

# **CANADIAN SOCIETY OF ANIMAL SCIENCE HANDBOOK**

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

2008-February-6

## 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Business Meeting a "loose-leaf" format was thought to be practical so that updated pages could be readily inserted and out-of-date material discarded.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. The 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. The 8th edition further defines and updates Society Executive duties, additional overall conference planning detail and updates the Annual Conference section to include digital format.

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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## 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:

	EAST	WEST
PRESIDENT	W. Toole	J. P. Sackville
VICE-PRESIDENT	H. Barton/J.A. Ste Marie	A. M. Shaw
SECRETARY-TREASURER	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.

## 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. 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 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.

### **III. THE CANADIAN SOCIETY OF ANIMAL SCIENCE CONSTITUTION AND BYLAWS**

(as effective 2008)

#### **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 and receives 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 honorary life membership.
    - (b) Nominations for honorary 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 XXII 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.
- E) 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	Assit with annual meeting organization			
Director @ large	Assit with annual meeting organization			
Journal Editor	Editor of CJAS	Editor of CJAS	Editor of CJAS	Editor of CJAS
Secretary/treasurer	Accounts/Finances/ Minutes/Reports	Accounts/Finances/ Minutes/Reports	Accounts/Finances/ Minutes/Reports	Accounts/Finances/ Minutes/Reports
Vice President	Web Master / Junior Conference Coordinator			
President Elect	Senior Conference coordinator / Journal liaison			
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:

- A) Prepares 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 is the Senior Conference Co-ordinator and provides a link between the Local Organizing Committee, Members-at-Large and the Executive Committee
- D) The President Elect is the Executive Committee liason with the Canadian Journal of Animal Science..

**Section X: DUTIES OF THE VICE-PRESIDENT**

The Vice President:

- A) The Vice President is the Junior Conference Coordinator and will be Senior Conference Coordinator the following year as the President Elect. As the Junior Conference Co-ordinator, the Vice President must establish contact with the Local Organizing Committee for the annual conference in the following year and be in close contact with the President Elect and Members-at-Large to ensure continuity of coordination activieis from year to year.
- B) The Vice President is the Webmaster and is responsible for updating the website throughout the year. The Vice President works with the web service provider in maintaining the website.

**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 via the website.
- 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 and they represent the industry members and extension agrologists. The Directors-at-large are the liason between the Canadian Society of Animal Science and the related industries and extension/ technology transferr members. Their main function is to increase the awareness of the society to the animal and poultry industry and extension agencies

for membership and to work closely with the CSAS in cooperation with the membership committee on items of joint interest. In addition they assist the President Elect and Local Organizing Committee with organizing the Annual Meeting. Duties can include advising/helping with fund-raising, 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. The Nominations Committee is formed as per Section XXII and the election is conducted as per Section VI.

#### **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 XXV, Paragraphs B, C and D above shall read as follows:
  - a) 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.
  - b) 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.
  - c) 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.

## **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.

Examples of specific duties for which there is previous precedent:

- a) Preparation of a quarterly newsletter for email and website distribution to keep the membership informed of CSAS activities.
- b) Organization of the Mid-Year Executive Meeting and calling for mid-year reports.
- c) Ensuring the local organizing committee for the annual conference has made provisions for the Annual General Meeting of the Society and for the Executive meeting at the conference

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. as the Vice-President they were the Junior Conference Coordinator in contact with the local organizing committee for the following year, and now as the President Elect they are the Senior Conference Coordinator in touch with the same local organizing committee for the meeting in the

present year).

The President Elect is the liason between the Executvie Committe and the Journal.

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 would 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.

Examples of specific duties in coordinating the annual conference for which there is previous president:

- a) Provide a copy of the updated handbook or at least the section dedicated annual meeting organization to the local organizing committee.
- b) Confirm with local organizers about needs specific to CSAS:
  - i) CSAS banquet in the evening and dedicated to the CSAS awards with podium and PA system.
  - ii) Arrangement for the Annual General Meeting (time and needs for lunch/ PA system)
  - iii) Coordinate with local organizing committee and Awards Chair to ensure things are running smoothly for the Student Competition and the Awards Banquet, confirm a member of the local organizing committee will be available for the Executive meeting.
- c) Let local organizers know that the President Elect and Directors-at-Large are available to assist them with emphasis in the area of fund raising.
- d) Let the local organizers know that symposia presenters should be encouraged to submit reviews to CJAS (coordinating with the CJAS editor).
- e) The PE will document successful avenues of fund raising so that these can be passed on from one year to the next.
- f) The PE will be in contact with the Local organizers and the Directors at Large at least on a quarterly basis and keep the President informed of developments.
- g) At the end of their term, provide recommendations to the outgoing President for handbook updates for sections pertaining to their duties and annual conference organization.

### **3. Vice-President**

The Vice-President holds the portfolio of Webmaster and Junior Conference Coordinator (coordinator for the following years conference but should be in contact with the local organizing committee as soon as possible).

As the Webmaster:

The main duties as the Webmaster for the CSAS website involve updating and archiving information and posting job, employment and CV's. Information needed to update the website is provided to the AIC webmaster/programer who physically implements

these changes on the web site. The following are points to be considered by the web coordinator:

- a) The AIC programmer can be contacted via phone or email ([news@aic.ca](mailto:news@aic.ca)) to make changes as necessary, the President Elect will have the most up to date contact information.
- b) The Webmaster is responsible for :
  - i. Updating the CSAS Executive information
  - ii. Posting the AGM agenda.
  - iii. Posting the AGM minutes when they become available from the Secretary/Treasurer.
  - iv. Posting Executive Committee meeting minutes and reports.
  - v. Updating the award winners, pictures and citations.
  - vi. Seeing that all dated reports, minutes, agendas etc are archived on the website.
  - vii. Update the employment page as the need arises (i.e. when someone wants to post a position). People can post a position without being a CSAS member but they need to be a CSAS member if they want to post their CV. Postings stay on the website for 3 months before removing.
  - viii. Key contacts for the Webmaster are: President, Pres. Elect, Secretary/Treasurer, and past Awards Chair.
  - ix. 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.
  - x. Ensures that a membership form that can be readily printed out is posted on the web site.
  - xi. