

# Rules and Guidelines Relating to the Conduct of the Affairs of the

## Canadian Society of Soil Science Inc. (CSSS)

<b>1</b>	<p><b>Precedent of this Document</b></p> <p>The governance of the CSSS is based in sequence by the Act<sup>1</sup>, then by the By-laws<sup>2</sup>, and the Act and the By-laws take precedent over any Rules or Guidelines set out here. Definitions and interpretations specified in the Act and the By-laws apply to this document. <b><i>This document shall be updated and ratified by the board at the beginning of each calendar year at the sole discretion of the board and the current version shall be filed at the Business Office of the CSSS and posted on the CSSS website.</i></b> The current version of this document is available to any voting member of the CSSS at any time at their request, and all members shall be made aware of the existence of this document.</p> <p><sup>1</sup>"Act" means the <i>Canada Not-For-Profit Corporations Act</i> S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time. More details at: <a href="http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04953.html">http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04953.html</a></p> <p><sup>2</sup>By-laws to the conduct of the affairs of Canadian Society of Soil Science Inc. Available at: <a href="http://csss.ca/wp-content/uploads/CSSS-By-Laws-2014.pdf">http://csss.ca/wp-content/uploads/CSSS-By-Laws-2014.pdf</a></p>
<b>2</b>	<p><b>Definition of board, Council, directors and Councillors</b></p> <p>The By-laws indicate that the exact number is to be “determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board.” A majority of Councillors entitled to vote at a Council meeting constitutes a quorum, <i>i.e.</i> a nine (9)-member Council has a quorum of five (5).</p> <p>By precedent, <b><i>the board is known as the ‘Council’ and the directors as ‘Councillors’</i></b>, and these terms are considered synonymous here. Further in this document, the terms Council and Councillor are used, and refer exclusively to the board and directors as defined in the By-laws.</p>
<b>3</b>	<p><b>Election of Councillors</b></p> <p>The President-Elect, Graduate Student Councillor and two (2) Councillors (Eastern and Western) shall be chosen by election by the members of the Society (or by acclamation if only one candidate is nominated). The term of the President-Elect shall be one (1) year, followed by one (1) year as President and one (1) year as Past-President. These terms are non-renewable. One Councillor shall be chosen each year alternately from the members of Eastern and Western Canada. The term of Eastern and Western Councillor term shall be two (2) years, renewable for a second two (2) year term to a maximum of four (4) years. The Graduate Student Councillor shall be elected by CSSS student members only. The term of the Graduate Student Councillor shall be one (1) year, renewable to a maximum of two (2) years, as long as the student remains enrolled in a graduate program.</p> <p>Elections shall be conducted in the following manner: the Secretary shall issue a call for nominations to the members via the CSSS Business Office from 21 to 60 days before ballots should open (usually by mid-October). Nominations shall be made with the consent of the nominee and must be signed by three (3) members. The time period to receive nominations, after the call for nominations, shall be a minimum of 21 days. In cases where nominations are not received within the nomination period another election shall be initiated.</p>

