

**CANADIAN SOCIETY OF ANIMAL SCIENCE HANDBOOK**

(7<sup>th</sup> Revision)

2003-July-01

## FOREWORD

The original version of this publication appeared in print in 1976, and was prepared by R. (Art) Reddon, President of the CSAS in 1973-74, with assistance from several members prominent at that time.

The success of the first edition was evident in that five years later, copies were difficult to find and prompted preparation of a second version which would include up-dated contents. Because changes occur every year as a result of motions passed at the Annual Business Meeting a "loose-leaf" format was thought to be practical so that updated pages could be readily inserted and out-of-date material discarded. Apart from this modification and the inclusion of some additional information, the second edition was mirrored on the original and consequently owed considerable debt to the previous authors. In 1985-86, as a result of further changes in the constitution and bylaws of CSAS, and in other operating areas of CSAS covered in the handbook, it was decided to prepare a Third Edition, which would include additional information on Eastern and Western Branches of CSAS and Honour and Award Recipients.

It is expected that the Handbook will be of greatest value to those serving on future Executives and CSAS Committees rather than to the membership at large - a justification for limiting publication costs. However, the Handbook will also serve as a source of recent historical information if care is taken to record future changes as they occur. Annual updating would be of considerable value in preparing future editions of this Handbook both from historical perspectives and also from that of maintenance of up-to-date records of the operational rules and guidelines of the CSAS.

The fourth edition was prepared in 1990; the fifth in 1992 following revisions after the Annual Business Meeting to some of the CSAS Awards.

The sixth printed edition, prepared in 1998, following a radical restructuring of AIC includes changes in the CSAS relationship to the restructured AIC, membership categories, and awards. This seventh edition, prepared in 2002, includes the appointments of 2 Directors-at-Large to the Executive and a more detailed description of the job duties for the executive positions.

There is currently no French language translation of this Handbook. However, at the 1997 AGM, the French language name for CSAS was changed from "Société Canadienne de Zootechnie" to Société Canadienne de Science Animale".

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## **PART I**

### **CANADIAN SOCIETY OF ANIMAL SCIENCE HISTORY**

The first step in the development of the Canadian Society of Animal Science was taken in June, 1925, at a meeting of the prairie provinces' Experimental Farm staff addressed by Professor J. P. Sackville from the University of Alberta. An organizing committee was established and the organizational meeting of the Western Canada Society of Animal Production took place at the University of Saskatchewan, December 30-31, 1925.

In Eastern Canada, a meeting of men interested in animal husbandry was held in Ottawa on June 24, 1926. This meeting appointed an interim executive that arranged an organizational meeting at Toronto on November 17, 1926 at which the Eastern Canada Society of Animal Production was formed.

The first officials of the two societies were:

	<b>EAST</b>	<b>WEST</b>
<b>PRESIDENT</b>	Wade Toole	J. P. Sackville
<b>VICE-PRESIDENT</b>	H. Barton/J.A. Ste Marie	A. M. Shaw
<b>SECRETARY-TREASURER</b>	L.C. McQuat	L. T. Chapman

It soon became evident that a national organization was desirable. After negotiations, proposals for a Canadian Society of Animal Production were accepted by both of the existing societies in 1933. However, the national society was national in name only, no organization was established and the two societies continued to operate as separate entities until 1951 when a national executive was established with J. M. Brown as the first national president. The Eastern and Western Societies continued to exist as branches of the national body.

In 1971, the name of the society was changed to the Canadian Society of Animal Science.

Further details are contained in the official history of the Society 1925-1980, prepared by K. Rasmussen, and published by the Canadian Society of Animal Science.

The Canadian Society of Animal Science was incorporated in 1985.

The Eastern Branch voted to dissolve in 1993 and transferred funds to the National Society.

The Western Branch voted to dissolve in 2000 and transferred funds to the National Society.

In 1999, the CSAS website was launched and the quarterly newsletter was abandoned in 2001.

In 2002, 2 Directors-at-Large were added to the Executive Committee.

## **PART II**

## **ORGANIZATION AND ACTIVITIES**

### **ORGANIZATION**

The Canadian Society of Animal Science (CSAS) is a national organization of persons engaged in extension, production, research, teaching or with a related interest in the Livestock or Poultry Industries in Canada.

The CSAS is an Associate Member Organization (AMO) of the Agricultural Institute of Canada (AIC); there is no requirement for all CSAS members to be registered agrologists in their home province.

### **MEMBERSHIP**

The CSAS welcomes applications for membership from persons engaged, or previously engaged, in administration, extension, marketing, production, research, teaching or otherwise involved or interested in the fields of animal and poultry science. Further information on membership is under Part III.

#### **Full Member (with the Canadian Journal of Animal Science; CJAS)**

Full members (with CJAS) pay the assessed CSAS annual dues for this category. They receive all CSAS correspondence and the CJAS.

#### **Full Member (without CJAS)**

Full members (without CJAS) pay the assessed CSAS annual dues for this category. They receive all CSAS correspondence but not the CJAS.

#### **Retired Member (with CJAS)**

A person who has truly retired from active employment. There is no age restriction. Retired members (with CJAS) pay the assessed CSAS annual dues for this category. They receive all CSAS correspondence and the CJAS.

#### **Retired Member (without CJAS)**

A person who has truly retired from active employment. There is no age restriction. Retired members (without CJAS) pay the assessed CSAS annual dues for this category. They receive all CSAS correspondence but do not receive the CJAS.

#### **Student Member (with CJAS)**

Either:

- (a) An undergraduate student majoring in Animal or Poultry Science or related discipline; or
- (b) A full-time graduate student in an Animal or Poultry Science program or related discipline.

Student members (with CJAS) pay the CSAS annual dues for this category. They receive all CSAS correspondence and the CJAS.

### **Student Member (without CJAS)**

Either:

- (a) An undergraduate student, in the third or fourth year, majoring in Animal or Poultry Science or related discipline; or
- (b) A full-time graduate student in an Animal or Poultry Science program or related discipline.

Student members (without CJAS) pay the CSAS annual dues for this category. They receive all CSAS correspondence but not the CJAS.

### **Honourary Life Member**

This category is awarded by nomination and on the recommendation of the Awards Committee, to selected members after their retirement from active employment (see Honours and Awards).

CSAS Membership dues are waived for Honourary Life Members, and for recipients of the Certificate of Merit but they do not receive the CJAS.

### **ANNUAL DUES**

Membership dues cover one calendar year and continuation of CSAS services is contingent on fees being paid by March 31st of the current year.

For membership commencing after June 30th, the initial dues are assessed at 50% of the annual rate.

Changes in the fee schedule must be approved at the CSAS Annual Business Meeting and take effect in the subsequent calendar year.

### **FINANCES**

The CSAS maintains accounts that are managed by the AIC office under instructions from the CSAS Secretary-Treasurer.

#### **General Account**

A chequing account used for routine transactions; income is mainly derived from membership dues. In 2001, the remaining bank balance from the Western Branch was deposited into the general account.

#### **Toole/Sackville Lectureship Account**

The Eastern Branch of CSAS dissolved in 1993 and transferred their bank balance to the National Society to create the Toole/Sackville Lectureship for a speaker to be invited to CSAS annual meetings. Interest from the bank balance and profits from future annual meetings would fund the speaker.

#### **Symposia Account**

A savings account (originally established from the surplus of the 1977 Annual Meeting and increased by profits from subsequent meetings) representing a reserve fund to be used, if necessary, for expenses relating to symposia held during an Annual Meeting. N.B. Large balances in either account are usually transferred into short-term (30-60 day) investments to yield additional income. Under the direction of the 2001-2002 executive, monies from the Toole/Sackville Lectureship Account and the Symposia Account were amalgamated to form a single account to be used for the Annual Meeting.

## **ACTIVITIES**

### **Conferences**

The National body meets annually, usually in the summer months, often as a part of the AIC Conference. The site for this often alternates between the Eastern and Western regions and is determined by the Executive Committee in consultation with the Society.

National and Branch meetings include Symposia, presentation of unsolicited papers, business meetings, awards banquet and discussion of general problems and an opportunity to meet informally and socially. In addition to the program, there is usually an optional tour of local agricultural enterprises.

### **Publications**

The Canadian Journal of Animal Science (CJAS) is the official journal of the Society and four issues of each Volume are published annually. The contents include symposia papers, review articles, refereed manuscripts (Papers or Short Communications) and Abstracts of papers presented at the annual meeting.

The CSAS Newsletter was discontinued in 2001. Information that used to be published in the Newsletter is now available on the Website. Traditionally, the newsletter was edited by the Society's Secretary-Treasurer, and appeared in March, June, September and December. It contained the Minutes of the Annual Meetings, notification of proposed changes in By-Laws, information concerning the Society's business or other news of interest. The role of CSAS Newsletter Editor was in some years filled by a volunteer from the general membership. In that case, the Newsletter Editor was considered an associate member of the CSAS Executive.

The CSAS Website [www.csas.net](http://www.csas.net) was launched in 1999. The site is maintained by the Web Master.

**PART III**  
**THE CANADIAN SOCIETY OF ANIMAL SCIENCE**  
**CONSTITUTION AND BY-LAWS**  
**(as effective 2002)**

**CONSTITUTION**

**Article I**

**NAME AND CORPORATE SEAL**

- A) The name of the Corporation shall be "The Canadian Society of Animal Science", hereinafter referred to as the "Society".
- B) The Society shall have a corporate seal in the form adopted by the Executive Committee and the Secretary of the Corporation shall be custodian of the Corporate Seal of the Society.

**Article II**

**AFFILIATION WITH THE AGRICULTURAL INSTITUTE OF CANADA**

The Society shall be an Associate Member of the Agricultural Institute of Canada as set forth in the By-Laws of the Agricultural Institute of Canada, hereinafter referred to as the "AIC".

**Article III**

**MISSION AND OBJECTIVES**

Mission: To facilitate the discovery and dissemination of knowledge in animal science for the benefit of society.

This will be done through these Objectives:

- A) To provide opportunities for members to interchange ideas about research, teaching and extension in animal science.
- B) Through a multidisciplinary approach, to promote advances in the animal industries.
- C) To be a source of information on scientific issues and public policy related to animal science and the industry.

**BY-LAWS**

**Section I**

**MEMBERSHIP**

- A) Persons engaged or previously engaged in agricultural research, teaching, administration, extension, or in the primary production and marketing of livestock or livestock products or otherwise engaged or associated with the animal and poultry industries shall be eligible for membership.
- B) Membership shall be in the name of the individual.
- C) Application for membership shall require completion of the appropriate membership form, and shall be subject to approval by the Membership Committee.
- D) Membership shall continue until a member withdraws by giving notice in writing or fails to pay annual dues, or is suspended for other cause by the Executive Committee.

E) The membership shall be identified in the seven categories of:

1. Full Member (with CJAS) - A person who qualifies as a member of CSAS and receives the CJAS.
2. Full Member (without CJAS) - A person who qualifies as a member of the CSAS but does not receive the CJAS.
3. Retired Member (with CJAS) - A retired person who qualifies as a member of the CSAS but does not receive the CJAS.
4. Retired Member (without CJAS) - A retired person who qualifies as a member of the CSAS but does not receive the CJAS.
5. Student Member (with CJAS) - A person who is a full time graduate student, or undergraduate student in the third or fourth year, in a program related to Animal or Poultry Science, who pays the appropriate annual dues to CSAS and receives the CJAS.
6. Student Member (without CJAS) - A person who is a full time graduate student, or undergraduate student in the third or fourth year, in a program related to Animal or Poultry Science, who pays the appropriate annual dues to CSAS and who does not receive the CJAS.
7. Honourary Life Member
  - (a) A member who has retired from active employment and who has been an active member for a period of not less than 15 years prior to retirement shall be eligible for honourary life membership.
  - (b) Nominations for honourary life membership may be made by an active member and shall be subject to the approval of the Honours and Awards Committee of the Society.
  - (c) Honourary life members are exempt for paying membership dues but may obtain the CJAS at the rate charged to the Society.

F) All privileges of membership are available to members in the above categories.

## **Section II**

### **DUES**

- A) Annual dues of the Society shall be set at the Annual Meeting and shall remain in force unless changed at a subsequent Annual or Special Meeting. Notification to change annual dues must be provided to the membership at least 30 days prior to an Annual or Special meeting of the Society.
- B) Procedures for billing for annual dues shall be established by the Executive Committee and payment be due at the commencement of the fiscal year. Members joining the Society on or after July 1 shall be billed for 50 % of the annual rate for the balance of the fiscal year.
- C) A member who has not paid annual dues within three months of the commencement of the fiscal year shall cease to receive the services of the Society. (Subscription to the CJAS, when included in the annual dues, shall cease on January 15 if annual dues are not received on, or before that date.)

## **Section III**

### **FISCAL YEAR**

The fiscal year of the Society shall be from January 1 to December 31.

## **Section IV**

### **OFFICERS**

The officers of the Society shall be:

- A) President
- B) President-Elect
- C) Vice-President
- D) Secretary-Treasurer

## **Section V**

### **EXECUTIVE COMMITTEE**

- A) The property and business of the Society shall be managed by a board composed of twelve members of whom a majority shall constitute a quorum. The board shall be designated as the Executive Committee.
- B) The Executive Committee shall consist of the four officers of the Society, four Directors, two of whom shall be elected from the membership east of the Ontario-Manitoba border and two from the membership west of the Ontario-Manitoba border, two Directors-at-Large, whom shall be elected from any part of the country, the Journal Editor, and the Past-president.
- C) The Vice-President shall be elected annually and hold office for one year or until their successor is elected. The Secretary-Treasurer shall be elected once every three years and shall hold office for a three-year term or until his/her successor is elected. Two Directors shall be elected annually, one from the East and one from the West. The Directors shall hold office for a two-year term or until their successors are elected. The Directors-at-Large shall hold office for a two-year term or until their successors are elected. The end of the two-year terms for each Director-at-Large will be staggered such that one Director-at-Large is replaced each year.
- D) The Vice-President shall automatically assume the office of the President-Elect at the termination of his/her year in office.
- E) The President-Elect shall automatically assume the office of the President at the termination of his/her year in office.
- F) The President shall automatically assume the office of the Past-president at the termination of his/her year in office.
- G) The office of the Journal Editor is held by the current Editor of the Canadian Journal of Animal Science.
- H) When circumstances prevent a member of the Committee from completion of the specified duties, the other members have the authority to appoint a replacement to serve in that capacity until a successor is elected at the subsequent annual or special meeting.
- I) Any elected or appointed officer or Director may be removed by a two-thirds vote of the members present at any annual or special meeting of members. Officers and Directors shall serve without remuneration but are entitled to be paid reasonable expenses relating to attendance at meetings (on Society business).

## **Section VI**

### **ELECTION OF EXECUTIVE COMMITTEE**

- A) The Nominating Committee as provided under Section XHI shall prepare a slate of nominees for any positions to become vacant (i.e.) Vice-President, Eastern Director, Western Director, and Director-at-Large annually and Secretary-Treasurer triennially.
- B) At least four months prior to the date of the Annual Meeting the initial report of the Nominating Committee shall be published on the Society website. This report shall include a brief biographical sketch of each nominee.
- C) Additional nominations may be made by any member in good standing. Such nominations, including a signed release from the nominee, must be submitted to the Secretary-Treasurer by electronic mail or in writing and be received no later than three months prior to the date of the Annual Meeting.
- D) If there is more than one nomination for any office, ballots bearing the names of all eligible nominees plus a brief biographical sketch of each nominee shall be mailed to all members in good standing at least two months prior to the date of the Annual Meeting. Ballots to be counted must be returned to the Returning Officer post-marked by the return date stated on the ballot which shall be no later than one month prior to the date of the Annual Meeting.
- H) The Chair of the Nominating Committee shall serve as Returning Officer, count the ballots received and declare elected the candidate for each office who received the greatest number of votes. The Returning Officer shall not vote except to break a tie.

F) The newly elected Executive Committee shall assume office at the close of the Annual Meeting following their election, except that the Secretary-Treasurer shall compile the minutes of the Annual Meeting at the close of which his/her successor assumes office.

**Section VII**

**DUTIES OF THE EXECUTIVE COMMITTEE**

- A) It shall be the duty of the Executive Committee to:
1. Carry out such functions as deemed necessary and desirable in pursuing the Society objectives, and endeavor to develop a high level of interest and participation in Society affairs such that it will make a significant contribution to the improvement of the animal and poultry industries.
  2. Receive and act on applications for membership.
  3. Appoint committees and representatives as required to carry out Society business.
- B) Meetings of the Executive Committee shall be called by the President; or by the Secretary-Treasurer on written instructions of a quorum of the Executive Committee.
- C) Subject to the approval of the President, all reasonable expenses incurred by a member of the Executive Committee to attend Executive Meetings shall be paid by the Society.
- D) Contracts, documents or any instrument in writing to be signed by the Society shall be signed by any two of the President, President-Elect, Vice-President, or Secretary-Treasurer. The Executive Committee may from time to time, direct the manner in which and the person or persons by whom any instrument or class of instruments may be signed. Any signing officer may affix the Corporate Seal of the Society to any contract, document or instrument.
- E) Duties of the Executive Committee are generally, but not necessarily, assigned according to the following table.

**CSAS Executive Structure**

<b>Position</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Western Director-junior	Membership Assistant	Awards Assistant	Membership Assistant	Awards Assistant
Western Director-senior	Awards Chair	Membership Chair	Award Chair	Membership Chair
Easter Director-junior	Awards Assistant	Membership Assistant	Awards Assistant	Membership Assistant
Eastern Director-senior	Membership Chair	Awards Chair	Membership Chair	Awards Chair
Director @ large	Annual meet organization	Annual meet organization	Annual meet organization	Annual meet organization
Director @ large	Annual meet organization	Annual meet organization	Annual meet organization	Annual meet organization
Journal Editor	Editor of CJAS	Editor of CJAS	Editor of CJAS	Editor of CJAS
Secretary/treasurer	Accounts/Finances	Accounts/Finances	Accounts/Finances	Accounts/Finances
Vice President	Web Master	Conference / Journal liaison	Web Master	Conference / Journal liaison
President Elect	Conference coordinator / Journal liaison	Web Master	Conference coordinator / Journal liaison	Webmaster
President	Executive operations	Executive operations	Executive operations	Executive operations
Past President	Nominations, Update Handbook	Nominations, Update Handbook	Nominations, Update Handbook	Nominations, Update Handbook

**Section VIII**

**DUTIES OF THE PRESIDENT**

The President shall be responsible for over-all direction of the Society, and in particular shall:

- A) Preside at meetings of the Society and the Executive Committee.
- B) Sign the minutes immediately upon their confirmation.
- C) Negotiate and sign the service contract.
- D) Review financial position of the Society and determine if fee changes need to be proposed by the Executive at the Annual Business Meeting to keep the Society in a sound financial position.
- E) Perform such other duties as pertain to the office of the President.

**Section IX**

**DUTIES OF THE PRESIDENT-ELECT**

The President-Elect shall:

- A) Prepare plans for the Society's operation to be implemented during his (her) term as President.
- B) The President-Elect, in the absence of the President, shall assume the duties of the President and in addition, shall assume such other duties as the President may assign from time to time.
- C) The President-Elect holds the portfolio of Web Master or Conference Coordinator/Journal Liaison depending upon the portfolio held as Vice-President (should be the same for continuity).

**Section X**

**DUTIES OF THE VICE-PRESIDENT**

The Vice-President holds the portfolio of Web Master if elected in an odd-numbered year, or conference Coordinator/Journal Liaison if elected in an even numbered year.

**Section XI**

**DUTIES OF THE SECRETARY-TREASURER**

- A) Perform the usual duties pertaining to the office of Secretary-Treasurer.
- B) Issue notices of meetings, keep correct minutes of meetings and Executive Committee meetings and distribute said minutes upon Executive approval.
- C) Maintain custody of the Society's records until such time as they can be forwarded to the CSAS Archivist.
- D) Approve payment of all CSAS invoices forwarded by the AIC-CSAS contact and, in consultation with the President, other Society expenses.
- E) Present an audited statement of the financial condition of the Society prior to, or at, the Annual Business Meeting.
- F) Prepare an interim financial statement for the current fiscal year, and a budget proposal for the next fiscal year to be presented at the Annual Business meeting.
- G) Prepare an interim financial statement for the current fiscal year.
- H) Assist executive committee in determining any fee changes needed to keep the Society in a sound financial position

I) Serve as a member of the CSAS Nominating Committee.

**Section XVI**

**DUTIES OF THE WESTERN DIRECTORS**

This is a two-year term. In the first year of the term, the Western Director (junior) acts as either Membership Assistant in an odd-numbered year or Awards Assistant in an even-numbered year. In the second year of the term, the Western Director (now senior) assumes full responsibility for the portfolio held as Junior Director, and therefore, becomes Membership Chair or Awards Chair. Both Western Directors serve on the Honours and Awards Committee.

**Section XVII**

**DUTIES OF THE EASTERN DIRECTORS**

This is a two-year term. In the first year of the term, the Eastern Director (junior) acts as either Awards Assistant in an odd-numbered year or Membership Assistant in an even-numbered year. In the second year of the term, the Eastern Director (now senior) assumes full responsibility for the portfolio held as Junior Director, and therefore, becomes Membership Chair or Awards Chair. Both Eastern Directors serve on the Honours and Awards Committee.

**Section XVIII**

**DUTIES OF THE DIRECTORS-AT-LARGE**

There are two Directors-at-Large, both with a two-year term. The Directors-at-Large assist the Local Organizing Committee with organizing the Annual Meeting and provide a liaison between the Local Organizing Committee and the Executive Committee. Duties can include fundraising, program, publicity, co-ordination, or any other duty involved in planning and implementing the Annual Meeting.

**Section XIX**

**DUTIES OF THE JOURNAL EDITOR**

This is a non-elected position held by the Editor of the Canadian Journal of Animal Science. The Journal Editor facilitates communications between the journal and the Executive Committee.

**Section XX**

**DUTIES OF THE PAST-PRESIDENT**

This is a one-year position. The President automatically becomes the Past-president at the termination of his/her year in office. The Past-president assumes the responsibility of updating the Society Handbook and serves as Chair of the Nominations Committee.

**Section XXI**

**MEETINGS**

- A) The time and place of future annual meetings shall be selected at an annual meeting and at least two years in advance.
- B) Special meetings may be called by the President or shall be called by the Officers on receipt of a petition signed by fifty members. Such a meeting shall be held within 60 days of receipt of the petition.
- C) Notice of Annual and Special Meetings shall be published on the Society Website or mailed (or emailed) to the membership not less than thirty days before the date of the meeting. Such notice will be sent to the last known address of the member.
- D) The program and order of business of annual meetings or special meetings shall be arranged by the Executive Committee.
- E) At all meetings each member shall be entitled to one (1) vote, and a quorum shall be twenty-five (25) members present in person, each of whom is entitled to vote.

## Section XXII

### COMMITTEES

#### A) Nominating Committee

1. It shall be proposed by the Executive Committee and ratified at the annual meeting.
2. It shall consist of the immediate Past President, who shall act as Chair, the Secretary-Treasurer and three members from the general membership.

#### B) The Honours and Awards Committee

1. It shall consist of the two Eastern and two Western Directors on the Executive.
2. The Eastern Director due to retire in the odd-numbered year or the Western Director due to retire in the even-numbered year will serve as Chair of this committee in the final year of office.

#### C) The Membership Recruitment Committee

1. Shall consist of the Chair plus any other members who may be co-opted to assist in the duties.
2. This committee shall review applications for membership, assign applicants to the appropriate membership category and investigate methods to increase membership in the Society.

#### D) Standing Committees

1. Shall be appointed as required to carry on the business of the Society.
2. Their duties and membership shall be recommended by the Executive and ratified or amended by the annual meeting.

#### E) Special Committees

1. May be appointed by the Executive Committee.

## Section XXIII

### FINANCES

- A) Three accounts shall be maintained; the General Account, which is used for income and expenses pertaining to routine business; the Symposia Account, which represents a fund reserved for business related to the Annual Meetings; and, the Toole/Sackville Lectureship Account which funds speakers for the Annual Meetings.
- B) The Executive Committee may authorize a service contract, by which the financial transactions of the Society are handled by a third party, in order to facilitate the role of the Secretary-Treasurer. Such a contract may extend for a period not exceeding two years and should allow the degree of control as specified in the duties of the Officers.
- C) Auditors, appointed at each annual meeting, shall be members of the Society not currently serving as an Officer or Director of the Society.
- D) The books of the Society shall be audited at least once a year. The report of the auditors shall be presented at the subsequent Annual Business Meeting.

## Section XXIV

### LOCAL BRANCHES

Local Branches of the Society may be organized with prior approval of the Executive Committee. The organization of such Branches will be subject to the following conditions:

- A) Organization and administration of a Branch shall not conflict with the Constitution and By-Laws of the National Society.
- B) Membership in a local Branch shall be restricted to members of the Society in good standing.

**Section XXV**

**AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- A) Amendments to the Constitution and By-Laws may be proposed by individual members, the Executive Committee or a committee appointed by the Executive Committee.
- B) Amendments to the Constitution and By-Laws may be made only by a vote of two-thirds of the total number cast at an annual or a special meeting called for that purpose.
- C) Proposed changes in the Constitution or By-Laws shall be received, in writing, by the Secretary-Treasurer not less than sixty days prior to an annual meeting, or a special meeting.
- D) Notice of any proposed changes in the Constitution and By-Laws shall be sent by the Secretary-Treasurer to the membership at least thirty days prior to the annual meeting or special meeting.
- E) Any repeal or amendment to By-Laws shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs has been obtained.
- F) Upon the coming into force of any law that provides for mail ballot for repeal or amendment to By-Laws of the Society then the provision of Section XVI, Paragraphs B, C and D above shall read as follows:
- G) Amendments to the Constitution and By-Laws may be made only by a vote of two-thirds of the total number cast and an annual or a special meeting called for that purpose, or of the return from a referendum involving ballots mailed to Society members.
- H) Proposed changes in the constitution or By-Laws shall be received, in writing, by the Secretary-Treasurer not less than sixty days prior to an annual meeting, or a special meeting or to the date assigned for counting the returns from the referendum.
- I) Notice of any proposed changes in the Constitution and By-Laws shall be sent by the Secretary-Treasurer to the membership at least thirty days prior to the annual meeting or special meeting or at least forty-five days prior to the date assigned for counting the returns from the referendum.

## PART IV

### ROLES OF EXECUTIVES, STANDING AND SPECIAL COMMITTEES

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.

#### EXECUTIVE COMMITTEE

This consists of the officers (President, President-Elect, Vice-President and Secretary-Treasurer), two Directors each from the Eastern and Western Regions, two Directors-at-Large, the CJAS Editor, and the Past-president. Six members form a quorum.

A meeting of this committee is routinely scheduled by the President. Initial business is usually handled through electronic mail, with a mid-year executive meeting normally held between November and February in a location decided by the Committee. The final meeting is usually held just prior to the next ABM and should include any available new members of the next committee. When possible, additional meetings should be arranged during the term of office in order to deal with ongoing business.

#### 1. President

Authority is given for prior approval of necessary expenses related to Executive Meetings.

Invariably, the President (as spokesperson for the Society) will be required to make some decisions without prior approval of other members. When possible, this should involve some input from the Secretary-Treasurer and the member/committee to which the decision may relate. In view of the lack of opportunity for regular meetings, it should be beneficial for the President to inform the Committee at frequent intervals about matters arising.

Following the year of office, the incumbent becomes Past-President and in this capacity serves as Chair of the Nominating Committee of the CSAS Executive, AIC President-Elect and AIC Committees. The Past-President revises the CSAS Handbook.

#### 2. President-Elect

The incumbent has been Vice-President in the previous year, and there will be a continuation of the responsibilities related to that position (i.e. either Web Master or Conference Coordinator/Journal Liaison depending upon the portfolio held as Vice-President. The portfolio is the same for continuity).

It is expected that the President-Elect will develop potential plans for the Society with respect to his/her term of office as President. It might be logical for the incumbent to act as Chair of the Nominating Committee should the Past-President be unable to fulfill this role.

The President-Elect assumes the duties of the President when the latter is not available to perform these duties.

#### 3. Vice-President

The Vice-President holds the portfolio of Web Master if elected in an odd-numbered year, or conference Coordinator/Journal Liaison if elected in an even numbered year.

#### 4. Secretary-Treasurer

In view of the necessity for good communication between the incumbent and the AIC Business Office, it is highly desirable that a Secretary-Treasurer communicates with the Business Office at the start of the three-year term of office in order to become familiar with the mutual responsibilities.

The incumbent is technically responsible for financial reports and the correspondence for the Society and the Minutes from meetings.

Although most of the duties for the incumbent are handed over at the ABM concluding the three-year term, the out-going Secretary-Treasurer is responsible for the preparation of the minutes of that meeting.

#### 5. Eastern and Western Directors

These are two-year terms. In the first year of the term, the Western Director (junior) acts as either Membership Assistant in an odd-numbered year or Awards Assistant in an even-numbered year. In the second year of the term, the Western Director (now senior) assumes full responsibility for the portfolio held as Junior Director, and therefore, becomes Membership Chair or Awards Chair. In the first year of the term, the Eastern Director (junior) acts as either Awards Assistant in an odd-numbered year or Membership Assistant in an even-numbered year. In the second year of the term, the Eastern Director (now senior) assumes full responsibility for the portfolio held as Junior Director, and therefore, becomes Membership Chair or Awards Chair. All Directors serve on the Honours and Awards Committee.

## **6. Directors-at-Large**

There are two Directors-at-Large, both with a two-year term, with one of the Directors replaced annually. These positions were added to the Executive Committee as a result of the motion carried at the 2001 ABM. Positions were elected in 2002. Initial terms of the positions were one and two years for the two Directors, to subsequently allow one Director to be elected annually. The objective of these positions is to increase the assistance provided by the National Executive Committee with organizing the annual meeting for the Society. The Directors-at-Large assist the Local Organizing Committee with organizing the Annual Meeting and provide a liaison between the Local Organizing Committee and the Executive Committee. Duties can include fund-raising, program, publicity, co-ordination, or any other duty involved in planning and implementing the Annual Meeting.

## **7. Journal Editor**

This is a non-elected position held by the Editor of the Canadian Journal of Animal Science. The position was added to the Executive Committee at the 2001 ABM. The intent of having this position on the Executive Committee is to facilitate communications between the journal and the Executive Committee.

## **8. Past-president**

This is a one-year position. The President automatically becomes the Past-president at the termination of his/her year in office. The Past-president assumes the responsibility of updating the Society Handbook and serves as Chair of the Nominations Committee.

## **POSITIONS AND COMMITTEES**

Unless otherwise indicated in the text of a section describing a specific committee, the Chair and member(s), if any, are nominated at the CSAS Executive Meeting usually held prior to the ABM.

Names of nominees who have consented to assume the responsibilities inherent in an appointment or committee are presented, for ratification, to the Annual Meeting following the Nominating Committee's Report. Additional nominations for standing and/or special committees and appointees can be made from the floor at that time.

Normally, a report from each committee should be prepared for presentation to the ABM.

### **1. Archivist**

The purpose of this appointment is to obtain, review and file material relative to the history of the organization since its formation in 1925.

The first fifty-five years are summarized in the publication "History of the Canadian Society of Animal Science 1925-1980" which was prepared by Dr. Karl Rasmussen, who became Archivist in 1978 and served until 1987. Dr. August Johnson followed by Dr. Ed Lidster, served as Archivist.

### **2. Auditors**

Two auditors, usually members resident in Ottawa, are responsible for checking the financial transactions and balance sheet for the calendar year preceding the ABM.

The materials relating to the finances of the Society, as part of the CSAS-AIC Contract, are maintained by the AIC Office which prepares the required summaries, which should be available in February of the current year.

### **3. Web Site Coordinator**

In conjunction with the webmaster who physically implements these changes on the web site the web coordinator;

- A) Ensures that minutes from mid-year and annual general meetings are posted on the web site in the appropriate location.
- B) In cooperation with the executive and the local organizing committee, ensures that information pertaining to the annual scientific meeting is posted in a timely manner.
- C) Ensures that a membership form that can be readily printed out is posted on the web site.
- D) Updates the president's messages as they are made available.
- E) Ensures that the listing of the executive members is updated after each election.
- E) Continues to update website and implement new technologies as they continue to evolve. Examples would include the possibility of online voting, acceptance of abstracts over internet etc..
- F) Verifies invoices that are received as a result of web site operation and maintenance.
- G) Prepares a web site report for the annual and mid-year meetings.

Web site coordinator:

Erin Cadieu  
[cadieu@home.com](mailto:cadieu@home.com)

Site Host: Albertacattle.com

#### **4. CSAS Animal Care Committee**

Purposes of the CSAS Animal Care Committee include:

- a) to maintain liaison with the Canadian Council on Animal Care (CCAC) (Suite 315, 350 Albert Street, Ottawa K1R 1B1), a committee of the Association of Universities and Colleges of Canada;
- b) to provide names of CSAS members willing to serve on the CCAC assessment panels;
- c) to prepare position papers required on matters concerning Animal Care for consideration by the CSAS Executive; and
- d) to act as a focal point for initiating the study of problems associated with animal care and for recommending action to be taken by the CSAS.

It should be noted that although the Society was involved in developing position papers relating to animal care, the development of Codes of Practice requires the input from other interested parties and consequently this has been undertaken by The Canadian Federation of Humane Societies (101 Champagne Ave., Ottawa K1S 4P3).

#### **5. CJAS Editorial Committee**

This committee consists of the Editor (Chair) and the Associate Editors of the Canadian Journal of Animal Science (see inside cover of Journal for names). The Editorial Committee members will normally be members of CSAS and serve for a three-year term with approximately one-third of the Associate Editors completing their term annually. Details of the operations of the CJAS are in Appendix C.

##### Functions:

- a) The committee has responsibility for the scientific content of and the reviewing process for manuscripts submitted for publication in the CJAS. Manuscripts are sent to the Editor who forwards those with potential to individual Associate Editors for subsequent processing to the stage of acceptance or rejection.
- b) The Editor and two of the Associate Editors, nominated by the Editor, represent the CSAS on the AIC Policy Subcommittee of the Scientific Journals Committee (SJQ) and it is their duty to present, to the Policy Subcommittee, requests of the CSAS for changes in

editorial policies and to assure that changes in procedures and policies originating from other affiliated societies are in the best interests of the CSAS.

- c) The committee also recommends topics and authors for review papers. These and other actions relating to the CJAS should be brought to the attention of the CSAS Executive.

Nominations for positions on the Editorial Committee are prepared by the Editor, in cooperation with Associate Editors. Nominees are selected with regard to their competence as reviewers of scientific manuscripts, and their area of expertise, to maintain an appropriate balance on the committee.

A slate of nominees is solicited by the Editor who subsequently, by electronic ballot, provides a nominee for each position available. The nominee is asked if he/she agrees to stand for the specific appointment. The names of nominees are submitted to the CSAS President and, following CSAS approval, the Editor submits this selection to the Head, Journals Section, AIC so that appointees may be ratified by the SJC and the AIC.

## **6. Honours and Awards Committee**

The committee consists of the four Directors and is chaired in alternate years by the senior Eastern or Western Director. Detailed listing of the Operations of the Honours and Awards Committee can be found in a separate handbook.

Committee members are responsible for soliciting names and documentation for the various awards (CSAS, AIC or other) for which CSAS members may be eligible and for assuring that appropriate procedures are followed with respect to these (see Part LX - CSAS Honours and Awards) and the Graduate Student Competition (see Part V - Annual Meeting Format).

Awards are subject to final ratification by the CSAS Executive.

## **7. Membership Committee**

Chair of this committee, for a two-year period, is the Eastern or Western Director with the Membership portfolio. The Committee also consists of the Membership Assistant. However, there is no restriction on the number of committee members who may be co-opted.

Under the CSAS-AIC Contract (see Appendix D), the AIC Office serves to maintain membership records and performs duties related to billing for annual dues, provision of Membership lists to the Executive and information to persons interested in joining the Society.

### Functions:

- a) The committee reviews copies of the completed application forms that have been received by the AIC office for processing.
- b) The committee assists the AIC office in setting up the member invoices and may choose to include a letter to explain the fee structure changes to the membership.
- c) Deals with membership problems relating to assigned categories, non-payment of fees, etc.
- d) Prepares a report re current membership status, changes which have occurred over the year and related matters for presentation to the ABM.
- e) Maintain a supply of, and revises when necessary, the Membership Application Form, which is available on the Website.
- f) Investigates and instigates (following CSAS Executive approval) methods for encouraging an increase in the total number of members.

### Suggested procedures to be followed for:

#### Membership Enrollment

- a) Circulation of membership application forms to all Departments of Animal Science in Canadian universities.
- b) Circulation of membership forms to the appropriate Branch Heads of the Provincial Departments of Agriculture.
- c) Inclusion annually of a shortened version of the CSAS Goals, Services and Membership application procedures in Provincial Institute Newsletters and similar publications of organizations containing potential CSAS members, e.g. CVMA, CFMA and Agriculture and Agri-Food Canada Branches (Research, CFIA, etc),

- d) Survey recent membership lists/journal author indexes from U.S. and Canadian associations, e.g. ADSA, ASAS and Poultry Science Association, for Canadians who are not CSAS members and contact these re membership.
- e) Advertise in the American Journal of Animal Science and Journal of Dairy Science on a biannual basis for new members.

#### Membership Administration

Maintain close liaison with individual handling CSAS membership records at the AIC Office to identify members withdrawing from CSAS and possible reasons for this so that the Executive can be made aware of potential problems and concerns.

### **8. Nominating Committee**

This committee is chaired by the immediate Past-President and includes the Secretary-Treasurer and three, nominated CSAS members ratified by the ABM

#### Functions:

- a) To prepare a slate of nominees for Vice-President (yearly), Secretary-Treasurer (every third year), one Eastern Director, one Western Director, and one Director-at-Large.
- b) To submit an initial report (names and C.V. of nominees) for publication on the CSAS Web Site distributed to the membership at least four months prior to the ABM This report should also indicate that "additional nominations may be made by any CSAS member in good standing. Such nominations, including a signed statement of the nominee's consent, should be submitted in writing to the Secretary-Treasurer no later than April 1. "
- c) To arrange with the AIC Office, for any necessary distribution of ballots to the CSAS membership at least two months prior to the ABM and to select the date (at least one month prior to the ABM) for return of ballots to the Chair.
- d) The Chair (who does not vote except to break a tie) and his/her delegate arranges to scrutinize the returned ballots, tabulate the returns and shortly thereafter informs the CSAS President of the results. Official results are not publicized until the ABM but it may be necessary to inform a successful candidate whose duties commence prior to the ABM.
- e) The motion to destroy the ballots is normally made at the conclusion of the Committee's report to the ABM.

### **9. Annual Meeting Committee**

This committee consists of the two Directors-at-Large and the Vice-president or President-Elect with the Conference Liaison portfolio. The Committee assists the local organizing committee in organizing and hosting the Annual Meeting. The General Chair and the Technical Program Representative should be appointed, by the CSAS Executive, at least two years prior to the Meeting.

For more specific information, see Part V - Annual Meeting Format and the AIC "Guideline for Planning Conferences".

### **10. WAAP Representative**

The aim of the World Association for Animal Production (WAAP) is: "To promote activities that stimulate the generation and diffusion of scientific knowledge to develop and transfer technology necessary for increasing the production and productivity of goods of animal origin for the benefit of mankind. "

The CSAS is a paying member of WAAP, whose membership is restricted to animal production associations and societies established on either a national or continental basis and having objectives which conform with those of the World Association.

The WAAP Council includes representation from accredited members of the Association and maintain a Head Office (Mr. N. Frydlander, Secretary General, World Association ' for Animal Production, Via A. Torlonia, 15/A, 1-00161 Roma, Italy). Meetings of the Council normally take place at the World Conference for Animal Production, which is held once every five years (1973-Melbourne, 1978-Buenos Aires, 1983-Tokyo, 1988-Helsinki, 1993 - Edmonton, 1998 -Seoul).

Responsibilities of the CSAS Representative include acting as a liaison between the Society and the WAAP, this would include the necessary duties as a member of the Council if able to attend.

More specifically, WAAP should be regularly informed about the current office bearers of the Society and related information about meetings held or planned. The representative should inform the CSAS re activities of WAAP and remind the Secretary-Treasurer to forward the annual dues prior to January 1st.

The Statutes and By-Laws of the Association should be maintained by the incumbent of this position.

### **SPECIAL COMMITTEES/APPOINTEES**

These are characterized as being those with an expected short- term duration, having been established to investigate and report on a specific area of concern to the Society, government, other organizations or groups, or to animal agriculture in general.

Such committees/appointees will normally function for up to one year unless specified to the contrary at the time of their initiation.

## **PART V**

### **ANNUAL MEETING FORMAT**

The National body meets annually usually in the summer months, frequently at the time and place of the AIC Conference. The suggested format applies for such occasions, but can also be used as a guide for the conduct of Branch Meetings (which may be held separately to, or in conjunction with the AIC Conference).

The program is usually based on the following:

1. Symposia and/or Invited Papers
2. Technical Sessions, including a Graduate Student Paper and Poster Presentation Competition
3. Annual Business Meeting
4. Social Functions - optional
5. Tours - optional

### **ORGANIZATION OF THE MEETING**

The meeting should be organized by a General Chair, appointed by the CSAS Executive at least two years prior to the scheduled meeting. The Organizing Committee, members of which are selected by the Chair and approved by the Executive, should consist of a Technical Program Chair plus individuals who will be responsible for specific areas (e.g. Accommodations, Financing, Social Events, etc.).

It is important that CSAS letterhead be used for all correspondence in order to identify the CSAS local Committee as a representative of the Society. This procedure should be beneficial in solicitation of funds and other actions of this committee.

When held in conjunction with the AIC Conference, the responsibilities of the local CSAS committee basically relate to the time period assigned to the Scientific Societies, but the General Chair will act for the CSAS on the AIC local organizing committee.

### **Duties - General Chair (or delegate)**

1. Provide liaison between the AIC Program Committee and the CSAS Technical Program Committee, e.g. inclusion of CSAS on Registration form.
2. Meet with the CSAS Executive at least one year prior to the Meeting to provide a general outline of plans and subsequently report on progress and/or problems.
3. Organize the staffing of the registration desk in the area provided by AIC for Scientific Society registrations.

The arrangements for registrants should include:

- a. Facilities for payment of the registration fee (set by local committee in consultation with the CSAS Executive).
- b. General information re the Meeting, i.e. Copy of Proceedings, available reports to be presented at the Business Meeting, details of optional tour(s), etc. A page of acknowledgements should be included in the Proceedings to acknowledge sponsors of the meeting.
- c. Identification Tag - CSAS label or similar, to confirm registration.

- d. Tickets for CSAS Banquet and Tours or other social events.
  - e. Message board/box for notes to Resolutions Committee, CSAS Executive, etc.
  - f. Application forms and information re Membership in CSAS
4. Arrange for all meeting rooms that will be required.
  5. Plan the Social function(s) and entertainment.
  6. Arrange the financial aspects of the meeting.
  7. Organize all tours (may be joint tours with other Societies).
  8. Arrange for any necessary photographs (e.g. award recipients) to be taken during the Meeting. AIC Program Committee will provide a photographer on request.
  9. Act as "Master of Ceremonies" at the CSAS Banquet.
  10. After the Meeting, arrange for "thank\_you" letters to be sent to appropriate individuals/organizations.
  11. Submit a final report, including suggestions for future improvements, to the CSAS President within three months after the Meeting. A copy of this report should also be forwarded to the CSAS Secretary-Treasurer and to the next General Chair.

#### **Duties - Technical Program Chair**

1. Organize all aspects of the Symposia in consultation with the General Chair and CSAS Executive.
  - a. Arrange for all speakers including the Symposia Chairs. The AIC provides a free registration to the main conferences for one (only) guest of each society. Registration for additional speakers must be arranged by that speaker and/or local committee.
  - b. The format of the Symposia shall be decided by the organization committee of the annual meeting, upon consultation with the executive.
  - c. The majority of presentations are likely to be in the nature of reviews and speakers should be aware that the quality of the written paper should meet the requirements for publication in the CJAS A copy should therefore be received sufficiently prior to the Symposia to enable necessary changes to be identified and discussed personally with the speaker.
  - d. It is preferable that at least one of the presentations should discuss the practical applications of the symposia topic as it relates to animal agriculture.
  - e. Cost of publishing the Symposia papers in the CJAS must be budgeted for by the local committee.
2. Organize all aspects of the technical paper and poster sessions, in consultation with the General Chair. (This includes the Graduate Student Competition.)
  - a. Call for papers

This should be prepared by the Technical Program Chair, using the standard format, and for-warded to the CSAS Secretary-Treasurer prior to the deadline for the November/December issue of the CSAS Newsletter. The announcement should include the closing dates for Submission of Tides (reflecting any requirement for publication in the AIC Conference Program) and Abstracts (bearing in mind the time required to review the submissions and include those acceptable in the CSAS Proceedings). Note - This is not to be before March 15 of the meeting year.

#### Acceptance of Papers

- i. In order to present a paper in a CSAS technical session, the individual must register with the CSAS. This requirement may be waived by the local program planning committee for those registered with

other constituent societies, other designated societies, and invited speakers. All participants must register with the AIC Conference.

- ii. It is recommended that one of the authors of a paper be a member of the CSAS although this is not meant to discourage papers from related disciplines or societies.
- iii. It is assumed that receipt of a title by the deadline represents a commitment by the author(s) to present the paper at the Meeting. Titles received after the deadline may be accepted at the discretion of the Technical Program Committee.
- iv. Abstracts should be submitted in a format suitable for inclusion in the CSAS Proceedings to be distributed at the Meeting and subsequently for publication in the CJAS. Instructions for preparation of abstracts are on page 19.
- v. The Technical Program Chair is responsible for assuring clarity and accuracy of abstracts received by the deadline and has the right to require revision by the author if an abstract does not meet the style requirements of the Journal. If an acceptable version is not returned within a reasonable time (30 days after deadline), it will not be published.
- vi. The Technical Program Chair will forward the completed program (titles & authors and symposia title & invited speakers) to the CSAS Secretary-Treasurer for inclusion in the June newsletter.
- vii. The collected and compiled abstracts should be forwarded by the Technical Program Chair to the AIC Journals Office following consultation with the CJAS Editor.
- viii. The cost of publishing the abstracts in the CJAS should be included in the Budget of the CSAS Local Committee.

#### Abstracts

Abstracts must be submitted in the form required by the Technical Programs Chair. All suitable abstracts will be published in the Canadian Journal of Animal Science. Papers will be assigned to the various sessions at the discretion of the Program Committee.

#### Preparation of Abstracts

- i. The abstract should be completely self-explanatory and intelligible in itself, summarizing briefly and specifically the contents and conclusions of the paper. No tabular data.
- ii. All data must be reported in the metric system and abstract should be edited, ready for the printer.
- iii. Include up to six key words or 2-to-3 word phrases for the journal's subject index.
- iv. If withdrawal of a paper becomes necessary, the Technical Program Chair should be notified at once.

#### Quality Standards for Abstracts

An abstract is a communication of restricted length that permits informed readers to evaluate significant contributions of a scientific study. Since an abstract becomes a part of the permanent scientific literature and since more people will normally read the abstract than the full manuscript, clearly stated, simple sentences with exact wording must be used to ensure clarity and brevity.

#### An Abstract should include the following:

- i. The objectives of the study should be stated clearly and concisely at the beginning of the abstract.
- ii. Pertinent experimental conditions (such as number of treatments, replications and experimental units) should be included to give an indication of the scope of the study.
- iii. The experimental methods should include only those details that directly influence the interpretation or enhance the understanding of the results.
- iv. The results should be compiled, condensed and presented with great care. Only numbers that are discussed should be presented, The following suggestions should be considered:

- a) Only data relating to the hypothesis stated in the objectives and the experimental plan should be reported.
- b) Statistical inferences should be sufficiently detailed to authenticate interpretation of the data.
- v. A clearly stated conclusion is essential.

An Abstract is unacceptable if it:

- i. Contains grammatical errors and/or meaningless statements such as: "The results will be presented.
- ii. Presents treatment means without evidence of statistical analyses or measurements of data variability.
- iii. Includes no data or statements relating to treatment differences.
- iv. Does not use the metric system.
- v. Contain typing errors.
- vi. Fails to comply with submission requirements.

The quality of an abstract accepted for presentation is a direct reflection upon the image of the author(s) and the CSAS.

Guidelines for Presentation

The CSAS Executive has asked for provision that all papers presented in these sessions be evaluated. Evaluation will be available from the Chairs in each session.

EVALUATION SHEET - TECHNICAL PROGRAM SPEAKERS				
Title:				
Speaker:				
		GOOD	SATIS-FACTORY	NEEDS IMPROVE-MENT
1.	<b>PRESENTATION</b> Audience interest maintained Use of eye contact Absence of distracting mannerisms Audibility Enunciation and clarity			
2.	<b>VISUAL AIDS</b> Appropriateness, enhanced understanding Technical quality Legibility Choice of layout, organization			
3.	<b>CONTENT</b> Follows logical order Data understandable and supports title of paper Word choice and phraseology Operated within time limit Detail presented concisely and clearly			
4.	<b>HANDLING OF QUESTIONS</b> (if any)			
COMMENTS:				

## Recommendations for the Presentation of Scientific Papers

Good visual aids are an easy way to make a good impression on the audience. They may not remember what you said, but they will remember how you presented the material.

- i. Unless stated to the contrary, both slide (35 mm) and overhead projection equipment will be available at the meeting.
- ii. Preparation of slides and overheads:
  - a) Limit each slide to a maximum of 5 rows and 5 column of data - including no more than you will discuss.
  - b) Use only mean values without SE or SD unless they are of significance by themselves and you wish to discuss them.
  - c) Include only significant figures in your tabular data - round off values as much as possible for easy reading.
  - d) Use colour slides (e.g. white letters on deep blue background rather than black on white background).
  - e) Leave space - at least the height of a CAPITAL LETTER between lines of information.
  - f) Use a number of slides, each with one item of information, rather than a complicated slide.
  - g) Use graphs in preference to numerical data where possible. The significance of a point can be more easily seen in a graph.
  - h) USE A GOOD PRINTER. Clarity of the type will facilitate preparation of subsequent slides or overheads.
- iii. Use of slides and overheads:
  - a) Present to the audience at a rate of no more than one per minute, i.e. no more than 12 per 12 minute presentation.
  - b) Use duplicates if you plan to refer to a previous one.
  - c) Plan for a good visual pace in your presentation, matching the "verbal" to the "visual". Project a blank slide in a neutral colour, rather than turning off the projector, when the verbal is on another track.
  - d) Mark the slide frame in the lower left hand corner when the slide is read correctly on hand viewing to assist loading the slide container. Use sequential numbers to prevent mixing.
  - e) Carry your slides with you - your luggage may be delayed.
- iv. Presentation of report:
  - a) Meet the Session Chair so he/she can identify you before the Session starts. Give the slides to the projectionist as well.
  - b) About 80 % of your talk should deal with the Results and Summary since details of Methods and previous work may only interest those in the audience who are specialists in that field.
  - c) DO NOT READ YOUR SLIDES - The audience may not hear you if you don't face them. Retrieve your slides during a break in the Session - not during someone else's presentation.
  - d) Be honest in answering questions - if you don't know, say so.

**ALWAYS REHEARSE YOUR PRESENTATION BEFORE GOING TO THE MEETING - TRY TO CONSULT COLLEAGUES WHO WILL GIVE USEFUL CRITICISM AND CAN TIME YOU.**

### Poster Presentations

Posters should be fully prepared before the meeting. They should be readable from at least 2 metres. Colour is acceptable where it contributes to clarity and interest. Keep diagrams and tables simple. A title card should be prepared for the top and title lettering should be more than 3 cms. high.

#### b. Graduate Student Competition

Since the initial competition (1978), the criteria have been modified through motions passed at Executive and Annual Business Meetings and the following currently apply:

Participants must be members of the Society and registered for the annual meeting. Papers, based on the student's thesis work in a M.Sc. or Ph.D. program in animal agriculture, are restricted to one per student and this must be presented as scheduled by the technical program committee. The contestants must be the senior author. Should the total number of entries originally submitted exceed the available time, the local committee will apply an "equitable" restriction, e.g. a maximum of three entries from each Department.

#### Theatre Presentations

Evaluation shall be by three judges; namely, the Awards Chair, the Past-President and the Director not responsible for the awards, from the same region as the Awards Chair. Should the above individuals not be available, then substitutes can be nominated from the CSAS Executive at the discretion of the Awards Chair. The judges preferably will represent different subject areas. A standardized Score Card (page 26) should be used.

Requirements for submissions of Titles, Abstracts and the form of presentation (Theatre only) are as defined for papers in Technical Sessions.

The \$500 prize money is divided between the top three presentations (250/150/100).

#### Poster Presentations

Evaluation shall be by three judges; namely, the Awards Chair, the Vice-President and the Director not responsible for the awards from the same region as the Awards Chair. Should the above individuals not be available, then substitutes can be nominated from the CSAS Executive at the discretion of the Awards Chair. The judges preferably will represent different subject areas. A standardized Score Card (page 29) should be used.

The \$150 prize money is for the top poster.

#### Suggested Schedule and Instructions

- i. The closure date for titles and abstracts must not be before March 15. The Program Chair will sequence graduate student papers into their most appropriate session. All graduate student presentations should be completed prior to the Awards Banquet (generally Tuesday evening).
- ii. Names of the judges and their availability should be confirmed by the local committee prior to the deadline for receipt of Abstracts.
- iii. Shortly after all abstracts are received, a copy of each plus an equal number of blank Score Cards (see following pages) should be forwarded to each judge for prior evaluation; a Score Card should also be sent to each participant's supervisor.
- iv. Some time before the Annual Meeting, the Award Sponsors should be contacted to name a representative who will present the prizes; the CSAS Secretary-Treasurer should be reminded to arrange to have the four blank cheques available for the Awards Ceremony.
- v. Prior to the start of the Competition, each session Chair person should briefly mention the evaluation criteria and time limits for each presentation.
- vi. At the presentation of Awards, the Chair should identify the judges and acknowledge their contribution.

- vii At the CSAS Banquet, one of the judges should briefly comment on the competition, especially relating to overall deficiencies and strengths, prior to announcing, in ascending order from 3rd to 1st, the names of the winners, their institutes and supervisors. Cheques should be presented by the Sponsor's representative.
  
- viii. Consideration should be given to sending a personal note to each participant, expressing appreciation for their effort and perhaps a brief comment re their presentation.

SCORECARD (Theatre)			
CS			
Title:			
Author(s) and Institution:			
Advisor:			
Category	Points	Criteria	
Abstract	40	Objectives (0-5)	
		Experimental Design (0-5)	
		Material and Methods (0-10)	
		Results (0-10)	
		Conclusion (0-5)	
		Appropriateness/style (0-5)	
		Total	
Development of Subject	25	Introduction (0-5)	
		Objectives (0-5)	
		Material and Methods (0-5)	
		Results (0-5)	
		Conclusion (0-5)	
		Total	
Effectiveness of Presentation	35	Overall impact	
		Contact (0-5)	
		Use of visual aids (0-5)	
		Attitude (0-5)	
		Audience interest (0-5)	
		Response to questions (0-5)	
		Visual Aids (0-5)	
		Problem solving (0-5)	
Total			
Comments:			
Overall Total			

## **Explanation of Scorecard**

### Abstract - 40 marks

**Objectives.** Objective(s) must be stated clearly in written abstract (score 0 - no objective statement, 3 if unclear and 5 for clearly stated project objectives).

**Experimental Design.** The statistical design used to analyze the experimental data should be reported in the abstract e.g. completely randomized design (score 0 - no design mentioned, 3 if unclear and 5 for clearly stated design).

**Materials and Methods.** The description, although brief, should include enough information for the reader to understand the experiment reported. For example, it is important to explain the treatments, the number of animals and degree of replication. (Score 0 - material and methods not covered, 5 for incomplete information and 10 for good methods description).

**Results.** At least 2 sentences in the abstract should be devoted to the results. Include actual treatment comparisons where possible rather than the use of greater or less than, and note statistical significance where appropriate. (Score 0 - no mention of results, 5 for incomplete results and 10 for complete results).

**Conclusion.** At least 1 sentence in the abstract to confirm if objective(s) achieved and possible significance of results (Score 0 - no conclusion, 3 for confirming objective statement and 5 for confirming objective statement and interpreting the significance of results).

**Appropriateness/Style.** The abstract should follow the format instructions and be written in a style that is easily read. (Score 0 - wrong format, 3 writing style is awkward or deficient and 5 for easily read abstract).

### Development of subject - 25 marks

**Introduction.** A short introduction such as a brief review of the intended area of the presentation to lead up to a hypothesis or to the study objectives. (Impact on listener: Score 1 for disjointed introduction, 3 - area of presentation reviewed, 5 - research gaps identified leading to objectives).

**Objectives of the study.** Objectives should be identified and each one developed to give a clear purpose for the research (Score 0 - no objectives, 3 objectives simply stated, 5 objective statement developed by speaker).

**Material and Methods.** Methods should be developed in such a way to allow the audience to have a complete understanding of what was done. This would include treatments imposed, numbers of animals used, experimental design, measurements recorded and statistical analysis. (Score 1 - disjointed procedures, not clear, 3 most major points discussed, 5 procedures reported fully document and support all reported results).

**Results.** Students are encouraged to present only the results which are important to the development of the subject. Results should be adequate and refer back to original objectives and the experimental design. (Score 1 - results unclear, 3 - more or less clear, 5 - crystal clear).

**Conclusion.** Conclusion should summarize the findings of the presented study or experiment and related back to original objectives. (Score 0 - no conclusion, 3 - conclusion presented but not well linked with original objectives, 5 - clear and concise conclusion with good linkage to study objectives).

### Effectiveness of Presentation - 35 marks

**Overall impact of presentation.** This includes the abilities of the student to maintain audience contact (e.g. use of eyes, lack of distracting mannerisms. Score – 0-5); to use visual aides (e.g. the way in which the visual aids are used by the student. Students should not read data or sentences from slides and use of pointer is encouraged Score 0-5); to impart a positive attitude to the audience (e.g. enthusiasm for subject material, Score 0-5); to maintain audience interest (Score 0-5) and to respond to questions in a brief and thorough manner demonstrating confidence and knowledge of the subject material (Score 0-5).

**Visual aids.** Slides should be readable from all parts of the room. Avoid the use of data slides with more than 4 columns and 4 rows of data. White on blue recommended or contrasting colours (Score 0 - unreadable slides, Score 3 - most slides well prepared, Score 5 - all slides well prepared with good contrast).

**Contribution to problem solving.** Relevance, whether the presented material is basic or applied, to problem solving in animal and poultry science or to the livestock industry in general. (Score 0-5).

(REVISED January 1990. S. Morgan Jones, L.J. Fisher , M.A. Price)

SCORECARD (Poster) CSAS Graduate Student Competition			
Title:			
Author(s) and Institution:			
Advisor:			
Category	Points	Criteria	
Abstract	40	Objectives (0-5)	
		Experimental Design (0-5)	
		Material and Methods (0-10)	
		Results (0-10)	
		Conclusion (0-5)	
		Appropriateness/style (0-5)	
		Total	
Legibility and Layout	5		
Introduction	10	Purpose of research	
Materials and Methods	15	Experimental design	
		Description of treatments	
		Statistical methods	
		Total	
Results and Discussion	20	Presentation of results	
		Explanation of tables and/or figures	
		Conclusions supported by the data	
		Total	
Summary/Questioning	5		
Overall Impact of the Poster	5		
Comments:			
Overall Total			

### c. Organization of the Technical Sessions

#### Theatre Presentations

The Technical Program Chair should arrange for an appropriate number of individuals to chair each Session (Technical Session Chair). The General Chair should be advised of the number of meeting rooms required and the period of time when they should be available.

Each meeting room should have sufficient seating capacity for the expected attendance and preferably should be arranged in such a way that minimizes the disturbance to the speaker.

The following equipment should be available for use in each room:

- Projector Screen
- Slide Projector
- Overhead Projector
- Podium
- Pointer
- Extension cords, as required
- Time Clock with alarm (for Session Chair)

There should be individuals assigned to run the projection equipment and to control the lights and doors during the presentation.

#### **Duties - Technical Session Chair**

- i. Make certain that required equipment is in place and functioning properly and that support personnel are present.
- ii. Meet all individuals presenting papers immediately prior to the Session to confirm Titles and Names of speakers, to familiarize them with the procedures for their presentation and to identify absentees.
- iii. At the beginning of the Session, include any necessary announcements. Note that papers will be presented according to the printed schedule and should not be moved to accommodate empty spaces.
- iv. Introduce the speaker and title of the paper; set clock for allotted time (15 minutes) and give speaker an indication, if necessary, when to conclude presentation (at 12 minutes?).
- v. Close the Session, after the final speaker, with appropriate remarks and repetition of any announcements.

#### Poster Presentations

A white board (suggested dimensions about 1.8 m long x 1.2 m) and pins for attaching the posters are assigned to each presentation.

Authors are responsible for the preparation of suitable posters, their attachment prior to the allotted time and removal soon after the conclusion of the Session.

The Technical Program Committee should determine the length of display period and the time of day when an author should be present to provide information related to the presentation. Such information being included in the Meeting Program.

## FINANCIAL ASPECTS

Considerable thought should be given to the system for "bookkeeping", whether this is based upon the method used for the previous Meeting (incorporating the modifications suggested by the previous local committee) or on facilities (e.g. computer) available to the present committee.

Accurate records are necessary and use of a separate Trust Account is recommended. Although the local committee may be remembered for the size of the ultimate profit/loss achieved, efforts should be made to attain a "break even" point.

The net balance (+ or -) is subsequently transferred to the CSAS, which initially credits the CSAS Symposia account with any "profit" or assumes the responsibility for any "deficit".

Income will consist basically of four areas:

### 1. Registrations:

Early decisions to set the registration fee may be required if this is to be included in the AIC Registration Form which is distributed prior to the Conference. Other income in this area will be forthcoming at the Meeting from "late" registrations, sale of banquet/tour tickets, etc.

### 2. Donations:

Considerable income can be derived from solicited agencies, although the AIC Conference Organizing Committee may place restrictions on the potential sources which can be canvassed by each society. However, companies/commercial organizations strongly related to animal agriculture should be available to the CSAS committee. The donation from the Graduate Student Competition sponsor is usually received via the CSAS Secretary-Treasurer.

### 3. Grants:

The AIC Conference Committee may provide on request a grant, up to a fixed limit, to apply against expenses for one speaker, provided that the presentation is related to the theme of the AIC Conference.

### 4. Miscellaneous:

This will include a small amount generated by interest on the Trust Account.

Expenses shall include the following:

#### 1. Technical Program

- a. Symposia - Expenses for speakers
  - Publication of papers
  - Registration of invited speakers with AIC
- b. Technical Sessions - Publication of Abstracts in the Program and in CJAS
- c. Graduate Student Competition - Prizes covered by Sponsor
- d. Miscellaneous - Room and equipment rental

#### 2. Social Events

- a. Banquet - Facilities, meals, entertainment, invited guests, CSAS and Student Award Winners and their spouses.
- b. Tours - Transportation, meals, etc.

#### 3. Miscellaneous

- a. Service charges on bank account.

## ANNUAL BUSINESS MEETING

Agenda and conduct of the ABM is the responsibility of the CSAS Executive. However, the local program committee should endeavour to arrange a suitable time and location for this meeting.

## PART VI

### CSAS AFFILIATION WITH THE AGRICULTURAL INSTITUTE OF CANADA

The CSAS and its predecessor, the CSAP, have been linked with the AIC for many years.

The costs and benefits of this association, to the Society and its members, have been debated by the Society's Executive from time to time. The March, 1971 Newsletter contains interesting results of the questionnaire mailed to members, of whom just over 100 replied. To the relevant question of whether the CSAP should continue its relationship as an affiliate society with the AIC, 77 % were in favour and 15 % opposed. However, only 11 % were for (69 % against) severing all relations with AIC and setting up an independent organization. At that time, the Society's influence on AIC policy was essentially limited to the input of the three National Council members who represented all the affiliated societies, and the two voting delegates for each society at the AIC Annual Meeting.

Whether motivated by the concerns of the affiliated societies or for other reasons, the AIC National Council/Executive in the early seventies undertook to investigate further structural changes and in the June, 1974 Newsletter, the CSAS members were informed of two alternative proposals. The first, which was favoured by National Council, would essentially result in an increase in the Institute representation on National Council to nine members while the affiliated societies would still be represented by three, although each of the eight societies would retain one member on the Advisory Council on Scientific Affairs (ACSA). The second proposal was to form a Dual-Council structure, with the institutes represented on the National Council on Professional Affairs and the society representatives serving on the National Council on Scientific Affairs. Each council would be chaired by a Vice-President and these with the AIC President and President-Elect would constitute the National Executive.

The proposals were the subject of considerable discussion at the 1974 AIC Annual Meeting but the matter was not resolved there and thus the involved organizations were obligated to continue with the existing arrangement.

It is probably fair to state that, in spite of its limitations, affiliation with AIC enabled the CSAS to function as a viable organization and, given the apparent reluctance of members to accept higher membership fees, a move towards greater independence could have been self-defeating.

In 1973, the AIC was financed primarily through membership in the Provincial Institutes, although a portion of the CSAS income derived from the annual dues (\$7/member at that time) was credited to the AIC as an overhead on services performed, representation on SCITEC and travel expenses for the CSAS representative on ACSA. (Then, as now, several of the legitimate costs which the Society should assume were covered by the benevolence of employers and the donation of time by members conducting the CSAS business.)

In 1976, recommendations from the AIC "Special Committee on Restructuring the AIC", the McRorie Report, were presented to the CSAS ABM and there the Executive was instructed to further study the report, seek input from members and produce recommendations for subsequent action. (During the 1976-77 year, following a motion passed at the AIC Meeting, the scientific society representatives, constituting ACSA, sat as full members of the National Council.)

Early in 1977, in a memorandum circulated to the membership, the Executive of CSAS presented relative information re three possible alternatives which basically were: (1) acceptance of the restructuring by AIC and CSAS; (2) acceptance by AIC but CSAS would opt out; and, (3) the rejection of restructuring by AIC and therefore retention of the status quo; members were requested to indicate their preference on an attached questionnaire.

From the 106 responses, it was apparent that 85.9% favoured (1), 4.7% favoured (2) and 9.4% were for the status quo. Thus it was left for the 1977 meetings to determine the final outcome and on August 16, at Guelph, the CSAS members at the ABM amended the Constitution (by addition of the present Article 11) subject to approval of restructuring by AIC, a motion that was passed unanimously by the August 17, 1977 Annual Meeting.

The new relationship did not however solve all the problems and the compulsory requirement for CSAS members to belong to the AIC (and pay the additional annual dues) was anathema to some.

Membership statistics, although subject to interpretation, indicate that the total of paid-up CSAS members (excluding those with life membership) was as follows: June, 1976 - 285, 1977 - 319, 1978 - 334, 1979 - 332, 1980 - 337, 1981 - 329 and 1982 - 326. While it is not possible to relate the

lack of apparent growth in size since 1978 to restructuring specifically, it is evident that there was an apparent decline in the percentage (members/"eligible population").

During the 1982-83 year, the relationship was further examined by both the AIC National Council and the CSAS Executive. Following this study, the subject of compulsory membership in AIC was delegated to CSAS who interpreted the changes to indicate that membership in AIC was not compulsory for CSAS members but CSAS members should be encouraged to become AIC members. In conjunction with a vigorous campaign to recruit new members and welcome back resigned members, the new interpretation led to an increase in membership to a 1985 level of 542. As more and more members of scientific societies became non-members of AIC, it became necessary for AIC to charge the societies themselves an "organizational fee" equal to the amount they would have received had all members of the society been members of the AIC. A number of societies also began to approach very closely the threshold level of 50 % of members being members of AIC, which allowed the society to be affiliated with AIC. This, and an analogous situation within BCIA (which, contrary to AIC rules allowed some of its members to stop membership in AIC) led, in the early 1990's, to a call for yet another radical restructuring of AIC. The 1994/95 restructuring resulted in the AIC becoming a federation of member organizations, with two main categories of membership: Full member organizations, each of which had a seat on the Board of Directors; and, Associate Member Organizations who had one seat on the Board per 5 AMOs. Dues were calculated on the basis of the number of ordinary members in the organization, and FMO's paid about five times as much per member as AMOs. Following adoption of this structure, and after some hesitation by BCIA and OIA, all nine Provincial Institutes of Agrology opted to become FMOs and all nine scientific societies opted to become AMOs. In most cases including CSAS, membership was 'provisional', but in the following year all 18 organizations voted to continue their association with AIC.

## PART VII

### CANADIAN JOURNAL OF ANIMAL SCIENCE

The CJAS is the official journal of the CSAS and is published by the AIC. The CJAS Editorial Committee (see Part IV.4) accepts responsibility for scientific content and the reviewing process.

#### Function

1. The Journal records the findings of original research and papers are accepted only after critical review. Also published are Symposia papers and Abstracts of Technical session presentations from the annual CSAS Meeting, and invited Reviews.
2. The Board of Directors of AIC has overall responsibility for the Journal, in particular the financial policy. In this respect, the Board is assisted by the Scientific Journals Committee (see AIC Committee Handbook.)
3. The Policy Subcommittee, as a committee of Scientific Journals Committee (SJC, directs the general editorial policy for the CJAS and its sibling journals (Canadian Journal of Plant Science, Canadian Journal of Soil Science). The three CSAS members on the Policy Subcommittee must be approved by the SJC and by the Board of Directors. Each member serves a three-year term. The CSAS may convey proposals regarding the Journal to the Board of Directors through a CSAS representative on the Policy Subcommittee.

#### Funding

1. The major income derives from subscriptions, reprints and page charges. Specific information is available in the AIC Annual Report on Income and Expenses.
2. Publication costs for an author, or his/her employer, consist of a page charge (see current issue of CJAS) plus any additional expenses relating to engravings, equations, figures, photographs, tables and translation of the Abstract into the other official language. Exemption from page charges is permitted for AIC members who are retired.  
Purchase of reprints is optional, information on this cost is available from the AIC Office.
3. Costs for publication of Abstracts and Symposia derived from presentations at the CSAS Annual Meeting are borne ultimately by the CSAS .

Additional Information, e.g. related to preparation of manuscripts, is available from current issues of the Journal.

## PART VIII

### CSAS EVENTS CALENDAR

Note: Suggested timing is flexible; specific dates may be related to the date for the CSAS Conference - see appropriate By-Law.

Action Required	P	VP		S-T	D	PP	LC
		Even	Odd				
<b>AUGUST</b>							
"Thank you" letters to contributors AGM	X						
Minutes of Executive meetings to Executive				X			
New Executive list to AIC				X			
Minutes of ABM				X			
Distribute CSAS membership information		X					
<b>SEPTEMBER</b>							
Call for nominations AIC Awards					X		
First Newsletter distributed				X			
CSAS info to WAAP representative for forwarding				X			
Distribute Book Prize Awards by AIC office				X	X		
<b>OCTOBER</b>							
First billing for annual dues by AIC office-				X			
<b>NOVEMBER</b>							
Deadline AIC Award nomination (November 1)					X		
Prepare Call for Titles/Abstracts							X
<b>DECEMBER</b>							
Forward annual dues (WAAP) by AIC office				X			
Prepare for mid-term Executive meeting	X			X			
<b>JANUARY</b>							
Prepare Executive nomination slate				X		X	
Auditing of CSAS finances				X			
Second billing for annual dues by AIC office				X			
Confirm judges for Graduate Student Competition							X

Action Required	P	VP		S-T	D	PP	LC
		Even	Odd				
<b>FEBRUARY</b>							
Prepare call for CSAS Honours/Awards					X		
Prepare call for By-Law changes				X			
Mid-term Executive meeting	X	X	X	X	X		?
<b>MARCH</b>							
<b>APRIL</b>							
Prepare voting information re future Executive						X	
<b>MAY</b>							
Ballots distributed (by AIC office) with June Newsletter				X			
Prepare Agenda for ABM	X						X
Contact universities re Book Prize nominations					X		
<b>JUNE</b>							
Forward Graduate Student Competition Abstract to judges							X
Prepare reports for ABM	X	X	X	X	X	X	X
<b>JULY</b>							
Pre-Conference Executive meeting (including incoming Executive)	X	X	X	X	X	X	X
CSAS/AIC Conference	X	X	X	X	X		X
Post-conference Executive meeting (new Executive)	X	X	X	X	X		X

Of necessity, the above does not include responsibilities which continue during the year of office, particularly those of the local committee (LC) whose activities commence prior to the year in which their conference is held.

- P - President
- VP(E) - Vice-President elected in even numbered year
- VP(O) - Vice-President elected in odd numbered year
- S-T - Secretary-Treasurer
- D - Directors (Honours & Awards Committee)
- PP - Past-President
- LC - Local CSAS Conference Committee

## PART IX

### CSAS HONOURS AND AWARDS

#### **CERTIFICATE OF MERIT (1976-1990); AWARD OF MERIT (1991-1997); CSAS FELLOWSHIP AWARD (1998 - )**

Representing the highest honour bestowed by the Society to members who have made an outstanding contribution in any field of animal agriculture. The Certificate of Merit was first awarded in 1976. In 1991, the name was changed to Award of Merit when a sponsor provided the funds for a cash award. At the 1997 AGM, members voted to change the name of the Award to CSAS Fellowship. All previous Certificate of Merit and Award of Merit winners will also be named as Fellows of the CSAS so that their accomplishment is recognized in perpetuity.

Eligibility: A CSAS member who has made an outstanding contribution in any field of animal agriculture.

Form: A framed certificate (1976-1990); a plaque and a cash award (1991- ). Recipients do not subsequently pay the CSAS Annual Dues but a CJAS subscription is not included.

Frequency: Up to two could be awarded annually up to 1990; thereafter, one will be awarded annually.

Nominations: Made by CSAS members; deadline is March 31.

Sponsor: Alltech Inc.

#### **CANADA PACKERS' MEDAL (1980-1990); AWARD FOR EXCELLENCE IN NUTRITION AND MEAT SCIENCES (1991- )**

To recognize and encourage excellence in teaching, research or technology transfer in the area of animal nutrition or meat science, this was first awarded in 1980.

Eligibility: A CSAS member involved at provincial, federal or international levels. CSAS and AIC Fellowship recipients are ineligible.

Form: The appropriate Medal (1980-1990); a plaque and a cash award (1991)

Frequency: One is awarded annually.

Nominations: By individuals or organizations; deadline is March 31.

Sponsor: Canada Packers Ltd., (1980-1990); Shur-Gain (1991- ).

#### **CANADIAN ASSOCIATION OF ANIMAL BREEDERS' MEDAL (1980-1990); CANADIAN ASSOCIATION OF ANIMAL BREEDERS AWARD FOR EXCELLENCE IN GENETICS AND PHYSIOLOGY (1991-?); AWARD FOR EXCELLENCE IN GENETICS AND PHYSIOLOGY (1991-2001); AWARD FOR TECHNICAL INNOVATION IN ENHANCING PRODUCTION OF SAFE AFFORDABLE FOOD (2002-)**

To recognize and encourage excellence in teaching, research or extension in the area of Animal Breeding or Physiology, this was first awarded in 1980. In 2002, the scope of the award was broadened to recognize excellence in technical innovation and teaching with particular emphasis in the field of biotechnology, genetics, physiology and animal behavior. The award requires a demonstration that the recipient has contributed to the production of safe and affordable food.

Eligibility: A CSAS member involved at provincial, federal or international levels. CSAS and AIC Fellowship recipients are ineligible.

Form: The appropriate Medal (1980-1990); a plaque and a cash award (1991 - ).

Frequency: One is awarded annually.

Nominations: By individuals or organizations; deadline is March 31.

Sponsor: Canadian Association of Animal Breeders (19?-); The Semex Alliance (?-2000); CSAS (2001); Elanco (2002-).

## **ANIMAL INDUSTRIES AWARD IN EXTENSION AND PUBLIC SERVICE**

To recognize outstanding service to the animal industries of Canada in technology transfer, leadership, and education in animal science; first awarded in 1991.

**Eligibility:** A CSAS member involved at provincial, federal or international levels. CSAS and AIC Fellowship recipients are ineligible.

**Form:** A plaque and a cash award.

**Frequency:** One is awarded annually.

**Nominations:** By individuals or organizations; deadline is March 31.

**Sponsor:** Dairy Farmers of Canada, Canadian Pork Council, and Chicken Farmers of Canada

## **CO-OP FEEDS YOUNG SCIENTIST'S MEDAL (1982-1990); SMITH KLINE BEECHAM YOUNG SCIENTIST AWARD (1991- ); YOUNG SCIENTIST AWARD ( );**

To recognize the achievements of new members of the research community who have demonstrated excellence in any area of animal agriculture, first awarded in 1982.

**Eligibility:** A CSAS member who, within a period of no greater than seven years from obtaining a Ph.D., has demonstrated excellence in any area of animal and/or poultry science. Holders of CSAS or AIC Fellowships not eligible.

**Form:** The appropriate Medal (1982-90); a plaque and a cash award (1991 - ).

**Frequency:** One is awarded annually.

**Nominations:** By individuals or organizations, deadline is March 31.

**Sponsor:** Co-op Feeds (1982-90); Smith Kline Beecham (1991- ); Pfizer Animal Health (-)

## **HONOURARY LIFE MEMBERSHIP**

In recognition of active members, recently retired, who have demonstrated support of the CSAS Mission and Objectives. The first was granted in 1963.

**Eligibility:** CSAS 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. Selection of recipients will be made by the Honours and Awards Committee on the basis of contributions to Animal Science in general and CSAS in particular.

**Form:** A framed certificate; recipients do not subsequently pay the CSAS Annual Dues but a CJAS subscription is not included. Honourary Life Memberships become active on January 1st following the annual meeting at which they were awarded.

**Frequency:** An average of three shall be awarded in any year.

**Nominations:** By active CSAS member(s); deadline is March 31.

**Sponsor:** The CSAS.

## **PAST-PRESIDENT'S CERTIFICATE**

In recognition of service to the Society during the term as President, first awarded in 1977.

**Eligibility:** The current President of the CSAS.

**Form:** A framed certificate.

**Frequency:** One is awarded at the conclusion of the President's term.

**Nominations:** N/A, awarded automatically.

**Sponsor:** The CSAS.

## **NOMINATIONS FOR AWARDS**

Nominations (except for Honorary Life Membership) must be accompanied by four copies of the following:

Name of nominator (s)  
Name of nominee(s)  
Date and place of birth  
Home address of nominee  
Reason for nomination: a statement (approx. One-half to one page in length) of why this particular nominee is being proposed.  
Education – post secondary  
Record of employment  
Service to the profession (books and papers published, courses and numbers of students taught, industry activities, consultations, overseas involvement, etc.)  
Honors and awards already held  
Summary of the important part of the documentation (max 250 words)  
For nominees for the Canadian Animal Industries Award in Extension and Public Service, letter of support from farm organizations on a local, provincial and/or national level is required.

Deadlines for nominations are normally April 30th.

## **AWARDS RESTRICTED TO STUDENTS IN ANIMAL/POULTRY SCIENCE**

### **BOOK PRIZE**

In recognition of superior academic achievement during the first three years of study within each of the Faculties of Agriculture at each Canadian university. These were first presented in 1971.

**Eligibility:** An undergraduate student who has demonstrated superior academic performance during the first three years of related studies and who enrolls in the fourth year in animal/poultry science.

**Form:** A \$100 book certificate, a certificate and a one year membership in CSAS (not including CJAS).

**Frequency:** Annually, one for each of the following: University of British Columbia, University of Alberta, University of Saskatchewan, University of Manitoba, University of Guelph, Macdonald College, University of Laval and Nova Scotia Agricultural College.

**Nominations:** One nominee selected by appropriate committee at each college/university; deadline as set by Honours and Awards Committee. Each College/University should nominate a winner and an alternate to be awarded if the winner fails to register for the fourth year in animal/poultry science. It is recommended that a notice be published in the June newsletter to encourage university department representatives to nominate their winner in the summer.

**Sponsors:** The CSAS (1971-1992); CRC Press Inc. (1993-1995); The CSAS (1996); Oxford University Press of Canada (1997- ).

Certificates are to be sent from the AIC Office to the Animal & Poultry Science Departments in care of the Department Heads. The Honors and Awards chair prepares the and sends to appropriate Department contact for presentation at Department or Faculty Awards ceremony.

## **GRADUATE STUDENT PAPER PRESENTATION COMPETITION AWARDS**

In recognition of the top three presentations during the Graduate Student Competition at the Annual Meeting. First awarded in 1978.

Eligibility: A member of CSAS, enrolled in a Master's or Ph.D. program, who registers for the Annual Meeting and is senior author and presenter of a paper, based on own research, during the competition. Requirements are detailed under Part V.

Form: A cheque for \$250/\$150/\$100 for the top three presentations.

Frequency: Annually.

Award: Winners selected by panel of three judges (see Section V - Annual Meeting Format).

Sponsors: The CSAS (1978); Cargill Ltd. (1979-1989); Pfizer (1990- ).

#### **GRADUATE STUDENT POSTER PRESENTATION COMPETITION AWARD**

In recognition of the top three poster presentations in the Graduate Student Competition at the Annual Meeting. First awarded in 1997.

Eligibility: A member of CSAS, enrolled in a Master's or Ph.D. program, who registers for the Annual Meeting and is senior author and presenter of a paper, based on own research, during the competition. Requirements are detailed under Part V - Annual Meeting Format.

Form: A cheque for \$250/\$150/\$100 for the top three presentations.

Frequency: Annually.

Award: Winner selected by panel of three judges (see Section V - Annual Meeting Format).

Sponsor: Rhône-Poulenc Canada Inc., through the Rhône-Poulenc Animal Nutrition Business Unit (1997-2001); Aventis (2001-).

#### **OTHER AWARDS**

Members of the Society may be eligible for awards which are not restricted to those in the area of livestock production.

Among these are the AIC Honours and Awards, namely:

The Grindley Medal;  
Fellowship in the AIC; and  
Honourary Membership in AIC

Details of these awards are available from the AIC and the nominations, suitably documented, must be forwarded to AIC prior to November 1 in the year preceding the AIC Conference.

## APPENDIX A: Recipients of CSAS Honours and Awards

### 1. Honourary Life Membership

1977	Frank Baker Ralph Bennett John Berry T.P. Devlin E.B. Frazer L.Y. Hamilton Smith Albert Hilton R.J. Huggard H.M. King V.S. Logan G.A. Luyat H.J. Maybee I. Motzok Robert Parent J.G. Stothart H.E. Wilson Stanley Wood G.W. Wood	1984	John Bowland Tom Burgess Howard Fredeen		Peter Hamilton Robert May H. McGill Jim Miltimore Hugh Nicholson David Owen Victor Pinchin Don Waldern Stuart Wilton David Young
		1985	Gordon Ross Elwood Stringam Charles Watson		
		1986	Chris Bigland John Dalrymple Bruce McCurrach Fred Proudfoot Alex Robblee Roy Wilkinson	1991	D. Dominique Rony H.F. MacRae J.C. Rennie R.N. Hitchman
		1987	J.R. Aitken Germain Brisson Robert Curtis R.S. Gowe Beryl March John Ellis Moxley John Pelter	1992	David Manning Adams William Douglas Morrison Bruce Douglas Owen C.M. (Red) Williams Norval Campbell Young C.R. Krishnamurti
1978	Herbert Hargrave H. F. MacRae Hobart Peters J.C. Rennie				
		1988	Roy Berg Marvin Seale	1993	Robert Hironaka C.G. Hickman
1979	W.C. Gordon Peter A. Kondra T.M. MacIntyre Wally Pigden Karl Rasmussen Art Reddon				
		1989	Milt Bell D.S. Cox Doug Friend D.P. Heaney, Bill Howell Gordon MacLeod Bill Mathewson	1994	none awarded
				1995	W. Martyn Palmer Steve C. Stothers E.E. Swierstra F.R. Johnson
1980	Bob Forshaw August Johnson				
				1996	J.W.G. Nicholson Bruce Stone
1981	None awarded	1990	Stuart Allaby Peter Bailey J.D. Baird Stan Beacom David Bowden	1997	None awarded
1982	L.W. McElroy				
1983	Stan Curtis  Sid Lore Norman MacNaughton S.J. Slinger John Strain			1998	Ray Ingals
				1999	Frank Hurnik
				2000	none awarded
				2001	none awarded
2002	Gaston J. St-Laurent Ed Lister Gerry Dyck Bob Blair	2003	Dave Christensen Roger Cohen		

### Certificate of Merit

Sponsor: Alltech Inc.

1976	H.T. Fredeen				
1977	A.J. Charnetski J.E. Moxley	1982	R.T. Berg G.J. Brisson	1987	K.J. Jenkins C.M. Williams
1978	H.F. MacRae J. C. Rennie	1983	L.P. Milligan W.D. Morrison	1988	D.W. Friend G.K. MacLeod R.J. Parker
1979	A.S. Johnson W.J. Pigden K. Rasmussen	1984	J.P. Bowland R.S. Gowe W.E. Howell	1989	J.S. Gavora
1980	R.P. Forshaw T.M. MacIntyre	1985	D.S. Cox D.P. Heaney	1990	R.J. Christopherson Henry Bayley

1981	R.J. Huggard F.G. Proudfoot	1986	FX Aherne J.M. Bell
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#### **Award of Merit**

Sponsor: Alltech Inc.

1991	Jiro Nagai
1993	J.I. Elliot
1994	K-J. Cheng
1995	M. Ivan
1996	S.D. Morgan Jones
1997	J. Buchanan-Smith

#### **Fellowship Award**

Alltech Inc.

1998	Ron Marquardt
1999	Roger Hacker
2000	Gary Mathison
2001	Steven Leeson
2002	Dave Christensen
2003	Jim Wilton

### **3. Canada Packers Medal (Nutrition/Meat-Science)**

Sponsor: Canada Packers

1980	J.E. Miltimore
1981	H.S. Bayley
1982	J.W.G. Nicholson
1983	F.X. Aherne
1984	M. Hidioglou K.J. Jenkins
1985	G.K. MacLeod
1986	M. Ivan
1987	L.T. Fisher
1988	H.W. Hulan
1989	S.D.Morgan Jones
1990	D.A. Christensen

#### **Shur-Gain Award for Excellence in Nutrition and Meat Science**

Sponsor: Shur-Gain

1991	Jock Buchanan-Smith
1992	Ron Marquardt
1993	Wilm Sauer
1994	John Kennelly
1995	Dave Mowat
1996	Ron Ball
1997	Brain McBride
1998	Gary Mathison
1999	Al Schaefer
2000	Shai Barbut
2001	Alan Tong
2002	Helene Petit
2003	Christiane Girard

### **4. Canadian Association of Animal Breeders Medal (Genetics/Physiology)**

Sponsor: Canadian Association of Animal Breeders

1980	E.B. Burnside
1981	Roy Berg
1982	Jim Wilton
1983	C.B. Bailey
1984	Brian Kenndy
1985	R.J. Christopherson
1986	None awarded
1987	J. Nagai
1988	A.J. Lee
1989	B.A. Young
1990	C.R. Krishnamurti

#### **Canadian Association of Animal Breeders Award for Excellence in Genetics and Physiology**

Sponsor: Canadian Association of Animal Breeders

1991	A.A. Grunder
1992	Gislain Pelletier
1993	T.R. Batra
1994	Reuben Mapletoft
1995	George Foxcroft
1996	Ng Kwai Hang
1997	C.Y. Lin

1998 Denis Petitcherc  
 1999 Raja Rajamahendran  
 2000 John Kennelly  
 2001 John Katelic

**Award for Technical Innovation in Enhancing Production of Safe Affordable Food**

Sponsor: Elanco Canada

2002 James Squires  
 2003 Chantel Farmer

**5. Co-op Feeds Young Scientist Medal**

Sponsor: Co-opm Feeds

1982 M.A. Price  
 1983 A. Fortin  
 1984 S.D. Morgan Jones  
 1985 D.M. Veira  
 1986 E. Block  
 1987 J.J. Kennelly  
 1988 A.L. Schaefer  
 1989 P.A. Thacker  
 1990 B.W. McBride

**Young Scientist Award**

Sponsor: Smith-Kline Beecham

1991 Ron O. Ball  
 1992 David R.C. Bailey  
 1993 Frank Robinson  
 1994 Hélène Lapierre  
 1995 Karen Beauchemin  
 1996 Tim McAllister

**Young Scientist Award**

Sponsor: Pfizer Animal Health

1997 Erasmus Okine  
 1998 John Cant  
 1999 Michael Dugan  
 2000 Jim House  
 2001 Ming Fan  
 2002 Marie France Palin  
 2003 Arif Mustafa

**6. Canadian Animal Industries Extension and Public Service Award**

Sponsors: Canadian Chicken Marketing Agency, Dairy Farmers of Canada, Chicken Farmers of Canada, Canadian Pork Council

1991 J.F. Hurnik  
 1992 C.M. (Red) Williams  
 1993 S. Ross Gould  
 1994 Eugene Janzen  
 1995 Jim Dalrymple  
 1996 Duane H. McCarney  
 1997 John J. Kennelly  
 1998 Steve Leeson  
 1999 John McKinnon  
 2000 Tim McAllister  
 2001 Paul McCaughey  
 2002 Ron Ball  
 2003 Erasmus Okine

**7. AIC Fellowships**

E.S. Archibald  
 C.F. Bailey  
 G.H. Barton  
 J.M. Bell\*

S.A. Hilton  
 W.E. Howell  
 R.J. Huggard  
 W.D. Kitts

J.C. Rennie  
 J.P. Sackville\*  
 M.E. Seale  
 A.M. Shaw\*

R.T. Berg	T.M. MacIntyre	R.D. Sinclair*
J.C. Berry	B.E. March	S.J. Slinger*
J.P. Bowland	L.W. McElroy*	J.G. Stothart
H.D. Branion	T.R. Melville-Ness*	E.W. Stringam
G.J. Brisson	E. Mercier	L.B. Thomson*
D.A. Christensen	W.D. Morrison	W.H. Tisdale*
E.W. Crampton	J.E. Moxley	S.E. Todd*
J.I. Elliot	J.W.G. Nicholson	W.P. Watson
W.H. Fairfield*	B. Owen	F. Whiting*
G.E. Flate	R.C. Parent*	R. Wilkinson
R.P. Forshaw	W.J. Pigden*	C.M. Williams
H.T. Fredeen	F. G. Proudfoot	S.B. Williams
H.S. Fry*	G.E. Raihboy	J.C. Woodward
H.J. Hargrave*	K. Rasmussen	*Deceased Member

1998 R. Blair

#### AIC Outstanding Young Agrologist

1996 A.H. Fredeen

### 8. Graduate Student Competition

#### a) Theatre Presentations

- 1978 H.W. Gonyou (W.R. Stricklin, University of Saskatchewan)  
W.L. Hawley (W.R. Stricklin/H.H. Nicholson, University of Saskatchewan)  
J.A. Basarab (R.T. Berg/J.R. Thompson, University of Alberta)
- 1979 D.L. Patterson (G.W. Friars/C.Y. Lin, University of Guelph)  
H.W. Gonyou (W.R. Stricklin, University of Saskatchewan)  
P.J. Morris (D.N. Mowat, University of Guelph)
- 1980 V.A. Pouteaux (W.R. Stricklin/G.I. Christison, University of Saskatchewan.)  
L.G. Bentley (J.P. Mahone, Macdonald College)  
L.A. Bate (R.R. Hacker, University of Guelph)
- 1981 L.A. Bate (R.R. Hacker, University of Guelph)  
A. L. Schaefer (C.R. Krishnamurti, University of British Columbia)  
N.J. Lewis (J.F. Humik, University of Guelph)
- 1982 F.D. Evans (R.R. Hacker, University of Guelph)  
T.E. Droppo (G.K. Macleod/D.G. Grieve/J.D. Summers, University of Guelph)  
J.H. Hee (R. Berzins/W.C. Sauer, University of Alberta)
- 1983 R.O. Bail (H.S. Bayley, University of Guelph)  
H. Takagi (B.R. Downey/M.E. Rau/E. Block, Macdonald College)  
T.G. Forster (D.N. Mowat/S.D.M. Jones/I.W. Wilton/D.P. Stonehouse, University of Guelph)
- 1984 S. DeBoer (J.F. Humik, University of Guelph)  
J.F. Patience (R.D. Boyd, Cornell University)  
L.M. Desjardins (J.W. Hilon, University of Guelph)
- 1985 A.S. Marziali (Kwai Hang Ng, Macdonald College)  
C. Campbell (J.G. Buchanan-Smith, University of Guelph)  
A.I. Gengler (R.R. Marquardt, University of Manitoba)
- 1986 S.D. Macaulay (University of Guelph)  
A.D. Beaulieu (University of Saskatchewan)  
U. Karalus (Macdonald College)
- 1987 K.A. Beauchemin (University of Guelph)  
R.A. Christensen (University of Alberta)  
L.A. Braithwaite (University of Guelph)
- 1988 S.R. Laycock (University of Guelph)  
A.G. VanKessel (University of Saskatchewan)  
M.S. Bilawchuk (University of British Columbia)
- 1989 K. Signatovich (University of Manitoba)  
C. Taylor (University of British Columbia)  
H.L. Bruce (University of Guelph)
- 1990 S.L. Scott (University of Alberta)  
J.M. Kelly (University of Guelph)  
A.D. Iwaasa (University of Saskatchewan)
- 1991 C.K. Singh (M.A. McNiven, Atlantic Veterinary College)

- J.M. Verhulp (R.O. Bail, University of Guelph)  
 A.S. Vaage (J.G. Buchanan-Smith, University of Guelph)  
 1992 R. Berthiaume (J.G. Buchanan-Smith, University of Guelph)  
 P.D. Pirie (W.D. Morrison, University of Guelph)  
 B.J. Marty (E. Chavez, Macdonald College)  
 1993 E.A. Mukisira (L. Phillip, Macdonald College)  
 K.A. Lien (W. Sauer, University of Alberta)  
 G.M. Kamande (J. Shelford, University of British Columbia)  
 1994 G.A. Bo (University of Saskatchewan)  
 K. Harrison (University of Saskatchewan)  
 R.D. Bergen (University of Saskatchewan)  
 1995 N. Dinn (J. Shelford, University of British Columbia)  
 J. Gunn ( , Nova Scotia Agricultural College)  
 E. Finegan ( , University of Guelph)  
 1996 -----  
 -----  
 -----  
 1997 S. Legault (J.L. Bailey, Université Laval)  
 M.Y. Yang (R. Rajamahendran, University of British Columbia)  
 C.F.M. Molento (E. Block, Macdonald College)  
 1998 A. Murphy (University of Guelph)  
 G. P. Penalver (PEI)  
 E. M. McNeilage (University of Guelph)  
 1999 Bruce Schumann (Jim Squires, University of Guelph)  
 Tamara Fernandes (Jim Wilton, University of Guelph)  
 Jeff Rau (Ian Duncan, University of Guelph)  
 2000 S. Wielgosz (University Saskatchewan)  
 A.K. Shoveller (University of Alberta)  
 P. Kuber (University of Washington)  
 2001 S.M.L. Stevenson (University of Lethbridge)  
 K.L. Burgoyne (Nova Scotia Agricultural College)  
 D. Lackeyram (University of Guelph)  
 2002 Trevor Alexander (University of Alberta)  
 T. C. Rideout (University of Guelph)  
 D. J. McMillan (University of Alberta)

b) Poster Presentation

- 1997 Sophie Horth (J.P. Laforest/R. Kensinger/C. Farmer, Université Laval)  
 1998 L. Liggins (University of British Columbia)  
 N. O. Ankrah (Washington State University)  
 1999 Yan Martel Kennes (Francois Pothier and Marie-France Palin, Université Laval)  
 Phil Sinclair (Jim Squires, University of Guelph)  
 Erin McNeilage (Kees de Lange, University of Guelph)  
 2000 N. D. Glover (University of Manitoba)  
 S. J. Buchko (University of Manitoba)  
 D. P. Rasali (University of Manitoba)  
 2001 N.E. Odongo (University of Guelph)  
 E Lewis (Université Laval)  
 C.L. Zhu (University of Guelph)  
 2002 Zahorddini (Agriculture & Agri-Food Canada / University of Tehran)  
 H. Swamy (University of Guelph)  
 X. F. Meng (University of Manitoba)

9. Undergraduate Book Prize

- |                            |                         |                        |
|----------------------------|-------------------------|------------------------|
| 1976 T.E. Nash (UBC)       | 1977 B. Persson (UBC)   | 1978 J.I. Morton (UBC) |
| K.Y. Lee (Alta.)           | W.C. Graham (Alta.)     | H.W. Loonen (Alta.)    |
| R.H. Neumier (Sask.)       | D.K. Jordens (Sask.)    | G.D. Mechor (Sask.)    |
| S. Sigurdson (Man.)        | K.D. Wright (Man.)      | L. Osnichuk (Man.)     |
| B. Wheeler (Guelph)        | K. Lowrey (Guelph)      | A. Shelton (Guelph)    |
| R. Vanderwoude (Macdonald) | C. Barnes (Macdonald)   | A. Aadoson (Macdonald) |
| J. Brisson (Laval)         | N. Saint-Pierre (Laval) | D. Levasseur (Laval)   |

- 1979 T. Nicholl (UBC)  
D.L. Barron (Alta.)  
R. Biensch (Sask.)  
Y. Troisfontaine (Man.)  
G. Hartley (Guelph)  
M. Loeffler (Macdonald)  
J. Bernier (Laval)
- 1980 B. Sonnendrucker (UBC)  
R.K. Salmon (Alta.)  
J. Guillaume (Sask.)  
P.J. Vitti (Man.)  
J. Kirkland (Guelph)  
M. Harari (Macdonald)  
J.P. LaForest (Laval)
- 1981 J.M. Luniw (UBC)  
D.J. Tencer (Alta.)  
J. Gagnon (Sask.)  
D. Sawatsky (Man.)  
B. Desalvo (Guelph)  
M. Bourgeois (Macdonald)  
A. Grenier (Laval)
- 1982 P. Wood (UBC)  
N. Paul (Alta.)  
J.M. Dreger (Sask.)  
M. Gooding (Man.)  
H. Engelhardt (Guelph)  
S. Green (Macdonald)  
M. Vignola (Laval)
- 1983 B. Taylor (UBC)  
S. Misutka (Alta.)  
L. Linney (Sask.)  
K. Milani (Man.),  
S. Goubau (Guelph)  
L. Cross (Macdonald)  
F. Castonguay (Laval)
- 1984 C. Newlands (UBC)  
T. McAllister (Alta.)  
D. Driedges (Sask.)  
D. Pickard (Man.)  
D. Terhune (Guelph)  
D. Gadbut (Laval)  
S. Pairier (Macdonald)  
J. Earle (NSAQ)
- 1985 M. Guilbault (UBC)  
C.W. Hellquist (Alta.)  
G.J. Graham (Sask.)  
P.D. Kraynyk (Man.)  
S.G. Morris (Guelph)  
N. Caron (Laval)  
G. O'Brien (Macdonald)  
E. Hale (NSAC)
- 1986 J. Speirs (UBC)  
S.E. Klassen (Alta.)  
Z.R. Fisher (Sask.)  
K.H. Ominsky (Man.)  
S. Jermey (Guelph)  
J. Fletcher (Macdonald)  
M. Ward (NSAQ)
- 1987 E. Hajin (UBC)  
B. Wine (Alta)  
W. Clark (Sask.)  
O. Friesen (Man.)  
J. Van Noy (Guelph)  
R. Bergeron (Laval)  
G. Grant (Macdonald)  
C. Palmer (DSAQ)
- 1988 S. Speirs (UBC)  
L. Makowecki (Alta.)  
R. Bergen (Sask.)  
M.K. Dyck (Man.)  
P. Haig (Guelph)  
G.E. van Keyserlink (Macdonald)  
R. Bergeron (Laval)  
J. Van Kessel (NSAC)
- 1989 W. Malenstyn (UBC)  
S. Weaver (Alta.)  
D. Gadd (Sask.)  
H. Delichte (Man.)  
E. Thomgett (Guelph)  
C. Carriere (Macdonald)  
I. Chouinard (Laval)  
D. McCundy (NSAC)
- 1990 Emma Cope (UBC)  
Allan Stefher (Alta.)  
Michele Brown (Sask.)  
Bertha Wyma (Man.)  
Donald Cameron (Guelph)  
Joel Cormier (Macdonald)  
Diane Bertrand (Laval)  
Susan Lomond (NSAC)
- 1991 Teresa Hall (UBC)  
Jacqueline MacDonald (Alta.)  
Gina Sebastian (Sask.)  
Josh Poppe (Man.)  
Ken Newman (Guelph)  
Eric Martineas (Macdonald)  
Julie St-Pierre (Laval)  
Andrea Bourque (NSAC)
- 1992 Carolyn Stunden (UBC)  
Cody Bateman (Alta.)  
Noreen Fenske (Sask.)  
not awarded (Man.)  
Eleanor McNaughton (Guelph)  
Corlena Patterson (Macdonald)  
Gustavo Santos (Laval)  
Michele White (NSAC)
- 1993 Lavona Liggins (UBC)  
Heather Bierstedt (Alta.)  
Jennifer Eva Hein (Sask.)  
Susan Meszaros (Man.)  
Laura Ford (Guelph)  
Cristiane Richard (Macdonald)  
Loise Boucher (Laval)  
Terence MacIntyre (NSAC)
- 1994 Nathan Schneidereit (UBC)  
Harry Oosterhoff (Alta.)  
Tammy Falene Olson (Sask.)  
Chen Hiung Richard Chong (Man.)  
Juliana Cendoya (Guelph)  
Myriam Audet (Macdonald)  
Jean-Paul Lacroix (Laval)  
Heather Collins (NSAC)
- 1995 Jennifer Forgeron (UBC)  
Trina Laughlin (Alta.)  
Nanette Thomason (Sask.)  
Brent Benson (Man.)  
Andrew Koch (Guelph)  
Sophie Gagnon (Macdonald)  
Frederic Guay (Laval)  
Jeffery Berkshire (NSAC)
- 1996 Margaret Fisher (UBC)  
Nicole Webb (Alta.)  
Phil Graham (Sask.)  
Gloria Turner (Man.)  
Debra Storey (Guelph)  
Helena Finch (Macdonald)  
Christian Savard (Laval)  
Michelle Anthony (NSAC)
- 1997 Erin Bell (UBC)  
Nancy Susan Joseph (Alta.)  
Carla Hicks, (Sask.)  
Karen Lynn Moore (Man.)  
Jonathan Mizen (Guelph)  
Elizabeth Fung Ji Eng (McDonald)  
Anne St-Onge (Laval)  
Cherie Riggs (NSAC)
- 1998 Erin Bell (UBC)  
Nancy Susan Joseph (U of A)  
Carla Hicks (U of S)  
Karen Lynn Moore (U of M)  
Deborah Storey (U of G)  
Elizabeth Fung Ji Eng (Macdonald)  
Annie St-Onge (Laval)  
Cherie Riggs (NSAC)
- 1999 Jessica Patterson (UBC)  
Shane Strydorst (Alta.)  
Sean McGrath (Sask.)  
Laura Gray (Man.)  
Jeff Kampen (Guelph)  
Annik Lafontaine (Macdonald)  
Nathalie Fecteau (Laval)  
Catherine Grant (NSAC)
- 2000 Chantal St.-André (Université Laval)  
Jane Kerr (University of Saskatchewan)  
Paul Moffett (Nova Scotia Agricultural College)  
Cynthia Surette (McDonald College)  
Kyla Morton (University of British Columbia)  
David Eisenbart (Universtiy of Alberta)
- 2001 Mathieu Brodeur (McDonald College)  
Theresa Cook (University of Saskatchewan)  
Megan Cunningham (University of British Columbia)  
Susan Emerson (University of Guelph)  
Marie-Claude Lagaiucé (Université Laval)  
Christina Osborne (Universtiy of Alberta)

Lynne Pinder (University of Manitoba)  
Janet Rafuse (Nova Scotia Agricultural College)

2002 Melissa McCluskey (University of Alberta)  
Kevin Choy (University of British Columbia)  
Simon Ecker (University of Guelph)  
Dany Jutras (Université de Laval)  
Sophie Neveux (MacDonald College)  
Brenda Zawatsky (University of Manitoba)  
Leanna White (Nova Scotia Agricultural College)  
Jeremy Brown (University of Saskatchewan)

2003 Meghann Bryn Cant (University of British Columbia)  
Derek Keeper (University of Guelph)  
Susan Hunter (Nova Scotia Agricultural College)  
Jean-Phillippe (Université de Laval)  
Maude Bisson (McDonald College)  
Jenny Fricke (University of Alberta)  
Amanda Walker (University of Saskatchewan)  
Jennifer Beth Sletmoen (University of Alberta)

## Appendix B - National and Branch Executives

### I. National Executive

#### 1980-1981

L.J. Fisher	President
K.A. Winter	President-Elect
E.E. Lister	Vice-President
A.G. Castell	Sec.-Treasurer
J.I. Elliot	E-Director I
R.E. McQueen	E-Director II
L.D. Campbell	W-Director I
J. F. Patience	W-Director II

#### 1982-1983

A.G. Castell	President
J.I. Elliot	President-Elect
J.A. Shelford	Vice-President
D.R. McKnight	Sec. -Treasurer
J.G. Buchanan-Smith	E-Director I
P.B. Stead	E-Director II
F.X. Aherne	W-Director I
J.E. Knipfel	W-Director II

#### 1984-1985

J.A. Shelford	President
J.W.G. Nicholson	President-Elect
D.N. Mowat	Vice-President
D.R. McKnight	Sec.-Treasurer
W.B. Holtmann	E-Director I
G. St. Laurent	E-Director II
R. Gould	W-Director I
J.J. Kennelly	W-Director II

#### 1986-1987

D.N. Mowat	President
J.E. Knipfel	President-Elect
G. St. Laurent	Vice-President
D.R. McKnight	Secretary-Treasurer
T. Nunn	E-Director I
R. Burnside	E-Director II
S.D. Morgan-Jones	W-Director I
R. Cohen	W-Director II

#### 1988-1989

G. St. Laurent	President
D. McKnight	President-Elect
S.D.M. Jones	Vice-President
R. Batra	Secretary-Treasurer
D. Anderson	E-Director I
A.J. McAliaster	E-Director II
B. Richmond	W-Director I
P. Thacker	W-Director II

#### 1990-1991

S.D. M. Jones	President
D. Anderson	President-Elect
P. Thacker	Vice-President
V. Stevens	Secretary-Treasurer
L. Phillip	E-Director I
R. Ball	E-Director II
A. Schaefer	W-Director I
Z. Mir	W-Director II

#### 1981-1982

K.A. Winter	President
A.G. Castell	President-Elect
J.I. Elliot	Vice-President
D.R. McKnight	Sec.-Treasurer
R.E. McQueen	E-Director I
J.G. Buchanan-Smith	E-Director II
J. F. Patience	W-Director I
F.X. Aherne	W-Director II

#### 1983-1984

J.I. Elliot	President
J.A. Shelford	President-Elect
J.W.G. Nicholson	Vice-President
D.R. McKnight	Sec.-Treasurer
P.B. Stead	E-Director I
W.B. Holtmann	E-Director II
J.E. Knipfel	W-Director I
R. Gould	W-Director II

#### 1985-1886

J.W.G. Nicholson	President
D.N. Mowat	President-Elect
J. E. Knipfel	Vice-President
D.R. McKnight	Sec.-Treasurer
G. St. Laurent	E-Director I
T. Nunn	E-Director II
J.J. Kennelly	W-Director I
S.D. M. Jones	W-Director II

#### 1987-1988

J.E. Knipfel	President
G. St. Laurent	President-Elect
D.R. McKnight	Vice-President
R. Batra	Secretary-Treasurer
R. Burnside	E-Director I
D. Anderson	E-Director II
R. Cohen	W-Director I
B. Richmond	W-Director II

#### 1989-1990

D. McKnight	President
S.D.M. Jones	President-Elect
D. Anderson	Vice-President
R. Batra	Secretary-Treasurer
A.J. McAllister	E-Director I
L.E. Phillip	E-Director II
P. Thacker	W-Director I
A. Schaeffer	W-Director II

#### 1991-1992

D. Anderson	President
P. Thacker	President-Elect
J. Patience	Vice-President
V. Stevens	Secretary-Treasurer
R. Ball	E-Director I
D. Veira	E-Director II
Z. Mir	W-Director I
A. Kennedy	W-Director II

**1992-1993**

P. Thacker President  
 J. Patience President-Elect  
 R. Ball Vice-President  
 V. Stevens Secretary-Treasurer  
 D. Viera E-Director I  
 D. Patterson E-Director II  
 A. Kennedy W-Director I  
 K. Beauchemin W-Director II

**1994-1995**

R. Ball President  
 M. Price President-Elect  
 V. Stevens Vice-President  
 R. Rotter Secretary-Treasurer  
 C. Farmer E-Director I  
 A. Fredeen E-Director II  
 I. Christison W-Director I  
 J. McKinnon W-Director II

**1996-1997**

V. Stevens President  
 A. Schaefer President-Elect  
 C. Farmer Vice-President  
 P. Sharpe Secretary-Treasurer  
 J. Kelly E-Director I  
 K. deLange E-Director II  
 J. Aalhus W-Director I  
 S. Baidoo W-Director II

**1998-1999**

C. Farmer President  
 J. McKinnon President-Elect  
 K. Beauchemin Vice-President  
 P. Sharpe Secretary-Treasurer  
 S. Scott E-Director I  
 X. Zhao E-Director II  
 T. McAllister W-Director I  
 E. Okine W-Director II

**2000-2001**

K. Beauchemin President  
 T. McAllister President-Elect  
 S. Scott Vice-President  
 H. Petit Secretary-Treasurer  
 E. Charmley E-Director I  
 J. Bailey E-Director II  
 P. Mir W-Director I  
 M. Dugan W-Director II  
 M. Price CJAS Editor

**2002-2003**

S. Scott President  
 E. Okine President-Elect  
 D. McCartney Vice-President  
 C. Girard Secretary-Treasurer  
 L. McLaren E-Director I  
 R. Berthiaume E-Director II  
 J. Small W-Director I  
 K.. Schwartzkopf-Genswein W-Director II  
 M. Price CJAS Editor

**1993-1994**

J. Patience President  
 R. Ball President-Elect  
 M. Price Vice-President  
 R. Rotter Secretary-Treasurer  
 D. Patterson E-Director I  
 C. Fanner E-Director II  
 K. Beauchemin W-Director I  
 I. Christison W-Director II

**1995-1996**

M. Price President  
 V. Stevens President-Elect  
 A. Schaefer Vice-President  
 R. Rotter Secretary-Treasurer  
 A. Fredeen E-Director I  
 J. Kelly E-Director II  
 J. McKinnon W-Director I  
 J. Aalhus W-Director II

**1997-1998**

A. Schaefer President  
 C. Farmer President-Elect  
 J. McKinnon Vice-President  
 P. Sharpe Secretary-Treasurer  
 K. deLange E-Director I  
 S. Scott E-Director II  
 S. Baidoo W-Director I  
 T. McAllister W-Director II

**1999-2000**

J. McKinnon President  
 K. Beauchemin President-Elect  
 T. McAllister Vice-President  
 H. Petit Secretary-Treasurer  
 X. Zhao E-Director I  
 E. Charmley E-Director II  
 E. Okine W-Director I  
 P. Mir W-Director II

**2000-2002**

T. McAllister President  
 S. Scott President-Elect  
 E. Okine Vice-President  
 H. Petit Secretary-Treasurer  
 J. Bailey E-Director I  
 L. McLaren E-Director II  
 M. Dugan W-Director I  
 J. Small W-Director II  
 M. Price CJAS Editor

**2003-2004**

E. Okine President  
 D. McCartney President-Elect  
 P. McCaughey Vice-President  
 C. Girard Secretary-Treasurer  
 R. Berthiaume E-Director I  
 J. Chiquette E-Director II  
 K. Schwarzkopf-Genswein W-Director I  
 K. Plazier W-Director II  
 M. Price CJAS Editor

## 2. Eastern Branch Executive

### 1981-1984

J.W.G. Nicholson	President
D. Jamieson	Vice-President
D.R. McKnight	Secretary-Treasurer
C. Bernier	Director
D. Boyaud	Director
J.H. Burton	Director
W.G. Mathewson	Director
T. Nunn	Director

### 1984-1986

D. Jamieson	President
W.G. Mathewson	Vice-President
D.R. McKnight	Secretary-Treasurer
D. Boyaud	Director
T.R. Batra.	Director
B. Trenholm	Director
G. St. Laurent	Director

### 1986-1988

W.G. Mathewson	President
B. Downey	Vice-President
D. McKnight	Secretary-Treasurer
D. Peer	Ontario Director
J. Jalbert	Quebec Director
D. Johnson	Atlantic Director
M. Frieman	Director-at-Large

### 1988-1990

B. Downey	President
M. Frieman	Vice-President
D. McKnight	Secretary-Treasurer
D. Peer	Ontario Director
J. Jalbert	Quebec Director
T. Van Lunen	Atlantic Director
A. Fredeen	Director-at-Large

### 1990-1992

D. Peer	President
J. Jalbert	Vice President
A. Fredeen	Secretary-Treasurer
C. Farmer	Quebec Director
Y. Yu	Ontario Director
S. Murphy	Atlantic Director
T. Van Lunen	Director-at-Large

### 1992-1994

Daphne Peer	President
Chantal Farmer	Vice-President
Alan Fredeen	Secretary Treasurer
Andrew Lee	Ontario Director
Jean-Francois Bernier	Quebec Director
Shane Murphy	Atlantic Director

## I Western Branch Executive

### 1981-1983

J.E. Knipfel	President
R. Hironaka	Vice-President
J.A. Shelford	Secretary-Treasurer
D. Anderson	Director (Alberta)
R. Blair	Director (Saskatchewan)
M. Palmer	Director (Manitoba)
A. Wahl	Director (B.C.)
J.F. Patience	Director
F.X. Aherne	Director

### 1983-1985

R. Hironaka,	President
R. Blair	Vice-President
R.J. Parker	Secretary-Treasurer
W. Buckley	Director (B.C.)
G.I. Christison	Director (Saskatchewan)
R. Gould	Director
J.J. Kennelly	Director (Alberta)
J.E. Knipfel	Director
W.M. Palmer	Director (Manitoba)

### 1985-1987

R. Blair	President
W.M. Palmer	Vice-President
R.J. Parker	Secretary-Treasurer
L. Rode	Director (B.C.)
J.J. Kennelly	Director (Alberta)
G.I. Christison	Director (Saskatchewan)
G.W. Dyck	Director (Manitoba)
S.D.Morgan Jones	Director

### 1987-1989

M. Palmer	President
J.J. Kennelly	Vice-President
L. Rode	Secretary-Treasurer
R. Corbett	Director (Alberta)
V. Stevens	Director (Saskatchewan)
B. Parker	Director (Manitoba)

### 1989-1991

J.J. Kennelly	President
L.J. Fisher	Vice-President
L.M. Rode	Secretary-Treasurer

### 1991-1993

L.J. Fisher	President
R.D.H. Cohen	Vice-President
L.M. Rode	Secretary-Treasurer

J. A. Shelford  
R.R. Corbett  
B. Klemmer  
B. Parker

Director (B.C.)  
Director (Alberta)  
Director (Saskatchewan)  
Director (Manitoba)

J.A. Shelford  
R.R. Corbett

Director (B.C.)  
Director (Alberta)

**1993-1995**

**1995-1997**

R. Cohen  
  
L. Rode  
M. Tait  
R. Corbett  
J. McKinnon  
K. Wittenberg

President  
Vice-President  
Secretary-Treasurer  
Director (B.C.)  
Director (Alberta)  
Director (Saskatchewan)  
Director (Manitoba)

## Appendix C – Sample Agreement between AIC and CSAS

This agreement is between:

**Agriculture Institute of Canada**  
(hereafter referred to as AIC)  
141 Laurier Avenue West, Suite 1112  
Ottawa, Ontario K1P 5J3 and  
**Canadian Society of Animal Science**  
(hereafter referred to as CSAS)  
141 Laurier Avenue West, Suite 1112  
Ottawa, Ontario K1P 5J3

AIC agrees to provide services to CSAS as outlined within this agreement for the period July 1, 1996 to June 30, 1997.

### TERMS AND CONDITIONS:

#### 1.0 Duties & Responsibilities

1.1 AIC agrees to provide the following services to CSAS:

- i) Maintenance of membership records;
- ii) Collection of fees from members (not including postage for mailing of dues notices); the first fee billing shall be the first week of October, and the second billing shall be the third week of January;
- iii) Distribution of election material, plus provision of ballot and return envelope, annually (postage not included);
- iv) Maintenance of the CSAS Accounting Records on ACCPAC and the issuance of financial statements as requested (maximum monthly, current and comparative) and prepare the year end audit;
- v) Provision of one membership listing of the CSAS membership to each member of the CSAS Executive as at June 1;
- vi) Distribution of four newsletters each year (postage not included);
- vii) Provision of listings of paid, unpaid and new members, as of January 15th, March 31 st, June 30th or one month prior to Annual Meeting, and November 30th, to Membership Chairman only.

1.2 AIC agrees to provide additional services upon request as follows:

- i) Obtaining quotes and the arranging of printing for items such as newsletters, bulletins, membership application forms, letterhead, etc.
- ii) Arranging mailings and postage for newsletters, election material, etc.
- iii) Other requests as required.

#### 2.0 Remuneration

- 2.1 For the provision of services as outlined in section 1. 1, CSAS will pay AIC an annual fee of \$7,106.50 (See Appendix A for details). Items such as envelopes, renewal notices, etc., are all supplied at cost to the Society. The AIC will invoice CSAS quarterly for one-quarter of the annual fee.
- 2.2 For services provided under section 1.2, the AIC will invoice CSAS each quarter the actual cost plus a 10% administrative charge. The cost of postage will be itemized separately. Copies of all documentation will be forwarded to the society with the quarterly billing for their review.

