

**CANADIAN SOCIETY OF ANIMAL SCIENCE
HANDBOOK**

9th Revised Edition

July 2020

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PURPOSE

The purpose of this document is to provide the currently sitting executive of the Canadian Society of Animal Science information on the operations of the Corporation. Basic responsibilities are outlined in the General Operating By-Laws. The following information is presented to complement these and to indicate where precedent has affected these duties.

RELATED DOCUMENTS

The General Operating By-Laws of the Canadian Society of Animal Science stipulate the legal governance of the Corporation. Any activities undertaken by the Corporation must follow these By-Laws. The By-laws supersede the handbook in any and all cases of disagreement between the documents. *All Executive Committee members should have read and be aware of the content of the By-Laws and act according to the By-Laws.*

DEFINITIONS

The ‘*Executive Committee*’ consists of the officers (President, President-Elect, Vice-President, and Secretary-Treasurer), Eastern Director, Western Director, 2-3 Directors-at-Large, the Editor-in-Chief of the Canadian Journal of Animal Science, and the Past-President.

‘*Society*’ refers to the Canadian Society of Animal Science (CSAS). This is equivalent to ‘corporation’ as used in the By-Laws.

‘*Annual Conference*’ refers to the annual scientific conference of the Corporation.

‘*Members*’ refers to members of the Corporation.

‘*Eastern*’ refers to association with a Canadian institution east of the Manitoba/Ontario border

‘*Western*’ refers to association with a Canadian institution west of the Manitoba/Ontario border

EXECUTIVE COMMITTEE

1. General Description of the Executive Committee
 - a. The ‘*Executive Committee*’ consists of the officers (President, President-Elect, Vice-President, and Secretary-Treasurer), two (2) Eastern Directors, two (2) Western Directors, two to three (2-3) Directors-at-Large, the Editor-in-Chief of the Canadian Journal of Animal Science, and the Past-President. The general structure of the Executive Committee is provided in **Table 1**.
 - b. At a minimum, the Executive Committee meets at the annual conference, prior to the Annual General Meeting, and at a mid-point in the year (Between December and February). When possible, and necessary, additional meetings can be arranged to address ongoing or new business.

Table 1. Structure of the Executive Committee of the Canadian Society of Animal Science.

| Position | # | Term (Years) | Duties/Positions |
|---------------------------------|----------|--------------------------------------|---|
| Officer-Directors | 3 | Three (3) consecutive one-year terms | Vice-President (year 1) President-Elect (year 2) President (year 3) |
| Officer-Director | 1 | 3 | Secretary-Treasurer |
| Past-President | 1 | 1 | Past Officer-Director (year 4) |
| Eastern/Western Director | 4 | 2 | As assigned |
| Director-at-Large | 2 - 3 | 3 | As assigned |
| CJAS Editor-in-Chief | CJAS EIC | 3 | CJAS EIC |
| Student Ambassador | 2 | 1 | CSAS promotion and communication to students |

ROLES AND DUTIES OF THE EXECUTIVE COMMITTEE

Basic responsibilities are outlined in the CSAS By-Laws and thus the following information is presented to complement these and to indicate where precedent has affected these duties. No one is allowed to hold more than one (1) officer position simultaneously.

Meetings of this committee are routinely scheduled by the President and will be conducted according to Robert's Rules of Order. At minimum, meetings consist of a mid-year meeting, held between November and February each year at a location decided on by the President, and an Annual General Meeting, held in conjunction with the annual conference. At these meetings, updates are provided by the Executive Committee members on activities, upcoming commitments and resources required, and any new business.

Vice-President

This is a one-year position. The Vice-President is the Junior Conference Co-ordinator, in which position, he/she shall be responsible for establishing contact with the local organizing committee for the annual conference to be held in the subsequent year and be in close contact with the President-Elect and the members to ensure continuity of co-ordination activities from year to year. The Vice- President is responsible for general oversight and maintenance of the Corporation's website, except where specific responsibility has been outlined herein.

President-Elect

This is a one-year position. The President-Elect shall prepare plans for the Corporation's operation to be implemented during his/her subsequent term as President. The President-Elect shall, in the absence of the President or if he/she is otherwise not able to function in such position, assume the duties and responsibilities of the President, as well as carry out such other duties as are assigned to him/her by the Executive Committee or the President. The President-Elect shall

be the Senior Conference Co-ordinator and provides a link between the local organizing committee, the members, and the Executive Committee. At the end of the one-year term, the President-Elect becomes the President.

President

This is a one-year position. The President shall be responsible for the overall direction of the Corporation. The President is responsible for organization of meetings of the Executive Committee and Members, including, at minimum, the mid-year and annual meeting of the Executive Committee and the AGM and annual banquet and awards ceremony. The President shall, when present, preside at all meetings of the Executive Committee and the Members. The President shall be the chief spokesperson of the Corporation and is responsible for being its public representative with third party organizations. The President shall perform such other duties as are assigned to him/her by the Executive Committee or the By-Laws. Authority is given to the President for prior approval of necessary expenses related to Executive Meetings. Any decision made by the President outside of those described above shall be made after consultation with at least one (1) officer and shall be reported to the Executive Committee at the next meeting. At the end of the one-year term, the President becomes the Past-President.

Secretary-Treasurer

This is a three-year position. The Secretary-Treasurer attends and will be the secretary of all meetings of the Executive Committee and Members and maintain a written record of the minutes of all such meetings. They will also be responsible for the maintenance and auditing of proper accounting records as well as the deposit of money, the safekeeping of securities and the disbursement of funds of the Corporation, and be the primary contact for the Corporation in the event of an audit. The Secretary-Treasurer will be responsible for presenting an annual budget proposal and financial reports and statements on the financial operations of the Corporation.

Past-President

This is a one-year position. The Past-President is responsible for review and revision of CSAS By-Laws and Handbook and for acting as returning officer for CSAS officer elections.

Eastern and Western Directors

These are two-year terms. There is one Eastern and one Western Director position on the Executive Committee. In the first year, Directors act as Assistant Awards Chair or Assistant Communications and Membership Chair. The exact position is based on the current Awards Chair and Membership chair whereas the Chair and Assistant chair do not represent the same region (Eastern/Western). These are two-year terms. In the first year of the term, the Western Director acts as either Assistant Awards Chair or Assistant Communications and Membership Chair. In the second year, the Directors become Awards Chair or Communications and Membership Chair, with all associated duties.

Director-at-Large

There are two (2) to three (3) Director-at-Large positions on the Executive Committee; each position is a three-year term. Directors-at-Large assist in actively promoting the Corporation to

members, and especially non-members, involved in animal science related industries, government organizations, and the general public. As such, at least one of the Directors-at-Large should be a non-academic, industry-focused individual. Directors-at-Large also assist with the operations of the Corporation as needed and directed by the Executive Committee.

Editor-in-Chief of the Canadian Journal of Animal Science

This is an ex-officio position held by the current Editor-in-Chief of the Canadian Journal of Animal Science and is a three-year term, or when a successor is named. This position on the Executive Committee is to facilitate communication between the journal, Canadian Science Publishing, and the Executive Committee.

Student Ambassadors

Up to two (2) Student Ambassador positions (Eastern and Western) will be available each year to sit as non-voting members of the Executive Committee; each position is a one-year term. Ambassadors facilitate communication between the Corporation and student members of the Corporation, to promote the Corporation to students enrolled in animal science-based programs at Canadian universities, and to promote attendance of students at Corporation events at the annual conference.

STANDING COMMITTEES OF THE CORPORATION

General duties of the committees are outlined below; all meetings will use Robert’s rules for conducting meetings and minutes of the meeting shall be provided to the Executive Committee at their next meeting. Detailed information on the operations of each committee are held and maintained in a separate document managed by the current committee chair and, upon completion of their term, passed to the incoming committee chair.

SOCIETY OPERATIONS COMMITTEE

Chair: Past-President

Members: Secretary-Treasurer, Vice-President

Role: The purpose of the committee is to perform a yearly review of the Corporation’s membership, By-Laws, the CSAS Handbook, and soliciting nominations for the Executive Committee. The committee will meet and make recommendations for revision where necessary to be approved at the next Annual General Meeting. If no revisions are needed, the committee will recommend no revisions at the Annual General Meeting. The committee is also responsible for updating historical documents online (e.g. award winners, Corporation history, etc.). Lastly, the committee will be responsible for administering elections of the Executive Committee; any committee members running in the elections shall recuse themselves from involvement in the elections process.

Timeline:

| Activity | Description | Timeline |
|------------------|--|-----------------|
| Elections | Solicit nominations for vacant positions | January |

| | | |
|-----------------------------|---|-----------|
| | Conduct election | April |
| | Announce election results and solicit further nominations if required | July |
| Handbook and By-Laws | Initiate review and feedback from necessary members | September |
| | Submit potential revisions to Executive Committee | January |
| | Submit potential revisions to membership for approval at the AGM | July |

CONFERENCES & FUNDRAISING COMMITTEE

Chair: Vice-President

Members: President-Elect, Directors-at-Large

Role: The purpose of the Conference Committee is to facilitate communication between the Corporation and the local organizing committee of the annual conference and to fundraise. This committee is also responsible for organizing symposia, as needed, and social events (e.g. Wine & Cheese) at the annual conference. Where possible, the Conference Committee should solicit general conference sponsorship and/or sponsorship of CSAS organized symposia and/or events.

Timeline:

| Activity | Description | Timeline | Notes |
|--------------------------------------|-----------------------------------|--|---|
| Symposia & Annual Meeting | Theme(s) and speakers identified. | In consultation with local organizing committee. | Annual Meeting (ASAS) Symposia & events (ASAS & ADSA) |
| | Speakers and topics confirmed. | | |
| | Promote symposia. | | |

COMMUNICATIONS & MEMBERSHIP COMMITTEE

Chair: Eastern or Western Director in their second term. Chairship is annual and alternates between Eastern and Western Director

Members: Eastern Director, Western Director, Student Ambassadors

Role: The Communications Committee is responsible for facilitating communication between the Corporation and its members. This includes, but is not limited to, organization of a quarterly newsletter (CSAS Matters), update of appropriate sections of the webpage (www.asas.org/csas), and updating social media accounts (e.g., Twitter, LinkedIn). The committee is also responsible for promotion of membership in the Corporation and maintaining a list of the current membership.

Timeline:

| Activity | Description | Timeline | Notes |
|---------------------|--|-----------------|--|
| CSAS Matters | Prepare content and distribute to ASAS, CSAS, and LinkedIn | July | Award winners |
| | | October | Membership renewal reminder |
| | | January | Call for all awards, executive nominations, membership renewal |
| | | April | Announce the annual meeting |

| | | | |
|------------------------|---|-----------------|---|
| Online Presence | Operate and maintain, or terminate, online accounts of CSAS (e.g., Twitter, LinkedIn, Facebook, Wikipedia, webpage) | Ongoing | Update webpage at least yearly (awards and historical lists). Webpage should be updated within four (4) weeks of the annual meeting |
| Membership | Promote membership and maintain list of current members. | Ongoing | |
| | Send reminders for membership renewal | October/January | |

ANIMAL FRONTIERS COMMITTEE

Chair: President

Members: Vice-President, President-Elect, Directors-at-Large

Role: The Animal Frontiers Committee is responsible for organizing and completing the annual CSAS issue of Animal Frontiers. This includes identification of theme and potential authors, submission of papers for review, and submission of final papers to ASAS for publication.

Timeline

| Activity | Description | Timeline | Notes |
|-------------------------|---|-----------------|--|
| Animal Frontiers | Identify theme and identify potential authors. Contact authors. | October 1 | |
| | Final submission of papers for review. | May 15 | |
| | Return to authors for final edits. | June 15 | |
| | Submit to ASAS | August 1 | This is a firm deadline set by ASAS. Financial loss occurs if not met. |

AWARDS & HONOURS COMMITTEE

Chair: Eastern or Western Director in their second term. Chairship is annual and alternates between Eastern and Western Director

Members: Eastern Director, Western Director

Role: The Awards and Honours Committee is responsible for administration of all Corporation awards and for organizing and conducting the Graduate Student oral and poster competitions at the annual conference. The committee is also responsible for updating historical documents for past award recipients and updating the awards section of the webpage (www.asas.org/csas). In addition, the committee is responsible for maintaining or establishing relations with award sponsors for all awards.

Timeline:

| Description | Timeline | Notes |
|---|-----------------|--------------|
| Submit award summary as required (winners, bios, pictures) to website, CJAS, CSAS Matters and other social media accounts | July | |

| | | |
|---|-----------|---|
| Confirm continued support from sponsors and send initial invoice. | December | |
| Submit call for nominations professional awards. | January | Deadline for receipt of nominations is March 15 th . |
| Submit call for travel award & Student Ambassador applications. | January | Deadline for receipt of applications is April. |
| Submit call for undergraduate award winners. | May | Requested directly from departments. |
| Order plaques and cheques for award winners. | April | |
| Prepare award posters for annual conference. | May | |
| Organize graduate student competition (judges) | June/July | |

AWARDS AND HONOURS

PROFESSIONAL AWARDS

Each year, the Canadian Society of Animal Science presents a number of awards to professional members in recognition of excellence in animal science. Award recipients are selected by the Awards and Honours Committee from received nominations. Except for the Honorary Life Membership award, only one award in each category is presented each year. Unless otherwise stated, recipients of awards must be members of the Corporation. Past-recipients of the CSAS Fellowship Award are not eligible for any other CSAS award, except for Honorary Life Membership. Except for the Young Scientist Award, current sitting Executive are not eligible for awards. All award recipients are recognized at the CSAS Banquet at the annual conference. Deadline for receipt of nominations is generally set for March 15th of each year.

DESCRIPTION AND ELIGIBILITY

All nominations must include:

1. Completed nomination form, including one (1) letter of support.
2. Up to one (1) additional letter of support. For nominees for the Canadian Animal Industries Award in Extension and Public Service, at least one letter of support must be from an industry organization on a local, provincial, and/or national level.
3. A picture of the nominee (min. 300 dpi). This is not seen by the selection committee but will be used in the event the nominee is selected as the award recipient.

CSAS Fellowship Award

Description: This award represents the highest honour bestowed by the Corporation to members who have made an outstanding contribution in any field of animal agriculture. Recipients of this award are not eligible for any other CSAS award, except for the Honorary Life Membership.

Form: Recipients receive a \$1000 cash award and a plaque.

Excellence in Nutrition and Meat Sciences

Description: In recognition for excellence in teaching, research, or technology transfer in the area of animal nutrition or meat science.

Form: Recipients receive a \$1000 cash award and a plaque.

Technical Innovation in Enhancing Production of Safe Affordable Food

Description: This award recognizes excellence in technical innovation and teaching with emphasis in biotechnology, genetics, physiology, and animal behaviour. The award requires demonstration that the recipient contributed to the production of safe and affordable food of animal origin.

Form: Recipients receive a \$1000 cash award and a plaque.

Animal Industries Award in Extension and Public Service

Description: This award recognizes outstanding service to the animal industries of Canada in technology transfer, leadership, and education in animal production. The recipient of the award may be employed in any government, academic, or industry sector of the Canadian animal industry who contributed to advancing education and technology transfer in animal agriculture in Canada must have been outstanding and sustained over time. The contributions must be distinct from those of research.

Form: Recipients receive a \$1000 cash award and a plaque.

Young Scientist Award

Description: Awarded in recognition of the achievements of new members of the research community. Presented to an individual who has demonstrated excellence in research in any area of animal science and who has held their PhD for a period not greater than seven years (or eight years in special circumstances) are eligible.

Form: Recipients receive a \$1000 cash award and a plaque.

Honourary Life Membership

Description: Presented in recognition of active members, recently retired, who have demonstrated support of the CSAS mission. Recipients should have made contributions to animal science, especially CSAS.

Eligibility: Members who have retired from employment, were members at the time of their retirement, and had been active members for a total of not less than 15 years prior to retirement.

Form: Certificate and complimentary membership in the Corporation (excluding journal access).

STUDENT AWARDS

A number of awards are available to undergraduate and graduate students and postdoctoral fellows enrolled in Canadian universities in animal science-related programs.

CSAS Undergraduate Award

Description: Awarded in recognition of superior academic achievement to an undergraduate student during the course of their studies in animal science-related program.

Eligibility: An undergraduate student who has demonstrated superior academic performance during their undergraduate studies and who is expected to graduate in the year of the award. A total of one undergraduate student recipient from each of the main agricultural faculties at Canadian universities (University of British Columbia, University of Alberta, University of Saskatchewan, University of Manitoba, University of Guelph, Université Laval, McGill University, and Dalhousie University). Nominations are received from the department in which the student is enrolled.

Form: Certificate, \$100 cash award, one-year complimentary membership in the Corporation, and one-year subscription to the Canadian Journal of Animal Science.

CSAS Travel Fellowship

Description: Presented to graduate students and postdoctoral associates to offset the costs associated with travel to the annual conference for the purpose of presenting research.

Eligibility: Graduate students (MSc, PhD) or Postdoctoral Fellows enrolled/employed at Canadian universities in an animal science-related field who are traveling to the annual conference and are presenting original research (poster or oral presentation).

Form: A cheque in the amount of \$500.

Application: Deadline for applications is generally after the call for abstract submission for the annual conference has closed. Applications for the travel bursary must include:

1. Proof of current CSAS membership.
2. Letter of intent from the applicant.
3. Proof of submission of abstract for presentation at the annual conference with applicant listed as presenting author.
4. Proof of registration to the annual conference.

Graduate Student Presentation Competition

Description: These awards are presented to the top three oral and poster presentation during the CSAS Graduate Student Competition at the annual conference. The oral competition is offered separately for MSc and PhD students.

Form: A cheque in the amount of \$250, \$150, and \$100 for first, second, and third place presentations, respectively.

Eligibility: Students presenting original research in at the annual conference in the CSAS graduate competition sections. Students must be current members of the Corporation. Selection of winners is via at least three members of the Executive Committee or their designates.

Student Ambassadors

Description: Two student ambassadors (one Eastern and one Western) will be selected each year. These positions are to facilitate communication between the Corporation and student members of the Corporation, to promote the Corporation to students enrolled in animal science-based programs at Canadian universities and promote attendance of students at Corporation events at the annual conference. This is a one-year term.

Eligibility: Graduate students enrolled in animal science-related programs at Canadian universities who are current members of the Corporation. Student ambassadors are not eligible for travel fellowships.

Form: \$1000 cheque and complimentary tickets to the CSAS Banquet and CSAS AGM at the annual conference. Deadline for applications is generally March of each year. Applications must include:

1. Letter of intent.
2. Letter of support from applicant's supervisor.
3. Applicant's CV.