enhancing soil science education in Canada at post-secondary and kindergarten to grade 12 levels.
ii. Compile and disseminate information about soil science courses and programs at Canadian post-secondary institutions.
iii. Establish and maintain contacts with the international soil science community regarding new developments in soil science education.
iv. Support informal education through communications and outreach with specialists and the general public, including via social media.
v. Membership is open to any interested soil scientist or practitioner.

C. Pedology Commission

i. Established in 2005 to be a resource about Canadian soils, and their classification, and provide a discussion forum to facilitate exchange of information on topics of interest to pedologists in Canada.
ii. Improve the taxonomic classification system for Canadian soils through revision of the system supported by new information.
iii. Maintain contact with the international pedological community on new developments in soil genesis and classification.
iv. Compile and disseminate information about the genesis, distribution, classification, and wise use of Canadian soils.
v. Membership is open to any interested soil scientist or practitioner.

D. Soil Health Commission

i. Established in 2024, to represent the society soil health perspective to national and international organizations.
ii. Connect the soil science community to the public, industry, government, and non-government organizations as the authority on soil health.
iii. Raise the public profile of members as experts in soil health and make this expertise more accessible.
iv. Communicate with council and members on issues pertaining to soil health.
v. Membership is open to any interested soil scientist or practitioner.

11. CSSS Task Forces

A. General

i. On resolution of council, a task force may be established to address any special issue related to the business of the society or the activities of its members.
ii. A committee or commission may establish task forces to deal with any special issues related to the activities of its members.
iii. Establishment of a task force by a committee or commission must be reported to council immediately.
iv. The typical duration of a task force shall be 1 year or less, but may be extended.
v. The current terms of reference and a listing of leadership must be readily available for consultation by council and by members on the society website.
vi. Task forces must submit interim and/or final reports to the body that established them, as per their terms of reference.

12. CSSS Business Meetings

A. General

i. Unless otherwise specified in these rules, all business meetings of the society shall follow Robert's Rules of Order.
ii. All society business meetings must be held in hybrid or virtual mode, as appropriate.
iii. Quorum for all meetings of council shall consist of at least 50 % plus 1 of all councillors, regardless of their mode of attendance, and must be maintained for all votes. A time extension of any these meetings must be approved by a simple majority of quorum.
iv. Quorum for all meetings of members shall be at least 10 % of members in good standing, regardless of their mode of attendance, and must be maintained for all votes. A time extension of these meetings must be approved by a simple majority of quorum.

v. Quorum for asynchronous voting on any ordinary resolution (rules §2Hi) or special resolution (rules §2Hi) shall be at least 10 % of members in good standing.

B. Council Meetings
   i. General council meetings.
      a. There must be a minimum of 4 regular council meetings per 12-month period, in addition to the AGM and/or any SBM, with virtual, hybrid, or in-person modes.
      b. Annual schedules for regular council meetings must be established, in consultation with councillors, within 30 days of closure of the AGM.
      c. A new council must have its first meeting within 60 days of closure of the AGM.
      d. A council meeting must be held no later than 14 days prior to the AGM.
   ii. The president and secretary are responsible for preparing a tentative agenda for each regularly scheduled meeting, which must be circulated with any supporting documents to council, by the secretary, at least 7 days prior to the meeting.
      a. Submission of items, by councillors for the agenda of a regularly scheduled meeting, should be sent to the secretary at least 14 days prior to the meeting.
   iii. Any member in good standing may request, through the secretary, permission to attend, witness the proceedings, and/or speak at a council meeting under arranged conditions.
   iv. Council, through the secretary, may invite any member or non-member to attend, witness the proceedings, and/or speak at a council meeting under arranged conditions.
   v. The president, past-president, or any other 2 councillors, through the secretary, may call a special council meeting.
      b. An agenda must be provided at the time any special council meeting is called.
   vi. Council must review the financial status of the society, as presented by the treasurer, at each regularly scheduled meeting.
   vii. The standard order of business for a regular council meeting shall include the following.
      a. Review, amendment (as required), and approval of agenda.
      b. Review, amendment (as required), and approval of minutes of the previous meeting.
      c. Business arising from the minutes.
      d. Report of the president.
      e. Presentation of financial report.
      f. Reports from individual councillors.
      g. Reports from committees, commissions, and task forces as appropriate.
      h. Unfinished and/or new business.
   viii. Voting on council business.
      a. Council shall endeavour to govern based on consensus.
      b. Questions related to the business of council shall be decided by majority vote.
      c. In the case of equality of votes, the president or designate, in addition to their original vote, shall have a second or casting vote.
   ix. When a specific issue requires timely resolution outside of a formal council meeting, any motions, discussion, and voting may be conducted electronically as follows.
      a. Councillors must be included in all related communications.
      b. Voting period and minimum number of votes for approval must be communicated.
      c. Councillors must be informed of the result of voting upon closure of the voting.
      d. The text of any motion and results of any associated voting must be recorded in the minutes of the first formal council meeting following the vote.

C. Annual General Meeting (AGM)

i. The AGM shall normally be held during the last week of March of each calendar year.

ii. The agenda shall be prepared by council and must be approved by 50 % plus 1 of members in good standing by voting in advance of and/or during the AGM.

iii. All voting shall take place asynchronously or synchronously as specified in the agenda.

iv. The agenda shall minimally include the following.

   a. Review, revision (as required), and approval of the agenda.
   b. Land acknowledgement and moment of remembrance.
   c. Review, revision (as required), and approval of the minutes of the previous AGM.
   d. Presentation of the year end financial report and the coming year annual budget by the treasurer.
   e. Annual report of the CSSS president.
   f. Annual reports of CSSS councillors.
   g. Annual reports of the committees, commissions, and task forces as needed.
   h. Recognition for membership milestone years.
   i. Proposals for location of next CSSS annual conference.
   j. Official transition to new council.

v. The agenda shall minimally include the following standard ordinary resolutions, whose approvals require at least 50 % plus 1 of the votes cast be in favour (rules §2Hi).

   a. Approval of the agenda.
   b. Approval of the minutes from the previous AGM, and any subsequent SBM.
   c. Approval of annual financial statements for the preceding year.
   d. Approval of the coming year's annual budget (*requires asynchronous vote, see rules §11Cvii*).
   e. Approval of financial reviewers for current year.
   f. Omnibus acceptance of reports by the president, councillors, and any commissions, committees, or task forces.
   g. Selection/ratification of location of next CSSS annual conference.

vi. Calendar for organizing an AGM.

   a. Notice of the AGM, with a draft agenda, shall be circulated electronically by the secretary to all members, at least 35 days before the AGM.
   b. Notification of the AGM shall be posted to the society website by the secretary at least 35 days before the AGM.
   c. Members shall have 14 days to communicate to the secretary, any concerns regarding the agenda, and/or to request inclusion of any new items of business, including proposed resolutions.
   d. The final agenda, with relevant supporting documents, including minutes of the previous AGM (and subsequent SBM), annual financial statements, financial reviewer reports, and annual budget, shall be electronically circulated by the secretary to all members at least 14 days before the AGM.
   e. The final agenda shall be posted to the society website by the secretary at least 14 days before the AGM..
   f. The number of number of individuals present synchronously (in-person and virtually) at the start of the AGM shall be summed to determine quorum for voting on standard

ordinary resolutions (rules §11Civ).

vii. Voting on the annual budget (rules §11Cv.d), any non-standard ordinary resolutions (rules §11Cv) or special resolutions presented at the AGM, as well as any motions made during an AGM, shall be subsequently conducted by asynchronous electronic ballot as follows:
   a. The balloting method must not preclude any voting member in good standing from casting their vote.
   b. Voting shall open on the first business day following the AGM.
   c. A minimum of 7 days, or longer if necessary to obtain a quorum of votes (rules §11Av) from members in good standing, must be allowed before voting is closed.
   d. Resolutions shall be approved if at least 50 % plus 1 of the votes cast are in favour on an ordinary resolution (rules §2Hi), or if at least 2/3 of the votes cast are in favour on a special resolution (rules §2Hj).

D. Special Business Meetings
   i. May be called when deemed necessary by council, or upon written request signed by at least 5 % of members in good standing and sent to the secretary.
   ii. Notice shall state the purposes for which the meeting is called.
   iii. Action may be taken only on the purposes for which the meeting is called.
   iv. Notice and a copy of relevant material shall be circulated electronically by the secretary to all members at least 14 days before the meeting.
   v. Voting on any resolution presented, or any motions made, during a SBM shall be subsequently conducted by asynchronous electronic ballot, according to the procedure for the AGM (rules §11Cvi).

E. In Lieu of a Special Business Meeting
   i. Voting on a specific resolution may be conducted by asynchronous electronic ballot, when the subject is urgent and it is not practical to wait for an AGM or to call a SBM. Procedures for such voting are as follows.
      a. Notice of the vote, including the specific resolution and supporting documentation, shall be circulated electronically by the secretary to all members.
      b. The balloting method must not preclude any good standing member from voting.
      c. A minimum of 7 days, or longer if needed to obtain a quorum of votes (rules §11Av) from members in good standing, must be allowed before voting is closed.
      d. The resolution shall be approved if at least 50 % plus 1 of the votes cast are in favour of an ordinary resolution (rules §2Hi), or if at least 2/3 of the votes cast are in favour of a special resolution (rules §2Hj).

13. CSSS Scientific & Technical Events

A. General
   i. The society may organize or participate in conferences, technical meetings, and workshops, as deemed appropriate.
   ii. The society shall normally hold an annual conference each year.
   iii. The location of each annual conference shall be decided by ordinary vote of members (rules §12Cv.g).
   iv. The society shall endeavour to create opportunities for members of professional entities, (Certified Crop Advisors, provincial Institutes of Agrology) to earn professional development points for participation in conferences or technical events. The local

organizing committee will apply for appropriate recognition from relevant entities.

v. Annual conferences may be held jointly with other organizations, to extend the scope and share risks, with details of such joint initiatives negotiated on a case by case basis.
vi. A local organizing committee shall be established, with the eastern or western councillor (as relevant) normally being the liaison for the council, with the participation of the graduate student councillor, and including representation from the other participating organizations as determined appropriate.
vii. Planning for annual conferences should begin at least one year in advance.
viii. Details regarding sharing a financial risk for joint initiatives must be documented in a memorandum of understanding signed by the chair of the local organizing committee, CSSS president, and relevant authorized authorities of other participating organizations.
ix. Contracts related to the annual conference may be signed by the society, local organizing committee chair, or designated representative of any other participating organization.
x. The society may advance money to the local organizing committee, in accordance with rules §15C, which may be maintain a separate banking account.
xi. The local organizing committee must present a budget for and provide final accounting of the CSSS annual conference to council.
xii. The formula for proportional disbursement of any surplus funds among participating organizations, after repayment of any loans from the society and other participating organizations, must be detailed in the memorandum of understanding rules (§12Avii).
xiii. Council may support other events, such as technical meetings or workshops, in any given year. Such support may be in the form of an endorsement, organizational support, or financial in nature (rules §15C).

14. CSSS Communications

A. The communications of the society shall be guided by the communications plan.

B. The society shall regularly publish a digital newsletter (normally 3 times per year), maintain a public website, and make postings through appropriate social media.

C. The content of the society newsletter shall be flexible, but would typically include a president's message, reports on past or upcoming CSSS annual conferences, articles from other councillors or members, and other relevant information items such as nominations, biographies, and financial reports.

15. CSSS Honours, Awards & Scholarships

A. General

i. Subject to ratification by members in good standing, council may establish, amend or discontinue appropriate honours and awards to recognize contributions and accomplishments of members and non-members, and to support activities of members.
ii. The honours and awards committee is responsible for managing society honours, awards, and scholarships.
iii. Descriptions and procedures associated with honours, awards, and scholarships must be approved by council, on recommendation of the honours and awards committee (Appendix E).
iv. Descriptions and procedures associated with all society honours, awards, and scholarships will be published on the CSSS website and in the appendix to the rules.
v. Decisions by the honours and awards committee are subject to approval by council, whose decision is final.

vi. All parchments and the like, associated with society honours, awards, and scholarships, must be signed by the president and the chair of the honours and awards committee.

vii. Names of recipients of honours, awards, and scholarships shall be acknowledged publicly through the society website and newsletter.

viii. The honours and awards committee oversees the following society honours, awards, and scholarships.

a. Fellow recognizes regular and retired members with a distinguished record of accomplishment in soil science and service to the society.

b. Honorary life membership recognizes non-members who have rendered valuable or special service to soil science in Canada.

c. Soil science for society award recognizes members or non-members who have made a substantial contribution to promoting soil science to the general public.

d. Early career award recognizes professionals who have made an outstanding contribution to soil science within 5 years of completing their most recent degree.

e. Pedology travel award supports members to participate in international meetings and workshops, specifically those related to pedology.

f. CSSS-CJSS student travel awards for international soil science meetings supports student members to attend international soil science meetings.

g. Student travel awards to CSSS annual conferences supports student members to attend the CSSS annual conference.

h. CF Bentley award encourages and recognizes excellence in oral presentations by students at the CSSS annual conference.

i. President's award fosters excellence in student poster presentations as a means of disseminating research results at the CSSS annual conference.

j. CSSS student book award recognizes undergraduates at Canadian universities who demonstrate excellence in soil science.

k. Dr Karl C. Ivarson soil science scholarship supports students entering their second or subsequent year of graduate studies in soil science (areas of agriculture, agro-ecology, resource management, environment, geology, other related disciplines) at a recognized Canadian university.

l. Dr Steve Pawluk scholarship supports graduate students in programs focused on soil science in agriculture, forestry, environmental sciences, or land reclamation.

16. Society Financial Matters

A. General

i. Council has fiduciary responsibility to members for the finances of the society.

ii. As required and approved by council, the society may open, modify, and close appropriate chequing and savings accounts, and make simple financial investments.

iii. The society shall use appropriate industry standard software to manage its finances.

iv. The budget and finance committee, chaired by the treasurer, is responsible for providing council with accurate information and sound advice on society finances and investments.

B. Annual Membership Fees

i. The value of annual membership fees must be reviewed by council, through the budget and finance committee, when setting the annual budget, taking the financial trajectory of the society into consideration.

ii. Subject to approval by members in good standing, as an ordinary resolution, council may change annual membership fees.

iii. Effective 1 January 2027 annual membership fees of the society are as follow.
   a. Regular members $115.
   b. Early career members $70.
   c. Post-doctoral fellows $45.
   d. Graduate students $20
   e. CSSS fellows $90.
   f. Retired members $30.
   g. Retired CSSS fellows exempt.
   h. Honorary life members exempt.

C. Signing Authority and Expenditure Authorization Policy
   i. In addition to the president, past-president, president elect, treasurer, and business office manager, council may appoint other individuals as signing authorities.
      a. Updating signing authorizations, with relevant financial institutions, must be done by the treasurer within 14 days of a change in status of any signing authority.
   ii. Ongoing minor expenditures by the business office, such as purchase of office supplies or shipping costs, may be authorized and signed by the business office manager alone.
      a. Minor expenditures are those whose value does not exceed $200.
      b. The annual cumulative limit of minor expenditures shall not exceed $2,000 without authorization by council.
   iii. All major expenditures require the signature of 2 signing authorities.
      a. Major expenditures are those whose value exceeds $200.
      b. Major operational expenditures approved as part of the annual budget do not require further authorization by council.
      c. Major expenditures related to specific awards shall be deemed to be authorized by council upon their approval of the recipients.
      d. Council may authorize other major individual expenditures, not already included in the approved budget, up to an individual maximum value of $5,000.
      e. The annual cumulative limit of non-budgeted major expenditures shall not exceed 3 % of the total investments of the society (excluding those directly associated with specific awards or scholarships), without approval by members.
      f. Each year council may authorize a maximum of $10,000 to be advanced to the Local Organizing Committee (LOC) for the CSSS Annual Conference to cover front-end costs. Any such advance must be recovered before the disbursement of any surplus resulting from the conference, according to a Memorandum of Understanding between the CSSS Council and the LOC. The advanced funds may be held in either a recognized external account or in a dedicated CSSS account (rules §16Aii). When the advanced funds are held in a dedicated CSSS account, a designated member of the LOC may be appointed as signing authority for that account (rules §16Ci).