	<p>Elections shall be conducted on the single transferable voting system. Elections shall be conducted by ballot using electronic mail transmission. Ballots shall remain open for 14 days after being sent to members by the CSSS Business Office.</p> <p>Ballots shall be received and tabulated by an employee in the CSSS Business Office and forwarded to the Secretary for review.</p>
<p><b>4</b></p>	<p><b>Appointment of Officers</b></p> <p>The By-laws provide that the Secretary, Treasurer and Editor In Chief of CJSS are appointed as officers but are also Councillors and thereby enjoy equal voting rights on Council. The term of the Secretary shall be three (3) years, renewable for a second three (3) year term to a maximum of six (6) years. The term of the Treasurer shall be three (3) years, renewable for a second three (3) year term to a maximum of six (6) years.</p> <p>The process of choosing the Editor-In-Chief of CJSS is as follows: The retiring Editor in Chief of CJSS recommends a replacement Editor of CJSS who must be approved by both the Scientific Journals Committee of The Agricultural Institute of Canada (AIC, CJSS publisher), and CSSS Council. On approval, the successful nominee is appointed for a 3-year term and becomes Editor of CJSS for the first two years, and Editor In Chief of CJSS for the third year at which time he/she is appointed to CSSS Council for a maximum term of one (1) year. CJSS Editors and Editor in Chief must be members of CSSS.</p>
<p><b>5</b></p>	<p><b>Roles of Councillors</b></p> <p>The By-laws allow that specific roles be assigned to Councillors. To continue precedent, the Councillors of the Council shall be:</p> <ol style="list-style-type: none"> <li>1. President-Elect, as elected by all members of CSSS with a one-year term and to become the President in the next year.</li> <li>2. President, from the position of President-Elect of the previous year, to serve as chair of the Council with a one-year term.</li> <li>3. Past-President, from the position of President of the previous year, and to serve as vice-chair of the Council, with a one-year term.</li> <li>4. Secretary, appointed by Council as an officer of Council with a three-year term.</li> <li>5. Treasurer, appointed by Council, as an officer of Council with a three-year term.</li> <li>6. Eastern Councillor, as elected by all members of CSSS with a two-year term.</li> <li>7. Western Councillor, as elected by all members of CSSS with a two-year term.</li> <li>8. Graduate Student Councillor, as elected by student members of CSSS with a one-year term</li> <li>9. Editor In Chief of the Canadian Journal of Soil Science (CJSS), appointed as an officer of Council with a one-year term.</li> </ol>
<p><b>6</b></p>	<p><b>Registrar/Office Manager</b></p> <p>The Council may appoint or hire a Registrar/Office Manager to administer the CSSS Business Office. The Registrar/Office Manager shall be a member of the CSSS and may be allowed to take part in meetings of the Councillors, and will be asked to leave the meeting when there is potential conflict of interest with the topic under discussion. If the Registrar/Office Manager receives payment for services to CSSS, he is not eligible to vote as a member of the Council. The role and responsibilities of the Registrar/Office Manager will be defined from time to time by the Council, and based on precedent these include:</p> <ol style="list-style-type: none"> <li>1. Attend CSSS meetings and the AGM when possible.</li> <li>2. On behalf of the Treasurer, prepare cheques; manage petty cash, chequing and savings accounts.</li> <li>3. Be a signing authority on the CSSS bank accounts.</li> </ol>

	<p>4. Maintain records of membership, incorporation and related correspondence.</p> <p>5. Prepare and distribute emails to members, newsletters, award certificates.</p>
7	<p><b>Duties and Expectations of Councillors:</b></p> <p><b>All</b></p> <ol style="list-style-type: none"> <li>1. Take part in meetings, teleconferences and email exchanges to the fullest extent possible.</li> <li>2. Represent the CSSS, promote soil science and the CSSS, and encourage membership in the CSSS and subscription to the Canadian Journal of Soil Science (CJSS).</li> <li>3. Mentor new Council members and new CSSS members.</li> <li>4. Take on special projects in the support of the objectives of the CSSS as opportunities and needs arise.</li> <li>5. Encourage nominations for CSSS Awards.</li> <li>6. Become familiar with the rules of Canada’s Not-for-profit Corporations Act. Details at: <a href="http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04953.html">http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04953.html</a></li> <li>7. All Councillors are strongly encouraged to read the “Primer for Directors of Not-for-Profit Corporations: Rights, Duties and Practices available at: <a href="https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapi/Primer_en.pdf/\$FILE/Primer_en.pdf">https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapi/Primer_en.pdf/\$FILE/Primer_en.pdf</a></li> </ol> <p><b>President</b></p> <ol style="list-style-type: none"> <li>1. Chief Executive Officer of the Society. <ul style="list-style-type: none"> <li>• Presides at all meetings of the Society and of Council and has general and active management of the affairs of the Society.</li> <li>• Sees that all orders and resolutions of Council are carried into effect.</li> </ul> </li> <li>2. Chair of the Rules Committee.</li> <li>3. As Chief Executive Officer: <ul style="list-style-type: none"> <li>• Arranges for and conducts the first meeting of the new Council (if required) after the Annual Meeting, and is Master of Ceremonies for the Annual Banquet. Presents all awards (Fellow, Honorary Membership, Soil Science For Society, Student Presentation, and Travel awards) at the Annual Meeting banquet.</li> <li>• Arranges and conducts via CSSS Secretary E-mail Council meetings as required throughout the year.</li> <li>• Appoints committee members to standing committee(s), makes recommendation for the position of Editor of the Canadian Journal of Soil Science and the Local Arrangements Committee (LAC) Chair for the upcoming CSSS meetings and indicates CSSS financial and other support available to LAC.</li> <li>• Arranges for and conducts the annual meeting of CSSS Council, and the Annual General Meeting of the CSSS.</li> <li>• Updates, as required, CSSS Council job descriptions.</li> </ul> </li> <li>4. Public relations contact for the Society and communicates with the membership (e.g. in the newsletter).</li> <li>5. Writes official letters of congratulations to the successful nominees of the CSSS Fellow, Honorary Membership or Soil Science for Society Awards.</li> <li>6. While in office maintain files related to the business of the CSSS, including correspondence and project reports, and pass files to the next President as needed.</li> <li>7. Maintains schedule for the CSSS activities, and ensure progress.</li> </ol> <p><b>Secretary</b></p> <ol style="list-style-type: none"> <li>1. Records the activities of the Society and assists Council to carry out the objectives of the</li> </ol>

Society according to the By-laws. The Secretary is responsible for ensuring the scientific community is aware of the location and date of the Annual Meeting.

2. Responsible for general correspondence of the Society.
3. Responsible for the collection of committee reports prior to the meetings of Council, distribution of reports to Council as well as the recording and distribution of the minutes of meetings of the Council.
4. Responsible to ensure that the call for nominations for vacant Council positions is issued to members before the end of the calendar year (usually by mid-October). See Rule #3.
5. Proposed Rules and Guidelines changes for the year must be received by the Secretary from the Rules Committee prior to April 1.

### **Treasurer**

Responsible for day-to-day management of the financial affairs of the Society. This includes but is not limited to the following.

- Collecting dues from members.
- Paying for purchases of goods or services on behalf of the Society.
- Making banking arrangements.
- Making financial investment arrangements.
- Keeping the financial record of the Society.
- Filing required reports to Revenue Canada and Consumer and Corporate Affairs Canada.
- Meeting provincial government reporting requirements.
- Chair of the Finance Committee.

Some of these duties are completed by the Treasurer. Others are completed by contractors at the direction of the Treasurer.

### **President-Elect**

1. Chair of the Awards Committee with duties as follows:

- As soon as possible after January 1, appoints two Past-Presidents to serve on the Awards Committee and move that the incoming Awards Committee be approved by Council.
- Prepares a 'Call for CSSS Award Nominations' for the CSSS website, the first CSSS Newsletter of the calendar year, and for distribution by the Business Office to members to cover the following CSSS Awards: Fellow, Honorary Membership, Soil Science For Society, Pedology Travel Award, Student Travel, Student Presentation and Student Book Awards. Contacts CSSS Treasurer to determine funds available to cover travel and book awards.
- Chairs an Awards Committee [President-Elect, plus two past-presidents of CSSS appointed by the President]. Receives nominations documents and award applications, compiles and provides copies to other two members of the Awards Committee. Oversees evaluation of nominations/applications.
- Presents Awards Committee's recommendations to CSSS Council for approval at least one (1) month before CSSS annual meeting. Once approved, invites the nominator of successful Fellow, Soil Science For Society or Honorary Member nominees to informally notify their candidates of the award (President writes the official letters of congratulations). Contacts nominators requesting they convey outcomes of Awards Committee decisions to unsuccessful Fellow, Soil Science For Society or Honorary

Member nominees. Notifies Travel Award applicants about the Awards Committee's decision.

- Arranges preparation of the Fellow and Honorary Membership certificates (template with Business Office and Secretary) and selects a suitable frame.
  - Prepares a report of the Awards Committee for the CSSS annual meeting.
2. Oversees and organizes the Student Awards (Book, Bentley and President's Award) at the annual meeting.
- Contacts universities (Soil Science, Land Resource, Environmental departments) to select the recipients of the CSSS Undergraduate Student Book Award. Informs Office Manager who orders books. Prepares book plates (template with Business Office and Secretary). Informs CSSS Treasurer of costs and reimbursement.
  - Checks that registration and/or abstract submission form for the annual meeting includes a request for students to indicate if they intend to compete for the Student Presentation Awards (C.F. Bentley oral; President's poster).
  - Prior to the annual meeting, selects judges for the Bentley and President's Poster Award (e.g., five judges for each award). Appoints one of the judges to chair the evaluation process (Score cards and evaluation procedure on Web Page) for each award.
  - Prior to the Annual Meeting, liaisons with the Program Chair of the Local Organizing Committee to ensure that student presentations for the Bentley Award are so scheduled to allow each presentation to be judged by all the judges. All student presentations should be completed early in the afternoon prior to the Banquet to ensure adequate time to evaluate scores and select winners.
3. Oversees Awards Banquet of the Annual Meeting.
- Prepares and arranges printing of Awards booklet for the CSSS Awards Banquet (template with Business Office and Secretary), to include the following: short table of contents; updated Fellows list; photograph and short write-up for each new Fellow and Honorary Member (usually prepared by first nominator); list previous year Bentley and President's Award winners (names and affiliation); list current Undergraduate Book Award awardees (names and affiliation); list all those receiving Travel Awards (names, affiliation, and amount of travel award); list members of Awards Committee; and list members of new CSSS Council.
  - Arranges with the Annual Meeting organizers to set aside complimentary banquet tickets in registration packages for the new Fellows and Honorary Members (plus guests).
  - Arranges for someone, usually the first nominator, to present citation at the Awards Banquet for each new Fellow and Honorary Member. Suggests that the citations and replies be limited to approximately 10 minutes for each award.
  - On behalf of CSSS, extends thanks to the Annual Meeting organizers and volunteers for their work and efforts at the close of the Banquet.

#### **Past-President**

1. Performs the duties of and exercises the powers of the President in the absence of or during the inability of the President to act.
2. Member of the Rules Committee.
3. Member of the Finance Committee.
4. Promoting and initiating the nomination of members for awards and other forms of

recognition from institutions and organizations other than the Society itself (e.g., Manning Award, AIC awards such as fellowship in AIC, Soil Conservation Canada and election to prestigious groups such as the Order of Canada). Deadlines for nominations are most often the end of October or November. To meet these, action must be taken in August not later than September.

#### **Graduate Student Councillor**

1. Provides liaison between the Society and active or potential graduate student members of the Society. As far as possible, this position should alternate between candidates from eastern and western Canada.
2. Participate in Council activities and vote on all motions brought to Council.
3. Promote and maintain communications (e.g., e-mail network) between the Society and Canadian academic units involved in soil science education. Provides information on CSSS Awards and Annual Meeting to students.
4. Help to co-ordinate and plan student activities at the Annual Meetings.
5. Provide student news for each publication of the CSSS Newsletter.
6. Provide input as needed to Society publicity material.

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

The Eastern Councillor is responsible for Ontario, Québec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland & Labrador and Nunavut, while the Western Councillor is responsible for Manitoba, Saskatchewan, Alberta, British Columbia, Yukon and the Northwest Territories.

1. Membership issues.
  - Cover concerns of members within respective region.
  - Cover the concerns of international members as needed.
  - Correspond as needed to new and interested members within respective region.
2. Communication/publicity issues.
  - The Eastern Councillor prepares 2-3 Newsletters (generally, January/February, June/July, September/October) to include Society reports and news, information on CSSS Awards, and Election information/results.
  - The Western Councillor oversees the CSSS website and ensures information is correct and up-to-date. Liaises with WebMaster to co-ordinate revisions.

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

The Editor In Chief of CJSS provides liaison between the Society and the activities and editorial aspects of the CJSS and promotes and maintains communications between the Society and CJSS, the science arm of the Society.

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

Council shall appoint or approve committees deemed necessary for the conduct of Society affairs. Committees advise the Council.

Committees may be categorized into two classes:

Standing committees normally shall continue in operation from year to year unless specifically terminated by Council. Two such standing committees are the Awards Committee and the Rules Committee.

Ad hoc committees and task forces may be established by Council and shall have a termination

date in their terms of reference. Examples of ad hoc Committees include a Nominations Committee, a Membership Task Force, and a Soil Education Committee [<http://csss.ca/education-committee/>] established in 2014.

Council shall prescribe the terms of reference for all committees. These terms of reference shall provide a description of the function and duties as well as the composition and tenure of all committees.

An example of a Sub-Committee is the Pedology Sub-Committee established in 2005 [<http://csss.ca/pedology-sub-committee/>].

### **Awards Committee**

The Awards Committee shall be a standing committee of the Society and shall consist of the President-Elect, who shall act as chair, and two (2) other members selected from the Past-Presidents of the Society.

All members of the Awards Committee shall be approved by Council of the Society at the beginning of each year.

The Awards Committee shall receive, each year, from the members of the Society nominations for Fellows and shall make recommendations each year, at least one (1) month before the annual general meeting of the Society, to the Council of the Society with respect to the name(s) of members who the Committee considers most suitable candidates for the award of Fellow. Nominations must be signed by three (3) members and supported by a short summary indicating the qualifications of the nominee. The recommendation of the Committee is subject to the approval of the Council which makes the award.

The chair of the Awards Committee shall coordinate judging of student presentation awards, such as the President's Awards and the Bentley Awards.

The Awards Committee shall be responsible for making recommendations to Council on awards. This responsibility shall include recommendations on changes in the nature of the awards as well as recommendations on recipients of awards.

### **Rules Committee**

The Rules Committee shall be a standing committee of the Society and shall consist of the President who will act as chair and two (2) other members selected from the Past-Presidents of the Society.

The Rules Committee may, by resolution, make, amend or repeal By-laws that regulate the activities or affairs of the Society. Any such by-law or rule, amendment or repeal shall be effective from the date of approval by Council until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law or rule, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law or rule, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

"Ordinary resolutions" require a simple majority (50% plus 1) of votes cast by the members

	<p>entitled to vote, to be adopted. For example, the election of Councillors is a decision that is usually made by ordinary resolution.</p> <p>“Special resolutions” require the approval of two-thirds (2/3) of the votes cast by the members entitled to vote. For example, fundamental by-law changes such as amalgamation and continuance require special resolutions. Special resolutions are only effective when confirmed by members.</p> <p>Resolutions for new By-laws or Rules and Guidelines or amendments to or repeals of existing By-laws or Rules must be received by the Secretary from the Rules Committee prior to April 1 (<i>i.e.</i> in advance of the AGM).</p> <p>Within twelve (12) months of the confirmation of By-law changes by members, a copy of the amended By-laws must be sent to Corporations Canada.</p> <p><b>Finance Committee</b></p> <p>The Finance Committee shall be a standing committee of the Society and shall consist of four (4) members: the Treasurer (Chair), a Past-Treasurer, a Past-President, and a member-at-large. The role of the Finance Committee is to share the workload of the Treasurer, and to advise and make recommendations in managing and monitoring the Society’s short- and long-term finances.</p>
9	<p><b>Accounts and Financials</b></p> <p>The Treasurer is the responsible Councillor. In routine operation, all financial transactions require the signature of 2 signing authorities. There are 3 or more signing authorities registered with the bank/credit union, and these may include the President-Elect, President, Past-President, Secretary, Treasurer and Business Office Manager.</p> <p>There will be a petty cash account from which the office manager can make direct payments, with his signature alone, for routine minor items such as postage, stationary, printing, and office supplies.</p> <p>There will be a chequing account and a savings account, and there may be other simple investments such as GICs as determined from time to time by the Council to be in the best interests of CSSS.</p> <p>Every year, the financial records are to be reviewed by at least two and up to three financial auditors who are CSSS members but not members of Council. The signed financial auditor’s reports must be returned to the Treasurer prior to the Annual General Meeting (AGM). The Treasurer and Office Manager will provide any information requested for these audits. The choice of auditors will be proposed and voted on at the AGM, or by electronic ballot.</p>
10	<p><b>Order of Business</b></p> <p>The order of business at all Council meetings, at the Annual General Meeting of the CSSS, and at any other duly called meeting may include:</p> <ol style="list-style-type: none"> <li>1. Review, revise and approve agenda.</li> <li>2. Review, revised and approve minutes of the last meeting.</li> <li>3. Business arising out of the minutes.</li> <li>4. Communications.</li> <li>5. Reports of officers and committees.</li> <li>6. Unfinished business.</li> </ol>



	<p>7. Resolutions. 8. New business.</p> <p>This order may be varied for any meeting by a majority vote of those present.</p>
<p><b>11</b></p>	<p><b>Awards</b></p> <p>The CSSS shall have an Awards Committee appointed by the President, normally chaired by the President-Elect and confirmed by the Council at the beginning of each calendar year. The Awards Committee will encourage nominations from among the CSSS's regular members for its awards. Approval of these awards shall be a unanimous decision by the Awards Committee members. The Awards Committee's decisions and report to the Council shall be final. The Awards Committee oversees the following CSSS Awards:</p> <p>The CSSS may bestow a <b>FELLOW AWARD</b> to a member of the CSSS according to the following provisions:</p> <ol style="list-style-type: none"> <li>1. Nominees must be members in good standing at the time of their nomination and must have been a CSSS member of at least a total of 10 (not necessarily continuous) years.</li> <li>2. Nominees must have a distinguished record of service in any field of soil science.</li> <li>3. Each nominee must have one nominator and three supporting sponsors.</li> <li>4. Members of CSSS Council or the Awards Committee cannot serve as a nominator or sponsor.</li> <li>5. The award of CSSS Fellow is generally held at the Awards banquet at the Annual Meetings of CSSS and the recipient will be given a suitably inscribed plaque or certificate.</li> <li>6. Up to two CSSS members can receive a Fellow Award in any calendar year.</li> <li>7. CSSS will endeavor to publicize Fellow Award recipients.</li> <li>8. Unsuccessful nominees may be re-nominated in a following year with new supporting documentation. A new nominator or new sponsors may be used.</li> </ol> <p>The CSSS may award a <b>CSSS HONORARY MEMBERSHIP AWARD</b>. This Award honours non-members who have rendered valuable or special service to soil science in Canada.</p> <p>The CSSS may award a <b>SOIL SCIENCE FOR SOCIETY AWARD</b> according to the following provisions:</p> <ol style="list-style-type: none"> <li>1. This is awarded to a member or non-member who has made a contribution towards promoting soil science to the general public.</li> <li>2. The Award shall be made at the AGM of the CSSS and the recipient will be given a suitably inscribed plaque or certificate.</li> <li>3. CSSS will endeavor to publicize this award.</li> </ol> <p>No candidate will be eligible for both a Fellow and a Soil Science in Society Award in the same year. The CSSS, at the recommendation of the Awards Committee, may award more or less than one of these Awards in a given year.</p> <p>The CSSS may give a <b>PEDOLOGY TRAVEL AWARD</b> to a member in good-standing to attend a pedology-related national or international conference or workshop. The award shall cover expenses related to attendance at the meeting (registration, air/ground transportation, accommodations, meals) to a maximum value of \$4,000.</p> <p>The CSSS may award up to twelve (12) <b>STUDENT TRAVEL AWARDS</b> of \$600 each. This is to support a student to travel to the annual conference. These are awarded according to the following provisions:</p> <ol style="list-style-type: none"> <li>1. Students must be CSSS members to apply.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Preference will be given to students who will be giving either an oral or a poster presentation over students who are just planning to attend the conference.</li> <li>3. The research summary provided by the student must be reasonable (rationale, hypothesis, objective) and clearly written.</li> <li>4. Preference will be given to students who have not previously received a travel award.</li> <li>5. The student must have had the application form signed by his/her supervisor or department chair.</li> <li>6. Up to 10 Student Travel Awards of \$750 each may be awarded if the CSSS Annual Conference is held in the United States.</li> </ol> <p>The CSSS may give <b>STUDENT PRESENTATION AWARDS</b>, namely for oral presentations the C.F. Bentley Awards and for poster presentations the President’s Poster Awards. Students must be CSSS members at time of their presentations. Students must indicate that they will be competing for presentation awards at CSSS Annual Meetings (either at abstract submission or at registration (question included on registration form). The Bentley award winner receives \$500, the first runner-up \$300, and the second runner-up \$200. The President’s Poster award winner receives \$500, the first runner-up \$300 and the second runner-up \$200.</p> <p>The CSSS may give <b>CSSS STUDENT BOOK AWARDS</b> to recognize undergraduates at Canadian universities who demonstrate excellence in Soil Science. Award winners receive a copy of Soil Sampling and Methods of Analysis (2nd Edition), published jointly by CSSS and CRC Press in 2007. Candidates are nominated by their academic department.</p>
<b>12</b>	<p><b>Annual General Meeting (AGM)</b></p> <p>There will be an AGM as specified in the By-laws. The By-laws provide that a quorum at any meeting of members shall be ten percent (10%) of the members entitled to vote. With a 2014 membership of approximately 330, a quorum would be approximately 33 members. The exact quorum should be determined prior to each AGM. Normally the AGM is held in conjunction with the annual CSSS technical conference.</p> <ol style="list-style-type: none"> <li>1. Where possible, reports from Council and committees, such as the President’s report, Treasurers report (profit/loss, auditor’s review, budget for coming year) and nominations, will be presented, and ideally electronic or paper copies will be circulated to all members prior to the meeting.</li> <li>2. Elections may take place at the AGM, but in general electronic voting is preferred.</li> <li>3. Awards may be presented or they may be presented at some other event of the CSSS annual meeting, or they may be delivered in some other way to the recipients.</li> <li>4. Generally, the Council is responsible for setting the AGM agenda. However, members have a right to add items to the agenda by submitting a notice – known as a “proposal” to the Council 90 to 150 days before the anniversary of the previous annual meeting of members. In this regard, any member entitled to vote at an annual meeting of members may submit a proposal to Council about any matter that the member wishes to raise at the meeting. This includes the right of a voting member to submit a proposal to make, amend or repeal by-laws.</li> </ol>
<b>13</b>	<p><b>Technical Meetings and Workshops</b></p> <p>The CSSS will endeavor to hold an annual technical conference, with location and program decided by the Council. Often these meetings are held jointly with the meetings of another scientific society, and the details of this association are negotiated for each case. Typically, a Local Organizing Committee is established, with one person identified to report to the CSSS Council. The Local Organizing Committee will usually have representatives of all the societies involved.</p>

	<p>Planning for these conferences must begin more than one year prior to the conference. Usually, CSSS seeks partner societies to extend the technical interest in the conference and to share risk, and this in particular needs early planning.</p> <p>In all conferences and technical meetings, CSSS will endeavor to create opportunities for Certified Crop Advisors (CCAs) to take part and to earn points. This requires that the Local Organizing Committee apply for recognition from the CCA organization.</p> <p>Decisions must be made and documented (e.g. a memorandum of understanding, signed by the CSSS President and Presidents of partner societies) about sharing of financial risk, especially for joint meetings. Often, the CSSS will advance money to the Local Organizing Committee, who maintain separate accounts. The CSSS may sign contracts related to the conference, or this may be done solely by the Local Organizing Committee or the partner societies. Typically the conference has a small surplus, and a decision about the disposition of this must be made prior to the conference. A typical model for this is that monies advanced from the partner societies is paid out first, then the remainder is split among the societies based on the relative numbers of members from each who attended the conference. The exception to this is when one partner society was more successful than the other in raising sponsorship funds, in which case a prior decision is made on how this will affect the final disbursement. The Local Organizing Committee will be responsible to present a budget and a final accounting of the conference to the Council.</p> <p>The Council may decide to support other technical meetings or workshops in any year. Such support may be in name, administrative and/or financial as decided by the Council.</p>
<p><b>14</b></p>	<p><b>Newsletters and Web Page</b></p> <p>CSSS will prepare newsletters, maintain a web site, and may undertake social media communications.</p> <p>Solicitation and review of articles for the Newsletter is the responsibility of the Eastern Councillor. Content is flexible but would typically include a President’s message, reports on past or upcoming CSSS Annual Meetings and special topic articles from Council members or regular members. In appropriate issues the newsletter may include nominations and biographies, financial reports, etc. There will be 2-3 newsletters prepared each year. These may be fully electronic or printed copy, at the decision of the Council from time to time, and will be assembled and prepared by CSSS Business Office personnel.</p> <p>Review and provision of materials for the CSSS web page and social media are the collective responsibility of the Western Councillor.</p>
<p><b>15</b></p>	<p><b>Fees</b></p> <p>The Council may change the membership categories and fee schedule from time to time. The present categories and fee schedules are:</p> <ol style="list-style-type: none"> <li>1. Regular members - \$90.</li> <li>2. Fellow members -\$90.</li> <li>3. Student members, who are students of soil science at a Canadian university or are Canadian students studying soil science at a university abroad - \$10.</li> <li>4. Post-doctoral fellow (PDF) members, who hold a formal post-doctoral fellowship at a Canadian university or Canadian federal government department (e.g. NSERC Visiting Fellow) or are Canadian PDFs working abroad - \$45.</li> </ol>

