



Rules and guidelines relating to the conduct of the affairs of the Canadian Society of Agronomy Inc. (CSA)

Updated June 2020

1	Precedent of this document The governance of the CSA is based in sequence by the Act, then by the By Laws, 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 from time to time at the sole discretion of the board and the current version is to be filed at the head office of the CSA. The current version of this document is available to any voting member of the CSA at any time at their request, and all members shall be made aware of the existence of this document.
1.1	Definition of board and Executive The Articles specify that the board consists of between 3 and 12 members, and 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.” By precedent, the board is known as the ‘ Executive ’, and these terms are considered synonymous here. Further in this document, the term Executive is used, and refers exclusively to the board as defined in the By Laws.
2	Roles of the directors of CSA The By Laws allow that specific roles be assigned to directors. To continue precedent, the directors of the Executive shall be: President Elect, as elected by all members of CSA and to serve as vice chair of the Executive, with a one-year term and to become the President in the next year. President, from the position of President Elect of the previous year, to serve as chair of the Executive with a one-year term. Past President, from the position of President of the previous year, with a one-year term. Secretary/Treasurer, a single combined position as elected by all members of CSA, with a two-year term. Eastern Director, as elected by all members of CSA with a two-year term staggered with respect to the term of the other Eastern Director. Eastern Director as elected by all members of CSA with a two-year term staggered with respect to the term of the other Eastern Director.

	Western Director as elected by all members of CSA with a two-year term staggered with respect to the term of the other Western Director. Western Director as elected by all members of CSA with a two-year term staggered with respect to the term of the other Western Director. Student Director as elected by all members of CSA with a one-year term Industry Director as elected by all members of CSA with a two-year term. CSA Technical Editor of the Canadian Journal of Plant Science (CJPS) to be a director of CSA The CJPS Technical Editor (TE) representing the CSA will be allowed the full rights of a director, including voting. The TE position is determined by a process established by the publisher Canadian Science Publishers (CSP), but CSA strives to have the TE selected from among nominations by the CSA of CSA members.
3	Executive Director The Executive may appoint or hire an Executive Director. The Executive Director shall be a member of the CSA and may be allowed to take part in meetings of the directors, and will be asked to leave the meeting when there is potential conflict of interest with the topic under discussion. If the Executive Director receives payment for services to CSA, he is not eligible to vote as a member of the Executive. The role and responsibilities of the Executive Director will be defined from time to time by the Executive, and based on precedent these include: 1. attend Executive meetings and the AGM when possible 2. on behalf of the Secretary/Treasurer; record minutes of Executive and general meetings; prepare financial statements and budgets; prepare cheques; manage petty cash, chequing and savings accounts 3. be a signing authority on the CSA bank accounts 4. maintain records of membership, incorporation and correspondence 5. annually update corporate registration and lists of directors with Industry Canada 6. prepare and distribute emails to members, newsletters, award certificates 7. maintain a schedule of activities and remind the Executive as required 8. solicit sponsorship monies as requested by the Executive
4	Expectations of the directors: All 1. take part in meetings, teleconferences and email exchanges to the extent possible 2. represent the CSA, promote agronomy and the CSA, and encourage membership in the CSA and subscription to the Canadian Journal of Plant Science (CJPS) 3. mentor new Executive members and new CSA members 4. take on special projects in the support of the objectives of the CSA as opportunities and needs arise

President

1. serve as chair of the Executive of Directors
2. main contact person for the CSA
3. liaise with other organizations
4. chair meetings and teleconferences, seek consensus or initiate votes on issues
5. while in office maintain files related to the business of the CSA, including correspondence and project reports, and pass files to the next President as needed
6. maintain schedule for the CSA activities, and ensure progress
7. with Secretary-Treasurer, make decisions on small and discretionary items of business such as small purchases, and on directions given to the Executive Director or other contractors
8. report to members in various ways, including report to the Annual General Meeting (AGM) and messages in the newsletters
9. be a signing authority

Secretary/Treasurer

1. responsible to ensure financial records are maintained, direct payment of invoices, and do financial planning including investments
2. responsible to ensure AGM minutes are recorded and verified, and shares or delegates responsibility to take notes at other meetings
3. with President, make decisions on small and discretionary items of business such as small purchases and on directions given to the Executive Director or other contractors
4. maintain decision records, and ensure that the CSA activities coincide with agreed upon directions
6. report to members in various ways, including report to the AGM and messages in the newsletters
7. be a signing authority

President Elect

1. serve as the vice chair of the Executive
2. accept mentoring and become familiar with the CSA decision process and the CSA activities
3. play a prominent role in special projects on behalf of the CSA
4. may be a signing authority

Past President

1. continue to mentor other Executive members
2. ensure continuity of the CSA directions
3. chair Nominating Committee for awards and elections, and may delegate part or all of this responsibility (such as for the CJPS Best Paper award)

	5. may be a signing authority Student Director 1. facilitate communication between graduate and undergraduate student members and the Executive and among graduate and undergraduate student members 2. advise on graduate and undergraduate student activities such as social or technical activities at the annual conference Industry Director 1. facilitates communication between the CSA and industry on relevant agronomic topics 2. suggests CSA activities and communications that could provide increased benefit to CSA industry members 3. plays a prominent role in special projects on behalf of the CSA Other Directors 1. play a prominent role in special projects on behalf of the CSA
5	Accounts and financials The Secretary/Treasurer is the responsible director. 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 may include the president elect, president, past president, secretary/treasurer and Executive director. There will be a petty cash account from which the Executive Director can make direct payments, with his 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 debt investments such as GICs as determined from time to time by the Executive to be in the best interests of CSA. There will be a separate savings account to support the Pest Management Award, with the award funds withdrawn from this account each year. This account does not normally receive income from the CSA general accounts, and the intention is that once this account is depleted, the Pest Management Award will be discontinued. Donations to the Pest Management Account have occurred and may occur, and these prolong the award. Every year, the financial records are to be reviewed by someone who is not a member of the Executive. The Treasurer and Executive Director will provide any information requested for this review. The choice of Reviewer will be proposed and voted on at the AGM, or by electronic ballot.

6	Order of business The order of business at all Executive meetings, at the Annual General Meeting of the CSA, 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.
7	Awards The CSA shall have an Awards and Recognition Committee appointed by the President, normally chaired by the Past President and confirmed by the Executive before each AGM. The Awards and Recognition Committee will seek nominations from among the CSA's regular members for its awards. The Awards and Recognition Committee report to the Executive shall be final. Awards may be presented at the AGM or they may be presented at some other event of the CSA annual meeting, or they may be delivered on some other way to the recipients. CSA Awards Committee members or CSA Executive members are not eligible to receive CSA professional awards (Early Career Agronomist, CSA Fellow or CSA Distinguished Agronomist) while they serve on these committees and/or boards. However, CSA executive members are eligible to receive graduate student awards and CJPS awards. CSA Executive members are expected to disclose any conflict of interest when being selected to serve on CSA awards committees or as nominees for CSA awards. The CSA may award a CSA FELLOW AWARD (mid-career award) to a member of the CSA according to the following provisions: 1. Candidate must be a member of the CSA with at least 10 years standing. 2. Candidate must have a distinguished record of service in any field of agronomy. Actively engaged in research, teaching, extension or admin or some combination thereof in Canada for at least 10 years but less than 20. 3. The recipient of a Fellowship Award will be named "Fellow of the Canadian Society of Agronomy". 4. The award of Fellowship shall be made at a gathering of the CSA and the recipient will be given a suitably inscribed plaque; CSA will cover conference registration.. 5. CSA will endeavor to publicize this award.

The CSA may award a **DISTINGUISHED AGRONOMIST AWARD** (late-career award) to a member of the CSA according to the following provisions:

1. Candidate must have been a member of the CSA with at least 15 years standing.
2. Candidate must have a distinguished record of service to the CSA and in the field of agronomy. Actively engaged in research, teaching, extension or admin or some combination thereof in Canada for more than 20 years.
3. A Fellow of the CSA may be nominated for a Distinguished Agronomist Service Award.
4. The Distinguished Agronomist Award shall be made at a gathering of the CSA and the recipient will be given a suitably inscribed plaque; CSA will cover conference registration; CSA may cover up to \$2500 for travel expenses to present at the AGM; CSA will allocate a speaking slot to the award winner of at least 30 minutes at the annual meeting..
5. Funds for travel expenses or conference registration for the recipient, may be attributed to the funds received annually from Canadian Science Publishers (CSP) as per the MOU which is in effect from June 2015 to June 2020. Acknowledgement to CSP is expected.
6. CSA will endeavor to publicize this award.

No candidate will be eligible for both a Fellowship and a Distinguished Agronomist award in the same year. The CSA, at the recommendation of the Awards and Recognition Committee, may award more or less than one Fellowship and Distinguished Agronomist Award in a given year.

The CSA may award a **PEST MANAGEMENT SCHOLARSHIP** to a qualified graduate student enrolled at a Canadian University with research programs relevant to pest management.

1. The CSA shall have a Pest Management Scholarship Committee appointed by the President, normally chaired by the Past President and confirmed by the Executive before each AGM.
2. The Pest Management Scholarship Committee will seek applicants from qualified graduate students at Canadian Universities.
3. Applicants must be CSA members. The scholarship will be awarded to a graduate student conducting research on a pest management topic related to agronomic research. The Award shall be for a minimum of \$500.00. If an award is not made in any year, the income from the Fund will be retained in it. Presently, a commercial interest has also contributed up to \$1000 for travel costs so the award winner can present a paper (15 minute time slot) at the

	annual CSA conference. The recipient will be given a suitably inscribed certificate. 4. The presentation at the conference of the research supporting this award is not eligible to be entered in the student presentation awards, but of course a paper by the same speaker on another topic may be eligible for the student presentation awards. 5. The Awards Committee shall establish the evaluation criteria for the granting of the Award and select the winner. 6. The Awards Committee report to the Board shall be final. 7. CSA will endeavor to publicize this award. 8. Students are eligible for this award once in their MSc. and once in their PhD. The CSA may award an EARLY CAREER AGRONOMIST AWARD to a member of the CSA according to the following provisions: 1. The candidate is within 10 years of the start of his/her career, or within 10 years of earning his/her last degree, and has 5 years or more of regular membership (0.5 year will be counted for each year that the nominated member was a student member of the Society) 2. The candidate will have made an outstanding contribution to Agronomy since the beginning of his career. 3. The recipient will be given a suitably inscribed plaque; CSA will cover conference registration.. 4. CSA will endeavor to publicize this award. The CSA may award a BEST PAPER IN CANADIAN JOURNAL OF PLANT SCIENCE (CJPS) AWARD. 1. The process to date has been to have the Editor responsible for agronomy papers in CJPS select about 10 papers as candidates. 2. A committee of about 3 members of CSA then reviews these 10 papers and selects the best paper. 3. The recipient will be given a suitably inscribed, framed certificate and is offered to opportunity to present a paper (15 minute time slot) at the annual CSA conference, along with a \$500 bursary 4. The CSA may contribute up to \$2500 towards travel expenses plus conference registration for presenting author, this money may be attributed to the funds received annually from Canadian Science Publishers (CSP) as per the MOU which is in effect from June 2015 to June 2020. Acknowledgement to CSP is expected. 5. CSA will also endeavor to have a precise of this paper published in a popular press journal, such as Top Crop. The CSA may award up to five ALI NAVABI STUDENT TRAVEL AWARDS. This is to support a graduate student member to travel to the annual conference and present a paper. The amount is nominally \$500 per
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	student. The \$2000 received from the Agricultural Institute of Canada (AIC) annually as per the MOU, which is in effect from January 2016 to January 2021, contributes to this award. Acknowledgement to AIC is expected. The Executive may decide to award fewer or more than the implied 5 awards on year to year basis. The CSA may award the OUTSTANDING CJPS REVIEWER FOR THE YEAR and/or the OUTSTANDING CJPS ASSOCIATE EDITOR FOR THE YEAR, based on recommendations from the Editor. Note that CSP also recognizes these persons. The recipients will be given a suitably inscribed certificate, given at a CSA function.
8	Annual General Meeting (AGM) There will be an AGM as specified in the By Laws. Normally the AGM is held in conjunction with the annual CSA technical conference. 1. Where possible, reports from Executive 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 CSA annual meeting, or they may be delivered on some other way to the recipients. For the AGM, a specific vote is to be called to approve the person who will do a review of the financial records for the year.
9	Technical meetings and workshops The CSA will endeavor to hold an annual technical conference, with location and program decided by the Executive. Often these meetings are held in conjunction with the meeting of another society, and the details of this association are negotiated for each case. Typically, a local organizing committee (LOC) is established, with at least one person identified to report to the CSA Executive. The local 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, CSA seeks partner societies to extend the technical interest in the conference and to share risk, and this in particular needs early planning. A conference budget should be prepared as one of the first initiatives by the LOC, and the budget should be presented to the Executive. On a case by case basis, the Executive may extend financial support for conference activities such as travel of keynote speakers, full membership mixers, student mixers, etc.