D. Financial Year
   i. The financial year of the society begins 1 January and ends 31 December.

E. Financial Reviewers
   i. Council must ensure that a minimum of 2 (maximum 3) financial reviewers are selected from members in good standing, by members during the AGM, to independently review the current year's annual financial statements of the society.
   ii. Financial reviewers must submit signed written reports of annual financial statements, to

the secretary, by the end of February, to be sent with the final agenda to members prior to the AGM.

F. Annual Financial Statements

i. The treasurer must prepare annual financial statements (balance sheet, income statement) at the end of each financial year.
ii. The annual financial statements must be presented to council during their first regular meeting of the new year.
iii. A copy of the annual financial statements must be sent to the financial reviewers by the end of January of each year.
iv. Copies of the annual financial statements must be sent along with the final agenda to members prior to the AGM.

G. Annual Budget

i. Council must approve an annual budget, prepared by the budget and finance committee, and presented by the treasurer, before the end of February of each year.
ii. A copy of the annual budget must be sent with the agenda, to members prior to the AGM.

17. Society Affiliations

A. General

i. Subject to ratification by members in good standing, council may establish, continue, or discontinue affiliations between the society and any relevant external organization, for the mutual benefit of the organizations and their members.
ii. The terms of reference for affiliations with any external organization must specify the timeframe for the affiliation, any financial implications, and relevant obligations and rights of the organizations and their respective individual members.
iii. Current information regarding any affiliations must be provided on the society website, with details being made available to members upon request.
iv. The status of any affiliation must be reviewed by council on an annual basis.
v. A listing of current affiliations of the CSSS and terms of reference are provided in Appendix F.

18. Insurance

A. Directors and Officers Liability Insurance

i. Council must retain appropriate and adequate directors liability insurance to protect councillors and committee members against exposure to risks from claims arising from errors or omissions associated with their decisions, and out of actions or activities performed directly under their auspices.
ii. The insurance policy must extend to all past and present councillors and committee members.

B. General Liability Insurance

i. The society must retain appropriate general liability insurance to protect itself against exposure to risks from claims arising from its activities, including those with other entities.

C. Revision of Liability Insurances

i. Council must annually review the directors and officers' liability insurance and the general liability insurance policies.

19. Business Records of the Society

A. Society business records to be preserved by the business office include the following
   i. Current and previous governance documents and their associated administrative forms.
   ii. Annual list of members.
   iii. Minutes of council meetings and a chronological compilation of resolutions of council.
   iv. Minutes of AGMs and SBMs and a chronological compilation of resolutions of members.
   v. Records of council elections.
   vi. Annual financial statements and reports of financial reviewers.
   vii. Annual filings to Canada Revenue Agency and Corporations Canada.
   viii. Annual reports of committees and commissions, and final reports of task forces.
   ix. Annual honourees and awardees of the society.
   x. Copy of the program, including abstracts, of the CSSS annual conferences.

B. All business records of the society shall be accessible to council, as required.

C. Any non-confidential business records of the society shall be provided to members upon written request to the secretary.

D. Copies of the following business records shall be available on the Society website.
   i. Current official governance documents and associated administrative forms.
   ii. Minutes of AGMs and SBMs.
   iii. Honourees and awardees of the society.

20. Amending Governance Documents

A. Normal Amendment Procedures and Calendar
   i. Proposals for any amendments to the by-laws or rules shall be managed through the structure and governance committee.
   ii. During October of each year, the structure and governance committee shall review the current status of the by-laws and rules, and any relevant terms of reference and associated governance documents.
      a. By 1 October, notification shall be sent, through the secretary, to all members, councillors, and chairs of committees, commissions, and task forces, to invite input for the review to be submitted by 15 October.
      b. By 15 November, the structure and governance committee, through its chair, shall present council with the text of proposed amendments, for council feedback.
      c. By 15 December, any proposed amendments shall be circulated to members inviting feedback, to be submitted by 31 January. When proposed amendments are complex, a virtual townhall meeting may be held for members prior to the feedback deadline.
      d. By 15 February, the structure and governance committee, through its chair, shall present council with the final text of any proposed amendments for approval.

B. Approval of Proposed Amendments
   i. Amendments to any by-law or item in these rules that are considered to be a special resolution, can only become effective upon approval by members.
   ii. Amendments to any by-law or item in these rules that are not considered a special resolution, becomes effective immediately upon approval by council, but must be ratified by members to remain in effect.
   iii. Approval or ratification by members, of any proposed amendments to governance documents, may be conducted as part of an AGM (§11C), SBM (§11D), or special electronic ballot (§11E).

iv. Any change approved by council that does not pass an approval or ratification vote by members, or that is not submitted to members for approval or ratification during its next AGM, immediately ceases to be in effect.

21. List Of Appendices

A. CSSS Annual Administrative Calendar

B. CSSS Permanent Committees

C. CSSS Temporary Committees

D. CSSS Commissions

E. CSSS Honours, Awards &Scholarships

F. Current Affiliations of the CSSS

G. Nomination Forms

APPENDIX A

CSSS ANNUAL ADMINISTRATIVE CALENDAR

CANADIAN SOCIETY OF SOIL SCIENCE
SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

ANNUAL ADMINISTRATIVE CALENDAR

Definitions

• AGM: annual general meeting.

January

First day of the month
• Begin financial year.

Last day of the month
• Send copies of annual financial statements to financial reviewers.
• Business office manager reports previous year's CSSS membership numbers to the secretary, who reports them to the chair of the IUSS committee on budget and finance.
• Secretary sends copies of the new councillor orientation package to new councillors.

February

Last day of the month
• Financial reviewers submit written reports of annual financial statements.
• Council approves annual budget, prepared by the budget and finance committee and presented by the treasurer.

March

Third last week of the month
• Secretary circulates final agenda for AGM, with supporting documents, to members at least 14 days prior to the AGM.

Mid month (March 15)
• Applications submitted for first round CSSS-CJSS travel awards for International Soil Science Meeting and CSSS pedology travel award.

Last week of the month
• Normally hold AGM.
• Financial reviews selected during the AGM to independently review the current year's annual financial statements of the society.
• Councillors transition at the closure of the AGM.
• Asynchronous voting on any non-standard ordinary resolutions or special resolutions presented, including any motions made, during an AGM, to start on first business day following the AGM. A minimum of 7 days, or longer if necessary to obtain a quorum of votes from members in good standing, to be allowed before voting is closed.

Last day of the month
• Announce results for first round CSSS-CJSS travel awards for International Soil Science Meeting, CSSS pedology travel award.

April

First day of the month

- Applications and nominations submitted for fellow, early career award, soil science for society award, honorary membership award, student travel awards to CSSS annual meeting.

Mid month (April 15)

- Applications for Dr Karl C Ivarson soil science scholarship submitted.

Last week of the month

- Normally (within 30 days of AGM) schedule regular council meetings for the current term.

May

Last week of the month

- Normally (within 60 days of the AGM) the first regular council meetings for the current term.

June

Mid month (June 15)

- Applications for second round CSSS-CJSS travel awards for International Soil Science meeting, CSSS pedology travel award submitted.

Last day of the month

- Announcement of results for second round CSSS-CJSS travel awards for International Soil Science Meeting, CSSS pedology travel award.
- T1044 (NPO Information Return) form and T3010 (Registered Charity Information Return) forms to Canada Revenue Agency, to be filed by 6 months after the December 31 financial year end of the society.

July

August

September

Mid month (September 15)

- Applications submitted for third round CSSS-CJSS travel awards for International Soil Science meeting, CSSS pedology travel award.
- Nominations and elections committee notes pending council vacancies and informs council through the secretary.

Last day of the month

- Applications for the Dr Steve Pawluk scholarship submitted.
- Announce results for second round CSSS-CJSS travel awards for International Soil Science meeting, CSSS pedology travel award.

October

Mid month (October 15)

- Secretary informs members of the call for nominations for pending council vacancies, through electronic communication and by posting on the society website.

Last day of the month

- Nominations for pending council vacancies, which can be extended for 7 days if there are no candidates for specific open positions.

November

Mid month (November 15)
- Nominations and elections committee verify the validity of all nominations and work with the secretary to prepare the ballots.
- Ballots sent to all members in good standing.

Second last week of the month (November 18)
- Annual return to Corporations Canada to be filed by 60 days after the 19 September anniversary of continuance.

Last day of the month
- Members in good standing cast votes, or extend if necessary to obtain a quorum before voting is closed.

December

Mid month (December 15)
- Nominations and elections committee inform council, through the secretary, of election results.
- Chair of the nomination and elections committee informs candidates of election results.

Last day of the month
- Secretary informs members of the election results through electronic communication and by posting on the society website.

APPENDIX B

CSSS PERMANENT COMMITTEES

TERMS-OF-REFERENCE

&

ANNUAL REPORT FORM

CANADIAN SOCIETY OF SOIL SCIENCE
SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

TERMS OF REFERENCE FOR PERMANENT COMMITTEES

1. **CSSS Budget & Finance Committee**
   a. Goal: ensure CSSS remains a financially sound organization.
   b. Committee type: permanent.
   c. Responsibilities.
      i. Provide ongoing oversight of the financial operations and performance of CSSS.
      ii. Develop annual budgets, considering goals and objectives of the Society and projected financial resources.
      iii. Manage the cash flow of the society.
      iv. Ensure timely financial reporting of CSSS, as required by relevant legislation.
   d. Membership.
      i. President.
      ii. Past-president.
      iii. President-elect.
      iv. Treasurer.
      v. 1 member in good standing, selected annually for a 1 year term by members during the AGM.
   e. Chair: treasurer.
   f. Delegated authority, through the treasurer.
      i. Develop annual budgets, in consultation with the committee, and considering the goals and objectives of CSSS regarding projected financial resources.
      ii. Manage ongoing cash flow of CSSS.
      iii. Engage with relevant financial institutions and regulatory authorities and agencies.
   g. Meeting frequency.
      i. Quarterly (minimum).
      ii. As required to attend to business and emerging issues, or at the specific request of council or the membership.
   h. Resources: business office manager to provide financial transaction details as required.
   i. Reporting by chair or designate.
      i. Oral and/or written reporting at every regular meeting of council.
      ii. Oral and/or written reporting at special meetings of council focused on relevant issues.
      iii. A written annual activity report submitted to council by the end of January, using the official permanent committee annual report form. This report must then be circulated to the membership 30 days prior to the AGM and presented orally during the AGM.
   j. Other.
      i. Submit the annual budget for approval by council before the end of February each year.

2. **CSSS Structure & Governance Committee**
   a. Goal: ensure the CSSS continues to function effectively and efficiently.
   b. Committee type: permanent.
   c. Responsibilities.
      i. Ensure that the CSSS by-laws, its structure and its administrative rules, procedures, and guidelines remain appropriate for effective and efficient functioning.

    ii. Ensure the organizational framework and governance are compliant with relevant federal and/or provincial legislations.
    iii. Ensure current governance documents are readily available to members, and previous governance documents are archived.
  d. Membership.
    i. President.
    ii. Past-president.
    iii. President-elect.
    iv. 2 past council members in good standing; 1 selected annually for a 2 year term by members during the AGM.
  e. Chair: President.
  f. Delegated authority.
    i. Organize and conduct any necessary consultations with the membership.
    ii. Organize and conduct any necessary consultations with external stakeholders.
  g. Meeting frequency.
    i. Once per year (minimum).
    ii. As required to attend to business or emerging issues, or at the specific request of council or the membership.
  h. Resources: business office manager to provide access to business records as required.
  i. Reporting by chair or designate.
    i. As required, oral and/or written reporting at regular meetings of council.
    ii. Oral and/or written reporting at special meetings of council focused on relevant issues.
    iii. A written annual activity report must be submitted to council by the end of January, using the official permanent committee annual report form. This report must be circulated to the membership 1 month prior to the AGM and presented orally during the AGM.

3. CSSS Honours & Awards Committee
  a. Goal: ensure CSSS honours and awards are allocated fairly and appropriately, and individuals are appropriately recognized.
  b. Committee type: permanent.
  c. Responsibilities.
    i. Administer the application of existing honours and awards of the society.
    ii. In consultation with the budget and finance committee, provide ongoing oversight and make recommendations to council regarding funding of society awards.
    iii. Annually review the nature of, and procedures associated with, existing society honours and awards, and make recommendations to council regarding their continuance, amendment or termination.
    iv. Consult with society commissions, as appropriate.
    v. Initiate or respond to proposals for the establishment of new society honours and awards.
    vi. Coordinate student presentation award competitions (CF Bentley, president's) at CSSS annual conferences.
  d. Membership.
    i. President-elect.
    ii. 2 other members, drawn from current fellows and previous past-presidents of the CSSS, 1 selected annually for a 2 year term by members during the AGM.
  e. Chair: president-elect.
  f. Delegated authority.
    i. Organize and conduct consultations with members and/or external stakeholders. Consultations with external stakeholders must be conducted in coordination with the President or designate.
  g. Meeting frequency.

i. As required to administer existing honours and awards.
ii. As required to attend to business or relevant issues, or at the specific request of council or the membership.

h. Resources: business office manager to provide support with communication with members as required. Direct articulation with the treasurer as required.
i. Reporting by chair or designate.
   i. As required, oral and/or written reporting at regular meetings of council.
   ii. Oral and/or written reporting at special meetings of council focused on relevant issues.
   iii. A written annual activity report must be submitted to council by the end of January, using the official permanent committee annual report form. This report must be circulated to the membership 1 month prior to the AGM and presented orally during the AGM.
j. Annual conference student awards sSub-committee.
   i. Responsible for coordinating and conducting student presentation awards for the CSSS annual conference and preparing the program for the awards banquet. Includes at least 1 member of the CSSS honours and awards committee (designated by the chair) and 1 representative from the local organizing committee.
k. Current CSSS honours, awards and scholarships.
   i. CSSS fellow.
      - Insert details.
      - Official nominations and application form.
   ii. CSSS early career award.
      - Insert details.
      - Official nominations and application form.
   iii. CSSS soil science for society award.
      - Insert details.
      - Official nominations and application form.
   iv. CSSS honourary membership award.
      - Insert details.
      - Official nominations and application form.
   v. CSSS pedology travel award.
      - Insert details.
      - Official nominations and application form.
   vi. Student travel award (to attend annual CSSS conference).
      - Insert details.
      - Official nominations and application form.
   vii. Student travel award (to attend an international soil science conference).
      - Insert details.
      - Official nominations and application form.
   viii. CF Bentley awards for student oral presentations.
      - Insert details.
      - Official nominations and application form.
   ix. President's awards for student poster presentations.
      - Insert details.
      - Official nominations and application form.
   x. Undergraduate student book award.
      - Insert details.
      - Official nominations and application form.
   xi. Dr Karl C Ivarson soil science scholarship.
      - Insert details.

- Official nominations and application form.

xii. Dr Steve Pawluk scholarship.
   - Insert details.
   - Official nominations and application form.

4. CSSS Nominations & Elections Committee

a. Goal: ensure selection of individuals for positions within the CSSS, and for representatives of CSSS on relevant external organizations (International Union of Soil Sciences, Intergovernmental Technical Panel on Soils, North American Proficiency Testing) remains transparent, fair, and effective.
b. Committee type: permanent.
c. Responsibilities.
   i. Initiate and oversee the annual CSSS elections for president, eastern and western councillors, and graduate student councillor, endeavoring to provide membership with a minimum of 2 and maximum of 3 candidates for each open elected position.
   ii. Solicit and evaluate nominations, and make recommendations to council, for treasurer and secretary positions.
   iii. Administer the consultation with members on elected positions to the International Union of Soil Sciences.
   iv. Solicit and evaluate nominations and make recommendations to council regarding appointed positions on external organizations (Intergovernmental Technical Panel on Soils, North American Proficiency Testing).
   v. Annually review procedures associated with nominations and elections and make recommendations to council.
d. Membership.
   i. Past-president.
   ii. 2 other members from the pool of former CSSS councillors, 1 to be selected annually for a 2 year term, by members during the AGM.
e. Chair: past-president.
f. Delegated authority.
   i. Initiate and conduct annual CSSS elections in accordance with established rules and guidelines (link to these).
   ii. Upon direction by council, conduct any necessary council bi-elections, elections for International Union of Soil Sciences positions and recognitions, or nominations for external organizations according to established rules and guidelines.
g. Meeting frequency.
   i. As required to administer regular nominations and elections.
   ii. As required to attend to business and relevant issues, or at the specific request of council or the membership.
h. Resources: secretary and business office manager to provide support with communication with members. Business office manager to provide support with the purchase of materials related to awards (certificate frames), with the mailing of copies of Digging Into Canadian Soils: An Introduction to Soil Science to undergraduate student book award recipients.
i. Reporting by chair or designate.
   i. As required, oral and/or written reporting at regular meetings of council.
   ii. Oral and/or written reporting at special meetings of council on relevant issues.
   iii. A written annual activity report must be submitted to council by the end of January, using the official permanent committee annual report form. This report must be circulated to the membership 1 month prior to the AGM and presented orally during the AGM.
j. Official nominations.
   i. Eligibility criteria, nomination and voting procedures and are available in the CSSS rules,

procedures, and guidelines document (link to document).
   ii. Nomination forms are available at (link to nomination form).

5. CSSS Communications Committee

a. Goal: ensure the CSSS continues to effectively and appropriately communicate with its members, external stakeholders, and the general public.
b. Committee type: permanent.
c. Responsibilities.
   i. Review and amend, as required, the CSSS communications plan, so as to provide effective communications for the society.
   ii. Manage the ongoing communications of the society working through the communications manager and the social media manager.
   iii. Supports communication needs of council, committees, commissions, and task forces.
   iv. Fosters outreach and communications activities to increase visibility of the society and promote soil science among other stakeholder organizations and the public.
   v. Identifies evolving internal and external communications needs and priorities of the society, with appropriate consultation, and refines policies and guidelines as needed.
   vi. Provides recommendations to council on the type and desired reach of any traditional (website, newsletter) and social media initiatives (blog, X, Facebook).
   vii. Identifies budget requirements related to ongoing delivery of communications and to any necessary upgrading of communication channels
   viii. Oversee content for and maintain the CSSS website and newslettter.
d. Membership.
   i. Eastern councillor.
   ii. Western councillor.
   iii. Graduate student councillor.
   iv. Communications manager.
   v. Social media manager.
e. Chair: co-chaired by the eastern and western councillors.
f. Delegated authority.
   i. Organize and conduct consultations with the membership as needed.
   ii. Engage with relevant external entities.
   iii. Engage the CJSS, through the editor in chief, as needed.
g. Meeting frequency.
   i. As required to manage the communications of the society.
   ii. As required to attend to issues raised by council or members.
h. Resources: support by the business office manager, as approved by council.
i. Reporting by chair or designate.
   i. As required, oral and/or written reporting at regular meetings of council.
   ii. Oral and/or written reporting at special meetings of council focused on relevant issues.
   iii. A written annual activity report must be submitted to council by the end of January, using the official permanent committee annual report form. The report must be circulated to members 30 days prior to the AGM and presented orally during the AGM.
j. Existing communication platforms (provide links for each).
   i. X.
   ii. Bluesky.
   iii. Facebook.
   iv. LinkedIn.

6. Canadian Journal of Soil Science Editorial Committee

a. Goal: to provide members with a valued journal in which to publish their research and to serve as a forum for perspectives on soil science.

b. Committee type: permanent.
c. Responsibilities.
    i. Meet the requirements of Canadian Science Publishing.
    ii. Keep the membership informed of emerging trends and issues in publishing.
    iii. Provide a high quality journal with timely content.
d. Membership.
    i. CJSS editor in chief.
    ii. Associate editors.
e. Chair: CJSS editor in chief.
f. Delegated authority.
    i. Manage the journal according to Canadian Science Publishing requirements.
    ii. Provide opportunities to members for timely and appropriate journal publications and perspectives.
g. Meeting frequency.
    i. As required to conduct the business of the journal.
    ii. As required by Canadian Science Publishing.
h. Resources: to be determined.
i. Reporting by chair or designate.
    i. Oral and/or written reporting at regularly scheduled meetings of council.
    ii. Oral and/or written reporting at special meetings of council focused on relevant issues.
    iii. A written annual activity report must be submitted to council by the end of January, using the official permanent committee annual report form. This report must be circulated to the membership 30 days prior to the AGM and presented orally during the AGM.

