

Minutes
CSSS Annual General Meeting
23 June 2020 13:00 EST Held Via Zoom

Due to the COVID-19 pandemic the annual meeting of the CSSS was cancelled for 2020 and the Annual General Meeting is being held virtually using Zoom. Several emails were sent to membership to register for the meeting to ensure that the meeting was secure. Members could also call in by phone but needed an internet connection to be able to vote. Supporting documents were provided to members in advance on a shared drive by Nathan Basiliko.

Members in attendance: 57 members attended, excluding council members who were all in attendance.

1. Call to Order: Nathan Basiliko welcomed everyone to the meeting and introduced council members to the attendees. Nate called the meeting to order at 1:05 pm EST. He started the meeting with a land acknowledgement. Following the land acknowledgement, he reviewed the etiquette for the meeting and did an overview of relevant Zoom functions. He asked if anyone had questions about the format for the meeting. There were none.

2. Approval of agenda: Nate asked for changes or additions to the agenda. Dan Saurette asked that a typo be corrected and “Pedology Subcommittee” be changed to “Pedology Committee”. Nate motioned to approve the agenda, Ed Karpuk seconded the motion. The majority were in favor, motion carried.

3. Minutes from 2019 AGM: Amanda Diochon’s internet connection became unstable; Nate shared the minutes and asked for errors or omissions for the minutes. Richard Heck noted that the minutes should read that the notification of the WCSS bid intent would be submitted in 2022 and not the bid itself. Tom Bruulsema mentioned that there was an error in the title, which reads agenda and should be minutes. These changes will be made and the revised documents posted to the website. Nate motioned to accept the minutes, Ed Karpuk seconded. The majority were in favor, motion carried.

4. Business arising from 2019 minutes: There was no business arising from the minutes.

5. Treasurer’s Report: Edith thanked the Gordon Price and Diane Knight for auditing the financials. The financials are now with an accountant for final review. Edith Olson reviewed the financial reports that were circulated to membership and these reports are attached. Edith reviewed our income and expenses and highlighted key trends. The CSSS ended the year in a deficit position but we did have higher spending on student awards. The society still has healthy investments. Edith noted that our membership fees are quite modest and that we haven’t had an increase in 11 years. Income comes from membership, income trust, and investments. Edith suggested that we increase our membership fees. After finishing her report, she asked for questions on her report. Nate asked about the advance for the conference for 2020 as contributing to the deficit for 2019, but Edith mentioned that the cheque wasn’t cashed until 2020 so this did not contribute to the deficit. Barbara Cade-Menun noted that we are a non-profit and that we shouldn’t be showing a profit. The reason for the deficit was the special awards to the Soils Across the Latitudes meeting. Barbara felt that perhaps we did not have to increase membership. Edith mentioned that her term will end at the end of the year and she will not be renewing. She was thanked by many members for her service. She asked for expressions of interest. Nate mentioned that there will be a communication that will be circulated to membership. Tom Bruulsema asked if there are changes in the investments with COVID. Edith mentioned that she has the statements. Edith motioned that the report be approved, Ed Karpuk seconded. The majority were in favor. Motion carried.

6. President’s Report: Nathan Basiliko: Nate reviewed the membership numbers and noted that there was a significant decrease in membership this year. The greatest decline was for students and post-docs and

may have been related to the cancellation of the meeting this year. Nate reviewed trends in membership and noted a decline over time. He reviewed council membership and acknowledged Nancy's work in the office and Shirley Ho's work with Rich, as well as Sam Fowler's work on the Communications Plan. Nate reviewed membership fees and how regular fees and student fees compare with other societies. He also shared the work towards developing a social media strategy/communications plan. Building on Fran's discussions with the SSSA when she was President, Nate has been working with the SSSA to develop a communications plan. The SSSA has been very helpful and has been working with the CSSS on the plan development. Nate shared the dates for the two workshops, which will be delivered virtually in July and August. The titles and the dates will be circulated to membership in the coming weeks. When Sam started, Nate had to sign documents dealing with EDI and he will be looking at a statement/policy on EDI for the CSSS. Nate discussed the activity around Pillar One of the Global Soil Partnership. He also mentioned that the Rules were reviewed and revised and that they will have to be revised again after the new MOU with CSP is signed. Nate asked for questions on his report. Fran noted that the discussion around the increase in membership fees initiated out of the proposed communications manager position and the observation that we were in a deficit position this year. Rich mentioned that we were on the lower range for student membership fees and suggested that if there was an increase it should maybe be modest i.e. \$10 to \$15. Rich did mention that some societies have a free membership for undergraduates. Richard Heck asked about post-docs. Barbara suggested that if fees were increased that it should go out to the broader membership and shouldn't be something that we decide on at this meeting. Barbara mentioned opening up student membership/awards to students not at Canadian universities so that some students working in government laboratories could participate. Nate offered to develop a poll for the broader membership to ask about the fee structure in consultation with Barbara and Richard Heck. Edith also suggested targeting college students in diploma and degree programs because they are a group that is under-represented. This group is often involved in research and is producing work that could be shared at the meeting. Nate noted that we could use the program information from the soil science education committee to identify colleges with relevant programs. Richard Heck asked if some of the regional societies have been successful in engaging college students. Maja mentioned that there are quite a few undergraduate and graduate student members in PRSSS. Maja encouraged members to encourage their students to join the CSSS. Rich suggested that if we were going to target undergraduates that we should be prepared to have something to offer them; e.g. undergraduate student travel awards. Fran agreed. Brian Weibe mentioned that perhaps there could be mentorship opportunities. Rich mentioned that soil judging is very popular in the SSSA. Richard Heck mentioned the undergraduate textbook could also help to raise the profile of the CSSS with undergraduates. Fran noted that the biographies of the authors of the chapters will help to raise awareness of soil scientists in Canada. Maja also mentioned potentially having presentation awards for undergraduates. Nate suggested having a "what comes next?" for undergraduates with regards to graduate school, pathways to future careers, etc. Fran suggested brainstorming what we could, as a society, offer undergraduates. Sanjay Gupta suggested inviting more established researchers or instructors into undergraduate soil science classes to generate excitement. Jacynthe Masse mentioned that as an early career soil scientist that she would be interested in mentoring grad or undergrad students. Rich also suggested creating videos of why we became soil scientists and to post them on the website. He also suggested pairing a scientist with a student. Dan Saurette asked about the possibility of receiving reports of the activities of the ITPS and Pillar One of the GSP to keep membership updated and to promote the work of members and the society. Maja mentioned/suggested highlighting/profiling researchers in Canada that are serving the soil science community internationally or as associate editors of international journals.

7. Report of Committees: a) Awards committee: Angela Bedard-Haughn reported that there were no travel or presentation awards this year because the meeting was cancelled due to the pandemic. The society is recognizing Dr David Burton as the 2020 Fellow of the Society. Angela highlighted his accomplishments and service to the society. There were two applications for international travel awards and both were successful. The applications were for attending the SSSA meeting this fall. The students will have the option of deferring or transferring their award to another relevant conference at the

discretion of the awards committee. There were 12 book award recipients. Angela thanked Fran and Joann for their service to the committee.

b) Education Committee: Maja Krzic shared that the committee is working towards the online textbook and discussed the regular meetings around online delivery of soil science courses. She also mentioned the paper that was published in the Natural Science Education journal. The main project has been the textbook. There are 14 chapters (8 core, 6 supplemental). The book will be published in both English and French. All chapters have been received and the editors are currently in the review stage. Fran thanked the authors for their hard work and Dan Saurette thanked editors for their patience😊. Participation in online meetings around online delivery of soil science courses has grown considerably and there are sub groups forming to address specific interests and resources e.g. development of video resources. Maja has been talking with Rich about the creation of an online discussion platform to share resources; e.g. listserve. Maja also mentioned that there will be a call around a Special Issue for the Natural Science Education journal dealing specifically with online delivery. The soil science exercises meeting is scheduled for June 26 at 11 EST. Nate asked about the possibility of promoting the book in venues such as University Affairs.

c) Pedology Committee: Daniel Saurette shared that their meeting on the 18th of June was well attended and there is a link available for the recorded meeting. Dan and the group will be working with Council on the development of the 4th edition/version of the Canadian System of Soil Classification e.g. posting forms for suggested revisions on the website. Richard Heck proposed a listserve at last year's meeting and there has been work around this. The Canadian Digital Soil Mapping Working Group has been developing and delivering workshops and may have a two day virtual workshop towards the end of the summer. At the national scale, the Digital Soil Mapping group has been active and has been approached by the FAO about developing salinization maps. There will also be a proposal for a special issue in the CJSS. Nate asked about potential dates for the workshop but they haven't yet been finalized. There were no other questions for Dan.

8. CJSS Editor's Report: Anne Naeth thanked the AEs that are ending their terms and all AEs for their service. She acknowledged the work of CSP and congratulated the outstanding reviewers for the year. Anne reviewed the editorial board and mentioned that close to half of the AEs term's will end at the end of the year. She encouraged members to consider putting their names forward or to make suggestions on reviewers. The impact factor could be improved and may be improved with the upcoming special issues. Anne also mentioned that reviews tend to be highly cited and that if anyone has ideas to send them to her for review. Anne reviewed the submission statistics and encouraged members to submit their work to the CJSS. She is also encouraging members to submit photos for the cover and touched on the graduate student competition that Gazali will expand on. Her full report is attached. Anne asked for questions. Denis Angers asked about the Special Issue Editor and Anne mentioned that there is no dedicated person. Tim Philpot suggested having authors in the issue submit photos but Anne mentioned that the resolution isn't always high enough.

9. Student Representative's Report: Gazali Issah shared that the student event at the Saskatoon meeting was successful. He reached out to the SSSA group about doing collaborative events and activities. A representative from the SSSA was going to come to Charlottetown this year but the meeting was cancelled. He organized a panel discussion for the meeting and participants have agreed to participate next year. Gazali sent an email to students about submitting photos to the journal and details are available on the website. Gazali also raised the issue around the voting for the student representative and if it should be decided by all members or just the student members. The poll is still open. Nate called for questions on Gazali's report. There were none.

10. Western Councilor's report: Rich Farrell shared updates on the website and the redesign. Rich asked for members to take a screenshot of the meeting today for the website. Software for the website was

updated to make editing easier. He also encouraged members to let him know when the closing dates for job postings have passed so that the ads can be removed. Listserves for Pedology and Education should be up and running in the next two weeks. Upcoming conferences are posted on the website and the status of these conferences will be updated as information becomes available. Rich has been meeting regularly with Samantha and Nate regarding the communications strategy. Rich also worked with Maja to update the Wikipedia page. Rich acknowledged the work that Shirley and Samantha have done this past year.

11. Eastern Councillor's report: Louis-Pierre Comeau published five newsletters since his term started. His next newsletter will be in about a month. He encouraged members to share their activities with him so that they can be included in the newsletter.

12. Resolutions a) Resolution of Appreciation for Nancy Zubriski (Business Manager), Shirley Ho (Website Host), Samantha Fowler (Communications Intern), Edith Olson (Treasurer), Susan Fisk and Rachel Leege (SSSA), Gordon Price and Diane Knight (Financial Reviewers) and Judith Nyiraneza and the Charlottetown meeting organizers. Nate motioned, Ed Karpuk seconded. The majority of members were in favor, motion carried.

13. New Business a) Appointment of financial reviewers: Edith Olson asked for two members to review the financials. This involves checking to ensure that values have been entered into the spreadsheet correctly and that the line items add up correctly. Gordon Price volunteered and was accepted. There will be a call for a second reviewer through the listserv.

b) Progress on 2021 meeting (Charlottetown): Judith Nyiraneza thanked the organizing committees for 2021 and 2022 for agreeing to adjust their dates so that the meeting can be held in Charlottetown next year. The venues have been rebooked (Banquet on June 9th and Fieldtrip on June 10th). If requested, registration fees were refunded. The committee was approached by the Canadian Society of Forest and Agricultural Meteorology about a joint meeting but they decided to join with CGU. The organizing committee will reach out to session chairs to ask if they would like to carry forward their sessions. Keynote speakers will also carry forward. The website will be updated with the new date. There will be a meeting of the organizing committee in the coming months. Nate thanked Judith for organizing and for Scott Chang for agreeing to delay and move the 2021 meeting to 2022.

c) Progress for 2022 meeting (Edmonton): Nathan Basiliko on behalf of Scott Chang. Instead of 2021, the meeting will be held in 2022 (tentatively in early June at the University of Alberta, Edmonton). Nate mentioned that Dave Burton has expressed interest in hosting the 2023 meeting in Truro, likely in June.

d) CSSS Communication Plan and social media strategy: Samantha Fowler was introduced by Nate. Sam shared the process of developing the communications plan, which included a survey (59 participants), meetings, etc. She provided an overview of her activities that led to and informed her recommendations. Sam reviewed the proposed structure for the social media/communications plan for the society and the benefits in having a paid position(s) to manage the activities. She provided membership with a proposed budget for the social media and blog manager position(s) to create engaging content and brought forward a communications funding proposal for consideration. Acknowledging the costs associated with these recommendations she provided secondary recommendations for consideration. Nate thanked Sam for all her hard work. Nate is proposing two motions: one to accept the plan and the other to fund the communications plan/strategy. Rich mentioned that social media is an issue that comes up at the AGM each year but that we haven't had a clear plan. There is a financial investment associated with these paid positions and is something that we've been discussing as a council. Ken Van Rees had to step out but Rich wanted to share that the meeting in Saskatoon was very successful and that the University of Saskatchewan's Department of Soil Science would like to donate \$10k to help fund this strategy. Ken's term as department head is ending but they may be able to contribute additional funds in the Fall. Cindy

Denoncourt asked about Instagram and Sam shared that Instagram generally has a lower value because there is limited engagement. Barbara asked who would be monitoring social media. Sam mentioned that there would be rules of engagement that would be agreed upon in advance. Richard Heck congratulated Sam, Nate, and Rich for their work and USask for their offer. He asked about linkages with other resources/groups and how that might be managed, especially if there is a lot of uptake on our site(s). There wasn't a clear answer. Rich mentioned that the discussion is really around having a strong plan moving forward and to re-assess over the next two years. There was discussion around the level of financial support and a suggestion to put a maximum level of support per year for two years.

Motion 2020-08: Adoption of the Communications Plan and Social Media Strategy

It is moved that the communications plan and social media strategy be adopted (to be subsequently integrated into the rules document). Motioned by Nate, seconded by Ed Karpuk. The majority were in favor, motion carried.

Motion 2020-09: Financial Support for A Social Media Coordinator for the CSSS

It is moved that the society support funding of a social media coordinator for up to a maximum of \$12,600 per year for a maximum of two years. Motioned by Nate, seconded by Ed Karpuk. The majority were in favor, motion carried.

Nate thanked Sam, Rich and the University of Saskatchewan for their support, along with membership.

e) CSSS support for the 2030 WCSS bid: Richard Heck shared the history of the IUSS and Congress and Canada's involvement in the IUSS and past Congresses. Each WCSS is three weeks long and he is proposing July dates. The bidding process has several steps. At this point we are discussing the development of a bid/notification of a bid. Business Events Toronto and Metro Toronto Convention Centre would assist. There are a number of elements of a bid that Richard spoke to in his presentation. The document would require multiple letters of support from multiple stakeholders nationally and internationally. Nate asked for questions and mentioned the associated motion that will come to membership about the committee membership. Dan Pennock raised concerns around who would organize the tours. In the 1970s the tours were run by soil survey staff that no longer exists. The tours would likely fall to university researchers, CSSS members, etc. who may not have the resources or time. Clarke Topp was President of CSSS the last time Canada hosted and is supportive but did mention that it required a lot of time and AAFC resources. David Burton asked about financial commitments to the bid. Richard mentioned at this time that there are none and that there would be two AGMs of the CSSS before the notification was submitted. Brandon Heung asked if there were any comments/feedback from the previous bid that we could use to improve this one. Richard said that the bid wasn't circulated to all delegates and he mentioned that getting the word out is a key component of being successful. He also brought a video to share.