	In all conferences and technical meetings, CSA will endeavor to create opportunities for Certified Crop Advisors (CCAs) to take part and to earn points. This required that the local conference committee apply for recognition from the CCA organization. Decisions must be made and documented about sharing of financial risk. Often, the CSA will advance money to the conference committee, who maintain separate accounts. The CSA may sign contracts related to the conference, or this may be done solely by the local 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 committee will be responsible to present a budget and a final accounting of the conference to the Executive. The annual conference is an opportunity to highlight CSA award winners. As such, oral presentation slots are made available for the winners of the CJPS Best Paper Award (15 minutes), Distinguished Agronomist Award (30 minutes) and the Pest Management Award (15 minutes). CSA offers up to \$500 to the presenter related to the CJPS best paper award. Sponsorship money is usually available for the Pest Management Award winner. Conference fees for these people are waived. CSA gives awards to student oral and poster presentations. A judging committee of at least 3 CSA members is set up, and judging guidelines are available from previous years. The President Elect usually chairs this judging committee. Up to 3 awards are given each for oral and poster presentations. The judges may decide to give fewer awards, if there are too few presentations or none are of good quality. The awards are partially funded by a corporate sponsor. Each year the Executive decides on the total award amount, and recently it has been \$3000, so that CSA funds the balance from general accounts. The awards are graded from 1st to 3rd and with oral greater than poster. The Executive may decide to support other technical meetings or workshops in any year, such as the Atlantic Regional Agronomy Workshop. Such support may be in name, administrative and/or financial as decided by the Executive.
10	Web page, social media and newsletter

	CSA will maintain a web site, prepare newsletters and may undertake social media communications. The Executive Director will arrange web hosting and development. These will be 2-4 newsletters prepared each year. These may be fully electronic or printed copy, at the decision of the Executive from time to time, and will be assembled and prepared by Head Office personnel. 1. Review and provision of materials for the web page and social media are the collective responsibility of the Executive, although one Executive member may take the lead. 2. Someone is assigned to review all the web page content regularly, so ensure it is up to date. 4. Newsletter content is flexible but would typically include a message from the president, news of upcoming CSA meetings and special topic articles often solicited from Executive members. 5. In appropriate issues the newsletter may include nominations and biographies, abstracts of the CJPS best paper, financial reports, etc.
11	Fees The Executive may change the membership categories and fee schedule from time to time. The present categories and fee schedules are: 1. Regular (voting) members - \$100 2. Graduate student (voting) members, who are students of agronomy at any Canadian university or are Canadian students studying agronomy at a university abroad - \$25 3. Post-doctoral fellowship (voting) members, who hold a formal post-doctoral fellowship at a Canadian university - \$50 4. Retired (voting) members, who were previously Regular members and who have retired from their formal employment - \$30 5. Emeritus (voting) members, who are Fellows of the CSA and who have retired from their formal employment - \$25 6. Undergraduate student (non-voting) members, who are students at any Canadian university - \$15 7. Active Associate Editors of CJPS receive a complimentary CSA membership.
12	Changes to these rules These rules can be changed by a vote among members of the Executive.
13	Relationship of CSA to CJPS The Canadian Journal of Plant Science is owned by CSP and publishes papers relevant to the interests of CSA and certain other societies. There is a rotating roster of 3 editors, one of whom represents agronomy. The Associate Editors of CJPS are appointed by a policy committee of CJPS, but CSA solicits candidates for agronomy editor and associate editors from among CSA membership. CSA also actively advises on how CJPS might be improved and CSA envisions CJPS as one of its prime products/services.
14	Insurance

	CSA may decide to purchase director's liability insurance, and this has been the consistent practice for several years to date.
15	Corporate sponsorship CSA seeks corporate sponsorship for a number of activities. 1. A Prospectus is sent to potential sponsors asking for sponsorship in the order of \$500 to \$5000 per year to support general CSA activities. 2. A sponsor, recently SeCan, is approached to sponsor student oral and poster presentation awards. 3. A sponsor, recently Bayer, is approached to sponsor travel funds for the winner of the Pest Management Award to attend and present at the annual conference. 4. AIC (\$2000, earmarked for student presentations) and CSP (\$8000 earmarked for the conference) are also sponsors
	Possible topics for future rules and guidelines • Operational aspects of elections • International programs