	<p>5. Retired members, who were previously Regular members and who have retired from their formal employment - \$30.</p> <p>6. Fellow Emeritus members, who are Fellows of the CSSS and who have retired from their formal employment - \$0.</p>
<b>16</b>	<p><b>Affiliations</b></p> <p>The Society is affiliated with the Agricultural Institute of Canada (AIC), the International Union of Soil Science (IUSS), the Canadian Societies for the Geophysical Sciences (CSGS), and the Global Soil Partnership of the Food and Agriculture Organization of the United Nations. The terms and conditions of these affiliations will be reviewed on an annual basis.</p> <p>The Society may discontinue these affiliations or become affiliated with any other organization providing such a decision is approved by Council.</p> <p>CSSS will decide each year if it will continue its corporate membership of the Agricultural Institute of Canada (AIC). When a member, CSSS will endeavor to have CSSS members stand as candidates for positions on the board of AIC and other positions as are relevant.</p> <p>The Canadian Journal of Soil Science is the official journal of CSSS. CJSS and its sister journals, the Canadian Journal of Animal Science and the Canadian Journal of Plant Science are owned by AIC. The Editor In Chief of CJSS is appointed as outlined in Rule #4. The Associate Editors of CJSS are approved by the Scientific Journals Committee of AIC and CSSS Council prior to appointment. Associate Editors of CJSS may, or may not, be members of CSSS.</p>
<b>17</b>	<p><b>Insurance</b></p> <p>CSSS Council should obtain Director's and Officers (D &amp; O) liability insurance. Such an insurance policy typically protects against exposure to personal risk from claims arising out of Council decisions or omissions, or out of actions or activities performed directly under the auspices of Council. The insurance policy should extend to all past and present Council members, Officers and Committee members of the Society.</p>
<b>18</b>	<p><b>Changes to these Rules</b></p> <p>These rules may be added to, amended or repealed as outlined in Rule #8 under "Rules Committee" or Rule #12.</p>