CANADIAN SOCIETY OF SOIL SCIENCE
SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

PERMANENT COMMITTEE ANNUAL REPORT

for the year 20___

Committee Name:

Committee Chairperson:

Committee Members:

Succinct Summary of Committee Accomplishments:

Summary of any Issues and/or Challenges Encountered by Committee:

Summary of Committee Activities in Progress:

Summary of Needs and/or Recommendations for Future Committee Actions:

____ ____________________________

Signature of Committee Chair **Date**

Evaluation by Council:

____ ____________________________

Signature of President **Date**

APPENDIX C

CSSS TEMPORARY COMMITTEES

TERMS-OF-REFERENCE

Appendix C To Be Updated and Approved By Council by 31 December 2026

APPENDIX D

CSSS COMMISSIONS

TERMS-OF-REFERENCE

&

ANNUAL REPORT FORM

Appendix D To Be Updated and Approved By Council by 31 December 2026

APPENDIX E

CSSS HONOURS, AWARDS & SCHOLARSHIPS

DESCRIPTIONS, PROCEDURES & FORMS

Appendix E To Be Updated and Approved By Council by 31 December 2026

APPENDIX F

CURRENT AFFILIATIONS OF THE CSSS

Appendix F To Be Updated and Approved By Council by 31 December 2026

CANADIAN SOCIETY OF SOIL SCIENCE

SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

CURRENT AFFILIATIONS OF THE CSSS

1. **International Union of Soil Sciences (IUSS)**
   a. The global union of soil scientists, whose purpose is to promote all branches of soil science and its applications, to promote contacts among scientists and other persons engaged in the study and application of soil science, to stimulate scientific research, and to further application of such research.
   b. Membership requires payment of an annual fee in the prescribed period. Invoicing for this payment, by the IUSS, requires annual submission of the previous year's final (as of December 31) membership numbers of the society.
   c. CSSS is a member of IUSS council, which is the supreme governing body of IUSS, having prerogative to exercise one vote on all resolutions of council.
   d. As a member in good standing of the IUSS, CSSS may submit nominations for any relevant IUSS position, support or recognition, and CSSS members in good standing are eligible to be nominated for any relevant IUSS position, support, or recognition.
   e. The CSSS president is normally the official delegate of the society to the IUSS for all relevant meetings and votes.
   f. The CSSS secretary is the designated contact with the IUSS secretariat for ongoing communications.

2. **Global Soil Partnership (GSP)**
   a. Established as a mechanism to develop strong interactive partnerships and enhanced collaboration and synergy of efforts where global soil issues are discussed and addressed by multiple stakeholders.
   b. Membership details need to be completed.
   c. Canada's official representative shall be the society's liaison with that organization.

3. **Canadian Science Publishing (CSP)**
   a. Is an independent, not for profit publisher of international scientific journals, including CJSS, the supported journal of the society.
   b. The editor in chief of CJSS is appointed by Canadian Science Publishing, serves on council, and works directly with council and members to promote the journal.
   c. The CJSS editorial board for the journal is developed and managed by the editor in chief in consultation with council and Canadian Science Publishing.

APPENDIX G
OFFICIAL NOMINATION FORM
FOR
CSSS COUNCIL POSITIONS

CANADIAN SOCIETY OF SOIL SCIENCE
SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

OFFICIAL NOMINATION FORM FOR CSSS COUNCIL POSITIONS

Election Year:
CSSS Council Position Nomination for:
Nominee Name:
Nominee Position and Institution Affiliation:
Nominee Webpage if available (e.g. institutional, Linked In):
Nominee Email Address:

Nominee Biography (maximum 500 words, 11 font, single lines) to be circulated for reference by CSSS members during voting. The biography must contain the following elements of the nominee.

1) Relevant academic and professional credentials.
2) Relevant research, teaching and/or mentoring, and service experience.
3) Relevant past and current roles in scientific or professional organizations.
4) Relevant past and current contributions to CSSS.
5) Motivation for candidature, in relation to the future of soil science.

Declaration of Nominee

I, *insert name of nominee*, formally submit my name for consideration as a candidate for the above-mentioned position. I declare that I understand the expectations of that position, as described in the CSSS Rules document (https://csss.ca/about/). I declare that I will be able to dedicate adequate time and effort to fulfilling the expectations of the position and will work collegially to promote the collective interests of the CSSS. I recognize that, as per the CSSS Rules document, Councillors may be removed from their position for various reasons.
Signature of Nominee:
Date Signed:

Nominating CSSS Member

Name:
Contact Information (name, email, mailing address):
Statement (maximum 100 words):
Signature:
Date Signed:

First Supporting CSSS Member

Name:
Contact information (name, email, mailing address):
Statement (optional) (maximum 100 words):
Member Signature:
Date Signed:

Second Supporting CSSS Member

Name:
Contact information (name, email, mailing address):
Statement (optional) (maximum 100 words):
Signature:
Date Signed:

Approved by Council on 21 April 2026

I declare that the terms of nomination have been met for this nominee.
CSSS Secretary signature:
Date:

Nomination Form Transmittance Instructions

1) Nominee completes their sections of nomination form, then forwards to the nominating CSSS member.
2) Nominating CSSS member completes their section of the form, then collects signature and information from the first and second supporting CSSS members.
3) Nominating CSSS member submits form to the CSSS Secretary.