#### 3.0 General

- 3.1 The AIC agrees to continually review the costs of major items to ensure the Society's expenses are appropriate. (bulk supply items, labour time, etc.)

#### 4.0 Termination

- 4.1 This contract may be terminated by either party within 90 days written notification.

**For the AIC**

\_\_\_\_\_  
Roy Carver, P.Ag.

\_\_\_\_\_  
Date

Executive Director

**For the CSAS**

\_\_\_\_\_  
Valerie Stevens, Ph.D., P.Ag.  
President

\_\_\_\_\_  
Date

**Witness**

\_\_\_\_\_

\_\_\_\_\_  
Date

**Appendix to agreement between AIC and CSAS**

**ACCOUNTING/ADMINISTRATIVE SERVICES**

Journal entries, banking, accounts payable, investments, financial statements, etc.

The above functions are carried out for payments of dues for all members, plus carrying out various transactions for payment of bills, etc.

**Oversees all records:**

- arranges for printing of newsletters, proceedings, abstracts of papers; corresponds with society executive regarding matters such as audit of books, approval of new members, etc.; provides listings of membership, as required;
- prepares an annual membership statement, lists of unpaid members, and forwards to membership chairman for action;
- confers with executive in regard to matters such as membership application forms, letterhead;
- provides public relations information to organizations and individuals, etc.

**Management services and direction for the society is also provided:**

- i.e., administrative, honours and awards;
- maintenance of historical records, publishing and printing, provide continuity, act as a resource to society executive: i.e. processes and practices.

**DATA PROCESSING SERVICES**

**Membership records and collection of fees**

- preparation of renewal notices for fees (St. and nd notices);
- updating membership for each dues payment received; issuing receipts, if requested;
- maintain a manual filing system of payments for financial and audit purposes;
- enrolment of new members, election of delinquent members and resignations, etc.; makes changes of addresses, changes in membership status;
- correspond with members regarding membership fees, etc.;
- answer and provide information on membership in the society;
- issue labels for all society mailings, etc.

**MAILROOM SERVICES**

- opens all incoming mail for society and;
- logs all cheques received for payment of annual dues;
- prepares major mailings.

**CONTRACT COSTS**

Accounting/Administrative	132 hrs. X \$16.00/hr.	\$2,112.00
Data Processing	119 hrs. X \$16.00/hr.	\$1,904.00

Mailroom	46 hrs. X \$14.00/hr.	\$ 644.00
<b>TOTAL LABOUR COSTS</b>		<b>\$4,660.00</b>
Computer cost	475 Members @ \$2.00 each	\$950.00
Supplies	(envelopes, labels, etc. dues notices, etc.)	\$215.00
Overhead	(Calculated at 27.5% of above total labour costs)	\$1,281.50
<b>GRAND TOTAL</b>		<b>\$7,106.50</b>

## APPENDIX D. OPERATIONS OF THE CANADIAN JOURNAL OF ANIMAL SCIENCE (UPDATED 2002)

The *CJAS* Editorial Committee consists of the Editor and the Associate Editors who together represent the Canadian Society of Animal Science (CSAS).

### ***Publications Office: Duties***

#### Receives and Logs in Manuscripts

Manuscripts are assigned a number that starts with the letter A and the last two digits of the year of receipt, and ends with a chronological 3-digit number assigned in the order in which it was received that year. Information is entered into a database from which two logs are generated. One is a chronological record of manuscripts received showing MS number, senior and corresponding authors, origin of manuscript, and Associate Editor to which the manuscript is assigned. The second is an Associate Editor (AEDR) log with a data file for each AEDR. The manuscript number, type of manuscript (paper or short communication), and dates received and sent to AEDR are recorded. An “acknowledgment of receipt” letter is prepared and mailed to the corresponding author.

### ***Editor: Duties***

#### Preliminary Review of Manuscripts

Manuscript abstracts are reviewed briefly with particular reference to suitability for publication in *CJAS* and that appropriate care has been taken in preparation. Manuscripts, which in the Editor’s opinion are inappropriate or unacceptable, are returned to the author(s) with a covering letter. If required, the Editor may request such things as copies of papers cited in press (for use by reviewers), additional copies of the manuscript, missing pages, table, figures and verification that animals were cared for under guidelines comparable to those of the Canadian Council on Animal Care.

Review and symposium papers will be handled in the same manner as other manuscripts in terms of review and page charges. Abstracts of papers from the CSAS annual meeting are printed in *CJAS* without being refereed.

#### Assignment of Manuscripts

The Editor assigns manuscripts to an appropriate Associate Editor, chosen as much as possible on the basis of discipline, location and workload. The Publications Office sends a standard covering letter to the Associate Editor together with two copies of a “Manuscript Flow Sheet”. The Editor may decide to handle a particular manuscript without sending it to an Associate Editor, in which case the normal procedure as shown under Associate Editor is followed.

#### Accepted Manuscript

When a decision (accept for publication or reject) has been reached on a manuscript by the Associate Editor, the copy of the flow sheet received by the Editor is placed in the relevant manuscript file after information on dates and reviewers is extracted from it.

### ***Review Papers***

The *CJAS* welcomes review papers. Authors are encouraged to discuss proposed content with the Editor prior to submission. Every effort will be made to ensure a rapid review and decision-making process, including sending the manuscript to a greater than normal number of reviewers.

#### Completion of Manuscript Logs

Upon receiving the flow sheet for a manuscript from the Associate Editor after acceptance, the type of paper, the dates when the MS was sent to and received from the author, and the date of acceptance or rejection are recorded in the appropriate AEDR data file. The days of journal involvement and days of author involvement are calculated and recorded.

Following acceptance or rejection of a manuscript, information from the flow sheet is entered into a log of reviewers. The manuscript number, the reviewers’ names (and institutions for reference purposes), the number of review days required by each reviewer, and the name of the Associate Editor are entered.

#### Queries Regarding Status of Manuscripts

If the author has not been contacted within three months of sending a manuscript, the Editor often receives a query from the author regarding the status of the manuscript. Upon obtaining an update from the Associate Editor, a reply is sent to the author.

The Editor periodically sends a copy of the respective AEDR data file to each Associate Editor asking for an update on the status of manuscripts that have been undergoing either review or revision for more than three months.

### ***Appointment of Members to the Policy Subcommittee (PSC) of the Scientific Journals Committee (SJC)***

The Editor and two Associate Editors represent *CJAS* on the PSC. The Editor serves as an ex-officio member of the PSC. The Editor nominates the two Associate Editors to the PSC.

### ***Appointment of Associate Editors***

In January, the Editor approaches Associate Editors whose terms of office will expire in December and asks them to nominate replacements for their particular discipline or the Editor may ask certain Associate Editors if they wish to continue with their editorial duties for another term. The Editor reviews the list of nominations with the Executive of the Canadian Society of Animal Science, and together they may propose additional candidates and make other suggestions regarding the nominations. The final list of nominations is forwarded to the Chair of the PSC (copies to Publications Office) for election. The AIC Publications Office informs successful candidates.

There is always a requirement that some of the Associate Editors be bilingual to take care of French language manuscripts. The Editor may recommend to the EPB that additional Associate Editors be appointed if the workload in a particular discipline is found to be excessive.

### *Initiation of New Policy*

The Editor is responsible for initiation of any new policy with respect to publication of the *Canadian Journal of Animal Science*, following suggestions and ideas generated by Associate Editors, authors, reviewers and members of the CSAS. New policy should normally be discussed at the annual PSC meeting before being approved. Occasionally, matters of policy may be dealt with by correspondence.

### *Preparation of Reports*

The Editor is responsible for preparing an annual report, which is presented to the PSC annual meeting. The annual report should contain the following:

- a. Numbers of manuscripts received during the previous calendar year and the numbers accepted and rejected.
- b. Data on time taken by *CJAS* and by authors in processing manuscripts for publication.
- c. Relevant statistics on manuscripts submitted from Canada, USA and other foreign locations.

The Publications Office staff prepares a list of names of reviewers who dealt with the manuscripts received the previous year. This list is published in *CJAS* thanking the reviewers.

The Editor prepares a report of the *CJAS* Editorial Committee annual meeting and submits it to PSC.

The Editor prepares a summary report of the highlights of the *CJAS* Editorial Committee annual meeting and the PSC annual meeting for CSAS.

### *CJAS Editorial Committee Meeting*

The Editor prepares an agenda and chairs an annual meeting during a time set aside at the CSAS annual meeting.

### *Term*

The Editor normally serves for a three-year term, which is renewable by agreement between PSC and the Editor. To appoint a replacement, the Editor consults with senior Associate Editors and the CSAS Executive, and approaches suitable candidates. The nomination is forwarded to the Chairman of the PSC and to the Publications Office for election at the PSC annual meeting.

The incoming Editor should be identified well in advance in order that he or she may become familiar with the duties of an Editor and so that workshop training can be taken if it is available.

### **Associate Editors: Duties**

#### *Numbers and Disciplines*

There are presently 20 Associate Editors of the *CJAS*, selected on the basis of their proven record in publishing and conducting reviews of scientific papers. They are members of the Canadian Society of Animal Science and represent the various specialties within animal science. The Associate Editors collectively should have expertise in cellular and molecular biology, animal behaviour and management, breeding and genetics, pastures and forages, meats, physiology, ruminant nutrition and non-ruminant nutrition. At least one Associate Editor must be bilingual to oversee French language manuscripts. It is the responsibility of the Editor to direct the manuscripts to the appropriate Associate Editor and to ensure as even a distribution of manuscripts as possible among all Associate Editors.

#### *Receipt of Manuscripts from Editor*

The Associate Editor receives three copies of the manuscript, the covering letter and two copies of the flow sheet from the Publications Office. The manuscript may be reviewed or perused briefly by the Associate Editor and if it is felt to be unsuitable for any reason, the Associate Editor discusses the problem with the Editor.

#### *Assignment of Manuscripts for Review*

The Associate Editor usually selects two reviewers but occasionally one or three may be selected or the Associate Editor may act as one of the reviewers if the subject matter of the manuscript is particularly pertinent to his/her field of expertise. Reviewers are selected on the basis of their expertise and on their past performance as reviewers. Reviewers may be selected from countries other than Canada but the time involved should be kept in mind in selecting reviewers outside North America. When selecting reviewers, the Associate Editor must keep in mind those who have been unsatisfactory in the past. Some reviewers are hypercritical and unreasonable in their demands whilst others are superficial in their appraisals and produce a "non review". Associate Editors must be prepared to reject or modify a reviewer's comments before forwarding to the corresponding author, particularly when the remarks are inflammatory.

Letters are sent to reviewers to invite a review. These letters should be brief and reflect the personality of the Associate Editor. They should stress that if the review cannot be done within a reasonable time, an alternate reviewer could be suggested, and the manuscript be returned to the Associate Editor. The letter should mention a date by which it would be desirable to complete the review, and enclose one copy of the manuscript and a "Comments of Reviewer" form (supplied by AIC). The back of this form contains "Guidelines for Reviewers". The Associate Editor retains the original manuscript and original illustrations. Prior to sending the formal invitation Associate Editors may find it helpful to contact potential reviewers electronically to ascertain their willingness to conduct a timely review. This informal contact should not identify the authors or source of the manuscript.

#### *Checking Progress on Manuscripts*

The Associate Editor should review manuscripts on file periodically to ascertain if there are delays or any problems. Reviewers should be contacted if their reviews have not been received or the reviewers have not been heard from.

Queries will be received from the Editor regarding status of manuscripts.

#### *Receipt of Reviews*

Once all reviews, or at least two when three are requested, are returned, the Associate Editor should go over the manuscript and the reviews. Depending on the manuscript this usually takes from one to eight hours. It is suggested that the Associate Editor proceed as follows:

- a. Read the manuscript first to obtain a good overview.
- b. Read the reviews carefully; ascertain if each reviewer has done a good job or not, and determine whether any important matter has been overlooked.
- c. Decide quickly whether the manuscript is acceptable, albeit with extensive revision, or should be rejected. For the latter, if there are obvious reasons for rejection the Associate Editor should not spend a lot more time on it.
- d. If the manuscript is acceptable but requires extensive revision, do not rewrite the manuscript. This is not the job of an Associate Editor. Prepare to report examples of problems to the author, reinforcing reviewers' statements, drawing out examples in the letter. The Associate Editor should take care to identify all important problems in a manuscript at this stage since it will be difficult, and unfair to the author(s), to bring them up later.
- e. In reviewing manuscripts, remember that the staff at the Publications Office do the details on correct format. However, if there is a recurrent error in the manuscript (e.g. improper literature citations) then the general problem should be pointed out to the author.

There is often a question of the extent to which the Associate Editor should depend on reviewers' recommendations for acceptance or rejection. Clearly, their opinions should be considered seriously by the Associate Editor but he/she should not be bound by them. There are cases when the Associate Editor should go against two recommendations for rejection and accept with revision or, alternatively, reject a paper when it has been accepted after revision. A difficult case that occurs often is when one reviewer recommends acceptance with minor revision and the second reviewer recommends rejection. This requires considerable research into the manuscript on the part of the Associate Editor who may obtain a third review.

The Associate Editor is encouraged to thank reviewers for their comments and advise them of the action being taken. This helps maintain willing reviewers for manuscripts in the future.

#### *Checking Progress of Revisions*

If an author has not returned a revision within three months, he/she should be contacted and informed that the manuscript is about to be recorded as "withdrawn" and the file closed. However, the length of time allowed for revision is at the Associate Editor's discretion, and in those cases where the author is working on a revision, and seems likely to produce a revised version in the near future, the Associate Editor may allow more time.

#### *Receipt of Revised Manuscript*

The Associate Editor reviews the revised manuscript in relation to the original criticisms and considers any rebuttals made by the author(s).

If the manuscript requires more than minor corrections, it is returned to the author(s) with an accompanying letter for further revision. The date of this action must be added to the manuscript flow sheet.

If the revised manuscript is considered acceptable, the Associate Editor checks that all citations in the text are listed in the references. If the manuscript is acceptable with only a few pencilled corrections, changes should be made on two copies of the manuscript.

On very rare occasions, the revised manuscript may have to be rejected at this stage either as a result of the inadequacy of the Associate Editor's first assessment of the original manuscript or the inability of the authors to satisfactorily revise it.

#### *Disposition of Manuscripts*

When a decision has been made to accept, reject, or return a manuscript, the following actions should be taken:

- a. *Accepted manuscripts.* Two copies of the revised manuscript, including original illustrations, and one copy of the flow sheet are sent to the Publications Office. A copy of the flow sheet is sent to the Editor. No covering letter is needed in either case. The Publications Office will notify the author(s) that the manuscript has been accepted and a copy of this notification will be sent to the Associate Editor and the Editor.

Associate Editors should check that the flow sheet includes all relevant dates and that the *CJAS* section is indicated and appropriate.

- b. *Rejected manuscripts.* Copies of the rejection letter and flow chart are sent to the Editor and the Publications Office. It is very important that the rejection letter provide a well thought out assessment of the manuscript, which gives precise reasons why the manuscript is unacceptable. It is not enough to merely state that the Associate Editor agrees with the reviewers' comments.

- c. *Withdrawn manuscripts.* If the author requests that the manuscript be withdrawn (which occurs rarely), the Associate Editor returns it to the author, retains a copy of the reviews and send the completed flow sheet to the Publications Office with a copy to the Editor.

If a manuscript has to be considered withdrawn because the author has not returned a revision within a reasonable time, a letter should be sent explaining that the author may submit a revised manuscript as a new submission. Retain a copy of the reviews and send the completed flow sheet to the Publications Office with a copy to the Editor.

#### *Contribute Ideas of Policy for Improvement of the Journal*

The Associate Editor should be prepared to play, next to the Editor, a primary role in suggesting ideas for new policy.

#### *Membership on Editorial Policy Board*

Two Associate Editors and the Editor serve at any one time on the Policy Subcommittee of the AIC Journals. They are reimbursed for expenses associated with attending the annual meeting of the PSC.

#### *Attendance at the Annual Meetings of the Policy Subcommittee (AIC Journals) and Editorial Committee (CJAS)*

The Associate Editors are notified of the location and time of annual meetings and encouraged to attend these meetings during their tenure. Funds do not allow automatic payment of travel expenses. However, it is usual for Associate Editors to be funded to attend at least one annual meeting, if possible before or in the first year of their tenure.

#### *Term*

Associate Editors normally serve for a term of three calendar years, which may be extended by mutual consent. In some cases an Associate Editor may fill the remainder of a three-year term that has become open. If an Associate Editor will be unavailable for a lengthy period of time (6 months

or more) as a result of a sabbatical, transfer of work, etc., then he/she should resign, giving the Editor as much advance notice as possible so that a replacement can be obtained. (In these cases arrangements would need to be made for any outstanding manuscripts.)

If over a period of time an Associate Editor has not been able to carry out the duties in a reasonably satisfactory manner, then the Editor may ask him or her to resign before the end of the three-year term.