Motion 2020-10: Authorization of the CSSS to Bid to Host the 24th WCSS

It is moved that the CSSS Membership authorize the Canadian Society of Soil Science (CSSS), as the national member organization of the International Union of Soil Sciences (IUSS), to bid to host the 24th World Congress of Soil Science (WCSS), in Toronto, Ontario, during July of 2030. Motioned by Richard Heck, seconded by Ed Karpuk. The majority were in favor, motion carried.

Motion 2020-11: Establishment of the "CSSS Bid Committee for the 24th WCSS"

It is moved that the CSSS Membership authorize the establishment of the "CSSS Bid Committee for the 24th WCSS", herein termed the "Bid Committee", through the following *Terms of Reference*:

Item 1 (Purpose): The Bid Committee will be responsible, on behalf of the CSSS, for coordinating the conceptualization, formal *Preliminary Notification* of intent (to the 2020 Inter-Congress Council Meeting), development, assembly, formal submission of a *Full Bid* document (to the IUSS Secretariat, via the President of the CSSS), promotion/outreach (including among voting delegations of the IUSS Council) prior to and during the 22nd WCSS, as well as formal *Oral Presentation* and representation to the IUSS Council Meeting during the 22nd WCSS, of the various elements of the CSSS bid to host the 24th WCSS.

Item 2 (Duration): The Bid Committee shall exist effective immediately, and continue until its final reporting to the first regular meeting of the CSSS Council, following the 22nd WCSS in 2022, the latter being when the decision to host the 24th WCSS will be made, by the assembled Council of the IUSS.

Item 3 (Organizational Structure): The Bid Committee will consist minimally of three persons: a Chair (to be appointed), a Vice-Chair (to be selected from the CSSS Membership), and the Past-President of the CSSS (ex-officio). Subcommittees, to be headed by Coordinators, are to be established as necessary. As feasible and relevant, Subcommittees will be comprised through broad engagement of CSSS Members, to benefit from and reflect their collective diversity, knowledge, expertise, attributes and experience, according to individual interests and effective availability. The Bid Committee, through its Chair, shall maintain the CSSS Council current to any changes in its composition, as per Item 6.

Sub Item 3.1 (Appointment and Continuity of Bid Committee Chair): The initial appointment of the Chair of the Bid Committee, shall be by vote of the CSSS Membership. The continuity of appointment of the Chair shall be at the discretion of the CSSS Council. Should the appointed Chair be removed for just cause, or otherwise vacate the position, the Vice-Chair shall immediately assume the responsibility and activities of the Chair, until a replacement Chair is appointed by the CSSS Council.

Item 4 (Authority): The Bid Committee, through its Chair, will have the recognized authority to formally engage and make representation to relevant external entities, in execution of its Purpose (as outlined in Item 1), including, but not limited to: Tourism Toronto and the Metro Toronto Convention Centre; professional conference organizers; the IUSS Secretariat, Executive, Committees, Divisions and Commissions; the organizing committee of the 22nd WCSS; Canadian national, provincial, regional and civic governments; Canadian federal, provincial, regional and civic ministries/departments, and their agencies; scientific and professional societies or unions, be they provincial, national, foreign or international in scope; industry and producer organizations; media and publishing organizations; educational institutions; international research institutions and agencies; not-for-profit organizations; funding agencies, be they provincial, national or international; philanthropic entities. All engagements of external entities shall be duly documented in reports to the CSSS Council, as per Item 6. The Bid Committee will have the authority to establish a dedicated email address, social media accounts, and/or webpages/site, as may be deemed useful in the execution of its Purpose; the CSSS Council shall be made aware of any such accounts, and provided up-to-date access (i.e. user ID & password), through reporting to the Secretary, as per Item 6.

SubItem 4.1 (Legal Limitation): The Authority of Item 4 does not extend to any activity which would purport to legally bind the CSSS, the latter remaining the sole purview of the CSSS Council.

SubItem 4.2 (CSSS Reputation): In the execution of the Authority of Item 4, the Bid Committee shall not misrepresent the CSSS, nor cause it any form of disparagement.

Item 5 (Resourcing): Any requests of the CSSS for resourcing requirements, by the Bid Committee, for the execution of its Purpose (as outlined in Item 1), must be formally submitted to the CSSS Council for its consideration and determination, with larger resource requests or implications subsequently brought to membership and motions voted on accordingly.

Item 6 (Oversight): The Bid Committee shall be responsive to, and remain under the authority of the CSSS Council. The Bid Committee, through its Chair, shall submit a progress report to the CSSS Council, through its Secretary, for consideration during each of its regular meetings. Upon request of the CSSS President, the Bid Committee, through its Chair, shall provide specific information, and/or participate in any regular or special meeting of the CSSS Council, to provide clarifications related to the CSSS bid to host the 24th WCSS.

Motioned by Richard Heck, seconded by Ed Karpuk. The majority were in favor, motion carried.

Motion 2020-12: Appointment of the Chair of the “CSSS Bid Committee for the 24th WCSS”

It is moved that the CSSS Membership authorize the appointment of Dr. Richard J Heck, P.Ag., to Chair the “CSSS Bid Committee for the 24th WCSS”. Motioned by Ed Karpuk, seconded by Alanna Dickson. The majority were in favor, motion carried.

f) Award support for a CSSS student photo competition: Gazali Issah proposed an allocation of \$500 per year for the graduate student photo awards, which would be \$125 for four awards. Sam Fowler suggested having two types of awards, one for high resolution photos for the journal and the other for low resolution photos for social media/blogs. Rich Farrell suggested having four awards for the journal and one award for social media. Barbara suggested just sticking with the journal at this time and the other award(s) could come forward as part of the social media plan. Membership agreed.

Motion 2020-13: Support of \$500 for Four Student Awards for a Photo Competition.

It is moved that the CSSS support the creation of four \$125 awards for a CSSS student photo competition. Requirements for submission have been posted on the webpage. Moved by Gazali Issah, seconded by Ed Karpuk. The majority were in favor, motion carried.

g) Updates to the 2014 Rules document for consideration: Nathan Basiliko provided a high level overview of the changes to the rules document that was circulated prior to the meeting. This is the first review in six years.

Motion 2020-14: Proposed Changes to the CSSS Rules Document

It is moved that the Rules Committee’s proposed changes to the CSSS Rules document as circulated are accepted by membership. Moved by Nate, seconded by Ed Karpuk. The majority were in favor, motion carried.

14. Business arising from the floor: No business arising.

15. Adjourn: Ed Karpuk motioned to adjourn, seconded by Alanna Dickson. All were in favor.

Meeting was adjourned at 4:25 EST

Secretary's Report:

- a) Since the last AGM (in July 2019 in Saskatoon), council has met five times by telephone conference call. Council voted on 11 motions by email and telephone conference.
- b) Elections Report: The vacant position for 2019 was President-Elect. Angela Bedard-Haughn was elected President-Elect. Rich Farrell was renewed as the Western Councillor and Gazali Issah was renewed as the Student Representative. For 2020, positions open for election will be President-Elect and the Student Representative, who will be elected from Eastern Canada. Louis Pierre-Comeau has expressed interest in being renewed for a second term for the Eastern Councilor position. The terms for the secretary and treasurer positions will also become vacant. These are appointed positions. A call for nominations for the election and expressions of interest for the secretary and treasurer will be sent out in October and elections will be held in December. Please consider running for a council position, and please vote.
- c) Outgoing council member, Noura Ziadi, is thanked for her contributions to CSSS council. Incoming council member Angela Bedard-Haughn is welcomed to council. The CSSS is very grateful to those who let their names stand for election to the Society executive.

As of June 23, 2020 CSSS Council is:

| | |
|-------------------------------|----------------------|
| Past-president | Fran Walley |
| President | Nathan Basiliko |
| President-elect | Angela Bedard-Haughn |
| Secretary | Amanda Diochon |
| Treasurer | Edith Olson |
| Student representative | Gazali Issah |
| Eastern councilor | Louis-Pierre Comeau |
| Western councilor | Rich Farrell |
| Journal editor | Anne Naeth |

| | | | | | | | | | | | | | | |
|---|-------------------|---------------------|--------------------|-------------------|--------------------|-------------------|---------------------|--------------------|-------------------|-----------------|-------------------|--------------------|---------------------|----------------------------------|
| Soils Across Latitudes Award | \$0.00 | \$14,868.28 | \$5,876.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,744.81 |
| Undergraduate Book Awards | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,157.74 | \$3,157.74 |
| N American Forest Conf (\$1000 every 5 years) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Special Trust Fund Projects | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Member travel to international conference | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Awards | \$0.00 | \$18,888.68 | \$5,876.53 | \$0.00 | \$0.00 | \$0.00 | \$12,100.00 | \$300.00 | \$700.00 | \$200.00 | \$0.00 | \$6,104.41 | \$44,169.62 | |
| TOTAL EXPENSES | \$0.00 | \$21,929.57 | \$5,876.53 | \$2,043.75 | \$2,534.67 | \$0.00 | \$13,461.45 | \$2,989.54 | \$1,312.32 | \$371.08 | \$2,922.92 | \$11,104.41 | \$64,546.24 | |
| NET INCOME (Revenue – Expenses) | \$9,523.86 | -\$10,225.89 | -\$1,176.00 | \$4,307.02 | -\$3,426.11 | \$4,251.32 | -\$11,682.31 | -\$1,842.07 | \$1,504.76 | \$504.23 | \$1,688.71 | -\$6,079.41 | -\$12,651.89 | This is our loss for 2019 |

| | 31-Dec-18 | 31-Dec-19 | Change for 2019 from 2018 | Comments |
|---|--------------------|---------------------|---------------------------|--|
| REVENUE | | | | |
| Interest from Term Deposit | \$860.64 | \$0.00 | -\$860.64 | The interest appears in the 2020 statement |
| Change in Wood Gundy Investments | -\$1,290.92 | \$23,710.27 | \$25,001.19 | Large increase in these in 2019 |
| Interest from Sunova SSUP #1 | \$1,386.34 | \$973.89 | -\$412.45 | |
| Dividends from Sunova Surplus Shares | \$63.24 | \$75.97 | \$12.73 | |
| Total Investment revenue, interest and dividends | \$1,019.30 | \$24,760.13 | \$23,740.83 | Investments did much better in 2019 |
| Membership & Journal cheques | \$3,176.50 | \$1,740.85 | -\$1,435.65 | Down by approx 55% |
| Membership & Journal online | \$15,496.80 | \$15,953.26 | \$456.46 | These are much the same in both years; slight inc. for 2019 |
| Total membership revenue | \$18,673.30 | \$17,694.11 | -\$979.19 | About a 5% decrease |
| CSA Bundle membership received | \$30.00 | \$0.00 | -\$30.00 | |
| Conference revenue | \$21,586.99 | \$0.00 | -\$21,586.99 | |
| Received from AIC | \$4,000.00 | \$4,000.00 | \$0.00 | After 2019 there is no longer support from AIC |
| Canadian Science Publishers | \$8,000.00 | \$0.00 | -\$8,000.00 | We send them an invoice to receive this |
| CSP Subscriptions | \$350.00 | \$0.00 | -\$350.00 | |
| Royalties | \$0.00 | \$591.37 | \$591.37 | These have been accumulating and finally reached the threshold for payment |
| Other income | \$0.00 | \$244.80 | \$244.80 | We had some donations |
| BNY Trust | \$491.34 | \$4,303.94 | \$3,812.60 | This did much better in 2019 than it did in 2018 |
| CNH Capital Canada Receivables Trust | \$0.00 | \$300.00 | \$300.00 | This is a new source of income; we are a beneficiary of this trust |
| Total other revenue | \$34,458.33 | \$9,440.11 | -\$25,018.22 | |
| TOTAL REVENUE | \$54,150.93 | \$51,894.35 | -\$2,256.58 | Total revenues are much the same in 2019 as they were in 2018 |
| EXPENSES | | | | |
| General travel expenses | \$0.00 | \$0.00 | \$0.00 | |
| Office contract/expenses | \$6,853.95 | \$7,021.00 | \$167.05 | Much the same for both years |
| Insurance | \$918.00 | \$961.20 | \$43.20 | |
| AGM/Student Reception | \$0.00 | \$521.08 | \$521.08 | |
| Conference fees to host organization | \$8,000.00 | \$0.00 | -\$8,000.00 | |
| CSP Subscriptions | \$1,918.75 | \$3,398.25 | \$1,479.50 | |
| Council travel | \$0.00 | \$0.00 | \$0.00 | |
| CSA Bundle membership | \$210.00 | \$0.00 | -\$210.00 | |
| Transfer fee | \$2.50 | \$0.00 | -\$2.50 | |
| AIC dues | \$0.00 | \$0.00 | \$0.00 | |
| AIC subscription | \$0.00 | \$0.00 | \$0.00 | |
| IUSS dues | \$0.00 | \$4,333.42 | \$4,333.42 | We did not pay them in 2018 but they should be paid annually |
| Conference expenses | \$493.50 | \$337.37 | -\$156.13 | |
| Other operating expenses | \$0.00 | \$0.00 | \$0.00 | |
| Website | \$375.00 | \$3,694.07 | \$3,319.07 | More in 2019 as anticipated as we updated the website |
| Postage | \$17.22 | \$69.23 | \$52.01 | |
| Bank Service Charges | \$2.00 | \$0.00 | -\$2.00 | |
| Publication fees | \$0.00 | \$0.00 | \$0.00 | |
| Government of Canada Annual Return | \$0.00 | \$20.00 | \$20.00 | |
| Government of Canada Incorporation Fee | \$0.00 | \$21.00 | \$21.00 | |
| Total Operational Expenses | \$18,790.92 | \$20,376.62 | \$1,585.70 | Approx 8% inc in 2019 compared to 2018 |
| Bently Speaking Award | \$1,000.00 | \$1,000.00 | \$1,000.00 | |
| President's Poster Award | \$1,000.00 | \$1,100.00 | \$100.00 | |
| International student travel award | \$4,804.25 | \$1,457.81 | -\$3,346.44 | There is another but it was not cashed until 2020 |
| CSSS Conference Student Travel Award | \$5,400.00 | \$11,200.00 | \$5,800.00 | Increased as agreed by Council |
| CSSS-CJSS Student Travel Award | \$0.00 | \$5,509.26 | \$5,509.26 | |
| Soils Across Latitudes Award | \$0.00 | \$20,744.81 | \$20,744.81 | This was only for 2019 |
| Undergraduate Book Awards | \$2,902.40 | \$3,157.74 | \$255.34 | Includes the books and the postage to send them to winners |
| North American Forest Conference | \$0.00 | \$0.00 | \$0.00 | We should discontinue this in line item |
| Special Trust Fund Projects | \$0.00 | \$0.00 | \$0.00 | |
| Member travel to international conference | \$4,000.00 | \$0.00 | -\$4,000.00 | |
| Total Awards | \$19,106.65 | \$44,169.62 | \$25,062.97 | Increase in 2019 due to additional awards |
| TOTAL EXPENSES | \$37,897.57 | \$64,546.24 | \$26,648.67 | If we discount Soils Across Latitudes and take into account that we inc CSSS Travel awards then we're about the same as 2018 |
| Net Income | \$16,253.36 | -\$12,651.89 | -\$28,905.25 | |

2020 President's Report to membership at the 2020 AGM (N Basiliko, Laurentian University)

Membership numbers: As of mid-June, we have 203 members, down 81 from 2019 (presumably linked to COVID-19 and cancellation of the 2020 annual meeting).

| | 2019 | 2020 | Change |
|-------------------------------------|-------------|-------------|---------------|
| <i>Bundled w/other societies</i> | 33 | 16 | -17 |
| <i>Honorary</i> | 4 | 4 | 0 |
| <i>Emeritus</i> | 13 | 10 | -3 |
| <i>Fellow & Fellow Emeritus</i> | 19 | 14 | -5 |
| <i>Post-doctoral</i> | 21 | 9 | -12 |
| <i>Regular</i> | 112 | 94 | -18 |
| <i>Student</i> | 80 | 57 | -23 |
| TOTAL | 284 | 203 | -81 |



Council positions: There was only one new addition to Council this year, with Angela Bedard-Haughn joining as President-Elect. Returning members are Fran Walley (Past President), Rich Farrell (Western Councilor), Louis-Pierre Comeau (Eastern Councilor), Gazali Issah (Student Representative) Edith Olson (Treasurer) and Amanda Diochon (Secretary) and Anne Naeth (CJSS Editor).

Nancy Zubriski continues to provide support for the CSSS in our business office, Shirley Ho assists with web design, and Samantha Fowler is our Communications Intern.

Membership fees: The membership fees have not been increased since 2009. Current fees are listed below, and number of Council members recently surveyed other similar societies, noting we are on the higher side for regular members and lower side for student members, but generally within a reasonable range of our peer group of Canadian science societies.

- Regular - \$90
- Emeritus - \$30
- Fellow - \$90
- Fellow Emeritus - \$0
- PD Fellowship Holder - \$45
- Student - \$10

Communications plan development: I wanted to make my main “extra” contribution as 2020 President to be facilitating development and implementation of an up to date communication plan, including a social media strategy. Beyond promoting soil science and contributing to our mission statement, could this improve our declining membership in the past 14 years? This winter, membership supported nearly unanimously devoting up to \$5k to fund a Science Communication Intern, Samantha Fowler, and to contribute partial costs to bring SSSA/Tri-Society communications experts to our 2020 meeting for targeted and general training on effective social medial communications (that \$2500 portion of the \$5000 has been saved).

SSSA collaborations: Building from above, and continuing on a connection Fran Walley started with SSSA past president Bill Pan, I reached out to the SSSA who graciously shared their expertise and documents/policies on communications, including offering to co-fund travel expenses for Susan Fisk and Rachel Leege to attend our 2020 meeting. From their standpoint, they would like us get to a position where we can co-promote media posts, events, etc. In lieu of at the 2020 meeting, Rachel and Susan have offered to lead online workshops on effective social media use and “Photography for relatable science” to CSSS members, tentatively on July 21 and Aug 10 respectively. This will help develop content generation capacity for better science communications in our membership. A hope might be that we also invite them to PEI in 2021.

EDI policy and guideline development: The CSSS does not have any guidelines or policies on equity, diversity, and inclusion. I will commit to looking in to this soon, and in particular leading up to our next Council meeting in the fall. A starting point might be an anonymous survey to determine what barriers are faced in the CSSS. I think this is particularly important if we move ahead full-steam with social media too (e.g. thinking of potential under and over promotion).

International representation by members: David Lobb (U Manitoba) is serving as the UN-FAO ITPS representative from Canada, and was also the Pillar I representative (and chair of that committee) for the FAO Global Soil Partnership; Following a recent search and nomination by Council (subsequently approved by the GSP), David has been replaced by Kari Dunfield (U Guelph) in the Pillar 1 role.

Rules and Guidelines updates: These will be addressed in “new business” at the AGM- our Rules have not been updated since 2014- I will present highlights of proposed changes by the Rules Committee and a motion to accept the updated rules document. Note that these will need to be revisited again soon though; CSP is preparing a new draft MOU for the CJSS, and the organizational structure of a new communications committee is being developed.

Pedology Committee Annual Report 2020

Date: June 23, 2020

Location: Canadian Society of Soil Science Annual General Meeting (via Zoom)

1. Pedology Committee held an annual meeting on June 18th, 2020 via Teams to report on Committee activities for 2020. The meeting was recorded for those unable to attend and may be accessed using this [link](#).
2. Report on Pedology Committee Activities
 - a. Canadian System of Soil Classification:
 - i. we are now in a position to negotiate with Canadian Science Publishing for copyright of CSSC having confirmed ownership with AAFC and NRC Press. Would like to attend the next council meeting to discuss terms and initiate formal discussion with CSP.
 - ii. Would like to work with CSSS to set up CSSCv4 material on the CSSS website (submission form, editable version of CSSCv3)
 - iii. CSSCv4 Working Group to resume activities in August.
 - b. Listserv:
 - i. Worked with Western Councillor to establish a Listserv to support 2 ongoing discussions for CSSCv4 and Anthroposolic Soil Order. These will go live very soon.
 - c. Canadian Digital Soil Mapping Working Group:
 - i. Members provided Digital Soil Mapping workshop in Quebec City (February 13, 2020)
 - ii. CDSMWG is looking to propose a 2-day virtual event later this summer (August).
 - Day 1: DSM-related presentations and discussion
 - Day 2: DSM Training Workshop
 - iii. National-scale DSM work
 - Recently learned of FAO request for Global Salinity Map
 - Will reach out to AAFC to initiate discussion and collaboration
 - d. Canadian Journal of Soil Science Special Issue
 - i. Ongoing discussions with CJSS Editor
 - ii. Combine Taxonomy and Digital Soil Mapping
 - iii. Proposed Title: ***Advances in Soil Survey and Classification in Canada***

- e. Pedology Committee Terms of Reference
 - i. Provided to Pedology Committee members after the annual meeting (June 18th)
 - ii. To be reviewed and discussed at CSSS AGM

CANADIAN JOURNAL OF SOIL SCIENCE
EDITOR-IN-CHIEF REPORT FOR CSSS ANNUAL GENERAL MEETING

Dr M Anne Naeth

June 23, 2020

Editorial Board

Thank you to the Associate Editors that ended their terms in 2019 for their dedicated service to the journal: Drs Nathan Basiliko, David Burton, Woo Jung Choi, Bobbi Helgason, Wei Hu. Thank you to the Associate Editors who extended their time with our journal: Drs Claudia Goyer, David Pelster, Noura Ziadi. Welcome to our new Associate Editors: Drs Maja Krzic, Mervin St Luce, Xining Zhao.

The support, professionalism, and expertise provided by the Canadian Science Publishing (CSP) staff are highly appreciated. Thank you to Laurie Scott, Editorial Assistant; Tamer Elbokl, Managing Editor; Jacqueline Costigan, Scientific Publishing Editor; Melanie Slavitch, Peer Review Manager; and Judy Busnarda, Director, Publishing Operations. We gratefully acknowledge the peer reviewers and thank them for their valuable contribution to the publications of CJSS.

Congratulations to the outstanding reviewers for 2019: Dr Carlos Romero, Department of Biological Sciences, University of Lethbridge; Dr Keith Reid, Science and Technology Branch, Agriculture and Agri-Food Canada, Guelph; Dr Steve Crittenden, Department of Animal Science, Cornell University. We are grateful for their consistent and expeditious delivery of comprehensive, discerning reviews to the authors of our journal.

2020 Editorial Board

Editor-in-Chief: Dr M Anne Naeth

Associate Editors: Drs Jean-Philippe Bellenger, Asim Biswas, Tandra Fraser, Claudia Goyer, Maja Krzic, Sheng Li, Aimé Jean Messiga, David Pelster, Lori Phillips, Fereidoun Rezanezhad, Mervin St Luce, Ben Thomas, Mohammad Valipour, Andrew VanderZaag, Wei Zhang, Xining Zhao, Noura Ziadi.

We have 9 Associate Editors with terms ending in December 2020. Although some may renew, I am looking for new members to the Editorial Board.

Journal Metrics

The two year impact factor is currently 0.949, which dropped steadily after a rise in 2016 to 1.590. The five year impact factor is currently 1.633, which dropped from 1.934 in 2017. The rank among soil science journals is dropping after being relatively steady from 2013 to 2016. Total citations are increasing. These and all other journal metrics will be updated later in 2020.

Special Issues, Reviews

Special issues and reviews are of critical importance for a journal as they contribute significantly to improvements in impact factor and citations.

There were no special Issues published in 2018 or 2019. We have one special issue on “100 years of soil science at the University of Alberta” scheduled for June 2020. That will likely get pushed to September due to reviewer delays. We have another in progress on “biochar amendments for sustainable soil management” scheduled for 2021. Future special issues are needed and are being actively recruited.

We have no reviews in progress and I am actively seeking authors to commit to reviews on timely topics. Note the most read article in 2018-2019 was a review on the role of amendments in soil reclamation, published in a special issue on reclamation in 2012. This was the fifth most cited article in 2018-2019. Other reviews over the years rank highly in citations and most reads.

Journal Statistics

There were 159 regular submissions to CJSS in 2019, up from 157 in 2018. Thus, we met our 2019 target. We accepted 54 manuscripts, below our target of 67 manuscripts.

We need to improve our time to get reviews and decisions out. This is a challenge, particularly due to the difficulty in getting reviewers, and in getting their reviews back once they have accepted the review. We are only at 73% of our target for return on reviewer invitations.

Our competitive downloads are low. The special issues and review manuscripts should help improve that metric.

There is a much larger portion of submissions rejected than accepted. Main reasons for rejection without review were flaws in the experimental design, presented data were insufficient to support conclusions, lack of relevance to the journal. Of the manuscripts sent for review, the main reasons for rejection by Associate Editors were lack of novelty or insufficient improvement of a manuscript based on peer review comments.

Scope

We updated our journal scope to better reflect the areas we are interested in publishing. Our new scope is as follows. "Published since 1957, this quarterly journal contains new research on all areas of soil science, including use, management, properties, and development of soils. It draws from and interfaces with numerous fields, including agriculture, agrometeorology, contaminant remediation, ecology, environmental science, environmental stewardship, forestry, geography, geology, hydrology, land reclamation, landscape processes, microbiology, soil-plant interactions, and urban uses. The journal publishes regular articles, reviews (and mini-reviews), letters to the editor, discussions (comments and replies), and short communications. The Journal publishes special issues discussing hot topics in the field of soil science and occasionally conference proceedings."

Journal Cover Photos

We need good quality photos for the journal cover pages. We need at least four a year, one for each issue. We are running a student competition to see what we might get for submissions, hoping this might address the issue.



2020 Western Councilor's Report

The primary activity of the Western Councilor during the period from June 2019 through June 2020 was the update of the CSSS website, starting shortly after the conclusion of the annual meeting in Saskatoon, ON. Updates to the CSSS website included:

- Information regarding the winners of the CSSS Student Travel Award, the C.F. Bentley Award (oral presentations), and the President's Award (poster presentations)
- Recipient of the CSSS Fellow Award (Dr. Joann Whalen)
- Photographs of the award winners were loaded to replace those from the previous year
- Minutes from the 2019 AGM and the CSSS Education Committee meeting were uploaded to the site
- August and December 2019 Newsletters
- March and June 2020 Newsletters

Following the election of a new President-elect (Angela Bedard-Haughn) and the reappointment of the Western Councilor (Rich Farrell) and Student Representative (Gazali Issah), the website was updated with regards to the new President (Nathan Basiliko), Past President (Fran Walley). Note: there was no change to the Secretary (Amanda Diochon), Treasurer (Edith Olson), Eastern Councilor (Louis-Pierre Comeau), or CJSS Editor-in-Chief (Anne Naeth).

The major initiative undertaken in 2019 was a redesign of the CSSS website to modernize the site and make it easier to navigate. The redesign was undertaken by the site's webmaster (Shirley Ho) in consultation with Rich. This required the site to be "down" for about 36 h to accommodate the changes (during which I received two inquiries about why the site was down); otherwise, there were no service interruptions during the past year. At the same time we updated our Wordpress license to take advantage of enhanced security features and improve our ability to edit information on the site.

Requests from several members for items needing to be posted (e.g., graduate student & postdoctoral opportunities, as well as several faculty positions) were received and processed.

Updates and revisions to the web pages for the Soil Education and Soil Pedology Committees were made at the request of committee co-chairs. Both committees have inquired about starting listservs for their committees, and we should have this up and running within the next few weeks.

Information regarding several conferences was uploaded to the CSSS website:

- *2020 CSSS Annual Meeting*: June 21–25, 2020 (Charlottetown, PEI) – postponed to June 6–10, 2021
- *2020 ASA-CSSA-SSSA International Annual Meeting*: November 7–11, 2020 (Phoenix, AZ);
- *EUROSOIL 2020*: August 24–28, 2020 (Geneva, Switzerland) – postponed to 2021;
- *3rd Global Soil Biodiversity Conference*: November 1–3, 2021 (Dublin, Ireland).

Updates on the status of these conferences has been (and will continue to be) updated on a regular basis.

The application form for the Student Travel Award was updated for 2020.

As part of the Society's efforts to develop a modern communications strategy involving the use of social media, I have been meeting regularly with the CSSS Communications Intern (Samantha Fowler) and the Society President (Nate Basiliko). A report on the communications strategy will be presented by Samantha at the 2020 AGM.

The CSSS has a Wikipedia page! The page had been last updated in 2017, so Maja Krizc (the page's originator) and I updated and added some new information to the page. Moving forward, monitoring the page will become a regular part of the Western Councilor's duties.

Lastly, I would like to extend my sincere appreciation to Shirley Ho for her efficient (and enthusiastic) work on the website redesign. As well, I would like to acknowledge the great work of Samantha Fowler in developing a communications strategy for the CSSS. It's been a blast working with everyone . . . the adventure continues ☺

Rich Farrell, Western Councillor

2020 Eastern Councillor report: Dr. Louis-Pierre Comeau

Since Louis-Pierre Comeau started winter (2018-2019), 5 newsletters were published (Spring 2019; summer 2019; fall 2019; winter 2020; and spring 2020). New sections were introduced in the Newsletter (retirement announcements and tours announcements). Louis-Pierre's goal is to publish one newsletter per season (i.e. 4 per year). The next edition is planned for August 2020. Louis-Pierre encouraged submissions to the newsletter, especially soil science enthusiasts and from students. He encourages supervisors to motivate their students to participate in the CSSS. Louis-Pierre is presently seeking suggestions for the next newsletter.

The Eastern Councillor is participating in the CSSS social media project and the bid to host the World Congress of Soil Science in Toronto. Louis-Pierre Comeau is responsible to handle questions, suggestions from members of Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador. Louis-Pierre can also serve as Councillor contact person for the French speaking members.

Dr. Comeau would like to continue as Eastern Councillor for another term (i.e. 2021-2022).

Finally he encourages supervisors and students to participate in the organization of the 2021 CSSS to be held in Charlottetown PEI.

Rapport du Conseiller de l'Est 2020: Dr Louis-Pierre Comeau

Depuis le début de l'hiver de Louis-Pierre Comeau (2018-2019), 5 newsletters (bulletins) ont été publiées (printemps 2019; été 2019; automne 2019; hiver 2020; et printemps 2020). De nouvelles sections ont été introduites dans le bulletin (annonces de retraite et annonces de visites des champs). L'objectif de Louis-Pierre est de publier un bulletin par saison (soit 4 par an). La prochaine édition est prévue pour août 2020. Louis-Pierre a encouragé les soumissions au bulletin d'information, en particulier les passionnés des sciences du sol et les étudiants. Il encourage les superviseurs à motiver leurs élèves à participer au CSSS. Louis-Pierre recherche présentement des suggestions pour le prochain bulletin.

Le conseiller de l'Est participe au projet de médias sociaux du CSSS et à la candidature pour accueillir le Congrès mondial des sciences du sol (WCSS) à Toronto. Louis-Pierre Comeau est chargé de répondre aux questions et suggestions des membres de l'Ontario, du Québec, du Nouveau-Brunswick, de la Nouvelle-Écosse, de l'Île-du-Prince-Édouard et de Terre-Neuve-et-Labrador. Louis-Pierre peut également servir de Conseiller auprès des membres francophones.

Le Dr Comeau aimerait continuer comme Conseiller de l'Est pour un autre mandat (c.-à-d. 2021-2022).

Enfin, il encourage les superviseurs et les étudiants à participer à l'organisation du CSSS 2021 qui se tiendra à Charlottetown Î.-P.-É.

The Rules Committee (Nathan Basiliko, Fran Walley, and Maja Krzic) met on April 24, 2020; subsequently the following key changes were made to the Rules document (last updated in 2014) and approved by the Rules Committee and Council.

- Updated links to not-for-profit corporation terms documents;
- Deleted that the Business Manager must be a CSSS member and other text about their participation in Council meetings and potentially voting;
- Removed reference to Education and Pedology as “Sub-Committees”;
- Added the following terms of reference for Education and Pedology as “Committees”:

The Education Committee shall be a standing committee of the Society and shall consist of at least four (4) members who are members of the CSSS and self identify as members of the Education Committee. The chair/co-chairs of the committee will be determined by members of the Education Committee on an annual basis. The Committee generally has four main objectives: 1) Compile and disseminate information about the soil science courses and programs at Canadian postsecondary institutions; 2) Enhance soil science education at the K-12 levels. 3) Establish and maintain contacts with the international soil science community regarding new developments in soil science education, and 4) Support informal education through communications and outreach with both specialists and the public (including via social media).

The Pedology Committee shall be a standing committee of the Society and shall consist of at least four (4) members who are members of the CSSS and self identify as members of the Pedology Committee. The chair/co-chairs of the committee will be determined by members of the Pedology Committee on an annual basis. The mandates of the committee generally include: 1) Improvement of the taxonomic classification system for Canadian soils through revision of the system supported by new information; 2) Maintenance of contact with the international pedological community on new developments in soil genesis and classification; and 3) Compilation and dissemination of information about the genesis, distribution, classification and wise use of Canadian soils.

- Changed all uses of his or her to “their”;
- Regarding Past President roles- removed specific reference to AIC and other specific awards by name to be considered/promoted for members;
- Changed social media responsibility from Western Councillor: Noted that “Both Eastern and Western Councillors ensure that a team is in place for effective and prudent social media and other informal communications in collaboration with the Education Committee, as guided by the Communications Plan.”;
- Removed all reference to AIC regarding CJSS;
- Removed Affiliation with AIC and the Canadian Societies for the Geophysical Sciences (CSGS), while IUSS and the Global Soil Partnership of the Food and Agriculture Organization of the United Nations remain;
- Removed amounts and numbers of travel awards, and changed wording to give some flexibility to the Awards Committee (as approved by Council);

- Added “CSSS-CJSS Student Travel Awards for International Soil Science Meetings” to the Student Travel Awards with loose terms to be defined by the Awards Committee and approved by Council.;
- Changed EIC term to 3y and drafted text to note that council should approve the EIC in consultation with the EEIC from CSP: **NOTE THAT CSP IS CURRENTLY DRAFTING A NEW MOU WITH US, AND THESE TERMS WILL VERY LIKELY CHANGE SOON**

“The process of choosing the Editor-In-Chief of CJSS is as follows: The Executive Editor in Chief of Canadian Science Publishing (CSP, “The Publisher”) in consultation with the outgoing CJSS EIC recommends a replacement Editor of CJSS. This person must be subsequently be appointed by the Council. The EIC must be a member of the CSSS. The term is 3 years, however can be extended at the discretion of the CSP Executive Editor in Chief and reappointed by Council.”

Rules and Guidelines Relating to the Conduct of the Affairs of the Canadian Society of Soil Science (CSSS) Updated April 2020

1. Precedent of this Document

The governance of the CSSS is based in sequence by the Act¹, then by the By-laws², 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. ***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.*** 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.

¹"Act" means the *Canada Not-For-Profit Corporations Act* 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: <https://laws.justice.gc.ca/eng/acts/c-7.75/>

²By-laws to the conduct of the affairs of Canadian Society of Soil Science Inc. Available at: <http://csss.ca/wp-content/uploads/CSSS-By-Laws-2014.pdf>

2. Definition of board, Council, directors and Councillors

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.e.* a nine (9)-member Council has a quorum of five (5). By precedent, ***the board is known as the ‘Council’ and the directors as ‘Councillors’***, 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.

3. Election of Councillors

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.

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. 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. Ballots shall be received and tabulated by an employee in the CSSS Business Office and forwarded to the Secretary for review.

4. Appointment of Officers

The By-laws provide that the Secretary, Treasurer and Editor In Chief (EIC) of the Canadian Journal of Soil Science (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.

The process of choosing the Editor-In-Chief of CJSS is as follows: The Executive Editor in Chief of Canadian Science Publishing (CSP, "The Publisher") in consultation with the outgoing CJSS EIC recommends a replacement Editor of CJSS. This person must subsequently be appointed by the Council. The EIC must be a member of the CSSS. The term is 3 years, however can be extended at the discretion of the CSP Executive Editor in Chief and reappointed by Council.

5. Roles of Councillors

The By-laws allow that specific roles be assigned to Councillors. To continue precedent, the Councillors of the Council shall be:

1. President-Elect, as elected by all members of CSSS with a one-year term and to become the President in the next year.
2. President, from the position of President-Elect of the previous year, to serve as chair of the Council with a one-year term.
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.
4. Secretary, appointed by Council as an officer of Council with a three-year term.
5. Treasurer, appointed by Council, as an officer of Council with a three-year term.
6. Eastern Councillor, as elected by all members of CSSS with a two-year term.
7. Western Councillor, as elected by all members of CSSS with a two-year term.
8. Graduate Student Councillor, as elected by student members of CSSS with a one-year term
9. Editor In Chief of the Canadian Journal of Soil Science (CJSS), appointed as an officer of Council for three years.

6. Registrar/Office Manager

The Council may appoint or hire a Registrar/Office Manager to administer the CSSS Business Office. The Registrar/Office Manager 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. The Registrar/Office Manager 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:

1. On behalf of the Treasurer, prepare cheques; manage petty cash, chequing and savings accounts.
2. Be a signing authority on the CSSS bank accounts. Maintain records of membership, incorporation and related correspondence.
3. Prepare and distribute emails to members, newsletters, award certificates.

7. Duties and Expectations of Councillors:

All

1. Take part in meetings, teleconferences and email exchanges to the fullest extent possible.
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).
3. Mentor new Council members and new CSSS members.
4. Take on special projects in the support of the objectives of the CSSS as opportunities and needs arise.
5. Encourage nominations for CSSS Awards.
6. Become familiar with the rules of Canada's Not-for-profit Corporations Act. Details at: <https://laws.justice.gc.ca/eng/acts/c-7.75/>
7. All Councillors are strongly encouraged to read the "Primer for Directors of Not-for-Profit Corporations: Rights, Duties and Practices" available at: https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h_cl00688.html

President

1. Chief Executive Officer of the Society.
 - a. Presides at all meetings of the Society and of Council and has general and active management of the affairs of the Society.
 - b. Sees that all orders and resolutions of Council are carried into effect.
2. Chair of the Rules Committee.
3. As Chief Executive Officer:
 - a. 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.
 - b. Arranges and conducts via CSSS Secretary E-mail Council meetings as required throughout the year.
 - c. 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.
 - d. Arranges for and conducts the annual meeting of CSSS Council, and the Annual General Meeting of the CSSS.
 - e. Updates, as required, CSSS Council job descriptions.
4. Public relations contact for the Society and communicates with the membership (e.g. in the newsletter).
5. Writes official letters of congratulations to the successful nominees of the CSSS Fellow, Honorary Membership or Soil Science for Society Awards.
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.
7. Maintains schedule for the CSSS activities, and ensure progress.

Secretary

1. Records the activities of the Society and assists Council to carry out the objectives of the
2. 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.

3. Responsible for general correspondence of the Society.
4. 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.
5. 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.
6. 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 (*Some of these duties are completed by the Treasurer; others are completed by contractors at the direction of the Treasurer*):

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

President-Elect

1. Chair of the Awards Committee with duties as follows:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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).
 - e. Contacts nominators requesting they convey outcomes of Awards Committee decisions to unsuccessful Fellow, Soil Science For Society or Honorary Member nominees.
 - f. Notifies Travel Award applicants about the Awards Committee's decision.
 - g. Arranges preparation of the Fellow and Honorary Membership certificates (template with Business Office and Secretary) and selects a suitable frame.
 - h. 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.
 - a. 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.
- b. 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).
 - c. 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.
 - d. 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.
- a. 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.
 - b. Arranges with the Annual Meeting organizers to set aside complimentary banquet tickets in registration packages for the new Fellows and Honorary Members (plus guests).
 - c. 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.
 - d. 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., awards from other societies and also helping appoint CSSS members to roles on the Global Soil Partnership, the International Technical Panel on Soils, and other relevant UN-FAO positions).

Graduate Student Councillor

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.
 - a. Cover concerns of members within respective region.
 - b. Cover the concerns of international members as needed.
 - c. Correspond as needed to new and interested members within respective region.
2. Communication/publicity issues.
 - a. 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.
 - b. The Western Councillor oversees the CSSS website and ensures information is correct and up-to-date. This also includes working with a web designer to co-ordinate revisions, and keeping the Wikipedia page on the Canadian Society of Soil Science updated.
 - c. Both Councillors ensure that a team is in place for effective informal communications (notably effective and prudent use of social media to contribute to the CSSS Mandates) via the Education Committee.

Editor In Chief of CJSS

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:*

1. **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.
2. **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 may include a Nominations Committee, a Membership Task Force, etc.

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.

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 entitled to vote, to be adopted. For example, the election of Councillors is a decision that is usually made by ordinary resolution.
- "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.
- 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 in advance of the AGM.
- 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.

Finance Committee

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.

Education Committee

The Education Committee shall be a standing committee of the Society and shall consist of at least four (4) members who are members of the CSSS and self-identify as members of the Education Committee. The chair/co-chairs of the committee will be determined by members of the Education Committee on an annual basis. The Committee generally has four main objectives: 1) Compile and disseminate information about the soil science courses and programs at Canadian postsecondary institutions; 2)

Enhance soil science education at the K-12 levels. 3) Establish and maintain contacts with the international soil science community regarding new developments in soil science education, and 4) Support informal education through communications and outreach with both specialists and the public (including via social media.

Pedology Committee

The Pedology Committee shall be a standing committee of the Society and shall consist of at least four (4) members who are members of the CSSS and self-identify as members of the Pedology Committee. The chair/co-chairs of the committee will be determined by members of the Pedology Committee on an annual basis. The mandates of the committee generally include: 1) Improvement of the taxonomic classification system for Canadian soils through revision of the system supported by new information; 2) Maintenance of contact with the international pedological community on new developments in soil genesis and classification; and 3) Compilation and dissemination of information about the genesis, distribution, classification and wise use of Canadian soils.

9. Accounts and Financials

The Treasurer is the responsible Councillor. In routine operation, all financial transactions require the signature of 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.

There will be a petty cash account from which the office manager can make direct payments, with their signature alone, for routine minor items such as postage, stationary, printing, and office supplies.

There will be a chequing account and a savings account, and there may be other simple investments such as GICs as determined from time to time by the Council to be in the best interests of CSSS.

Every year, the financial records are to be reviewed by at least two and up to three financial 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.

10. Order of Business

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:

1. Review, revise and approve agenda.
2. Review, revised and approve minutes of the last meeting.
3. Business arising out of the minutes.
4. Communications.
5. Reports of officers and committees.
6. Unfinished business.
7. Resolutions.
8. New business.

This order may be varied for any meeting by a majority vote of those present.

11. Awards

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:

The CSSS may bestow a **FELLOW AWARD** to a member of the CSSS according to the following provisions:

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.
2. Nominees must have a distinguished record of service in any field of soil science.
3. Each nominee must have one nominator and three supporting sponsors.
4. Members of CSSS Council or the Awards Committee cannot serve as a nominator or sponsor.
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.
6. Up to two CSSS members can receive a Fellow Award in any calendar year.
7. CSSS will endeavor to publicize Fellow Award recipients.
8. Unsuccessful nominees may be re-nominated in a following year with new supporting documentation. A new nominator or new sponsors may be used.

The CSSS may award a **CSSS HONORARY MEMBERSHIP AWARD**. This Award honours non-members who have rendered valuable or special service to soil science in Canada.

The CSSS may award a **SOIL SCIENCE FOR SOCIETY AWARD** according to the following provisions:

1. This is awarded to a member or non-member who has made a contribution towards promoting soil science to the general public.
2. The Award shall be made at the AGM of the CSSS and the recipient will be given a suitably inscribed plaque or certificate.
3. CSSS will endeavor to publicize this award.

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.

The CSSS may give a **PEDOLOGY TRAVEL AWARD** to a member in good-standing to attend a pedology-related national or international conference or workshop. The award shall cover expenses related to attendance at the meeting (registration, air/ground transportation, accommodations, meals). With the approval of Council, the Awards Committee should determine and assign the maximum value of the award.

The CSSS may award **STUDENT TRAVEL AWARDS**. This is to support a student to travel to the annual conference. These are awarded according to the following provisions:

1. Students must be CSSS members to apply.
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.
3. The research summary provided by the student must be reasonable (rationale, hypothesis, objective)

and clearly written.

4. Preference will be given to students who have not previously received a travel award.
5. The student must have had the application form signed by their supervisor or department chair.

With the approval of Council, the Awards Committee should assign the number and value of the awards. Additionally, the Awards Committee may award Student Travel Awards for International Soil Science Meetings (typically 2 per year, as approved by Council) and will communicate the procedures and terms on the CSSS website and in the Newsletter.

The CSSS may give **STUDENT PRESENTATION AWARDS**, 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)). As of 2020, the Bentley award winner receives \$500, the first runner-up \$300, and the second runner-up \$200; the President's Poster award winner receives \$500, the first runner-up \$300 and the second runner-up \$200. Small modifications may be made at the discretion of the Awards Committee (e.g. awarding a tie for runner-up, which would result in a \$100 increase in expenditure).

The CSSS may give **CSSS STUDENT BOOK AWARDS** to recognize undergraduates at Canadian universities who demonstrate excellence in Soil Science. Award winners receive a copy of Soil Sampling and Methods of Analysis (2nd Edition), published jointly by CSSS and CRC Press in 2007. Candidates are nominated by their academic department.

12. Annual General Meeting (AGM)

There will be an 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. The exact quorum should be determined prior to each AGM. Normally the AGM is held in conjunction with the annual CSSS technical conference.

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.
2. Elections may take place at the AGM, but in general electronic voting is preferred.
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.
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.

13. Technical Meetings and Workshops

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.

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

In all conferences and technical meetings, CSSS will endeavor to create opportunities for Certified Crop Advisors (CCAs) to take part and to earn points. This requires that the Local Organizing Committee apply for recognition from the CCA organization.

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.

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

14. Newsletters and Web Page

CSSS will prepare newsletters, maintain a web site, and may undertake social media communications, soon to be guided by the Societies Communication Plan that is being drafted in 2020 for consideration at the 2020 AGM.

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.

Review and provision of materials for the CSSS web page is the responsibility of the Western Councillor. Both Eastern and Western Councillors ensure that a team is in place for effective and prudent social media and other informal communications in collaboration with the Education Committee, as guided by the Communications Plan.

15. Fees

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

- Regular members - \$90.
- Fellow members - \$90.
- Student members, who are students of soil science at a Canadian university or are Canadian students studying soil science at a university abroad - \$10.

- Post-doctoral fellow (PDF) members, who hold a formal post-doctoral fellowship at a Canadian university or Canadian federal government department or are Canadian PDFs working abroad - \$45.
- Retired members, who were previously Regular members and who have retired from their formal employment - \$30. Fellow Emeritus members, who are Fellows of the CSSS and who have retired from their formal employment - \$0.

16. Affiliations

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

The Canadian Journal of Soil Science is the official journal of CSSS. CJSS is owned by CSP. The Editor In Chief of CJSS is appointed as outlined in Rule #4 and must be a CSSS member. The Associate Editors of CJSS are approved by the EIC of CJSS may, or may not, be members of CSSS.

17. Insurance

CSSS Council should obtain Director's and Officers (D & 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.

18. Changes to these Rules

These rules may be added to, amended or repealed as outlined in Rule #8 under "Rules Committee" or Rule #12.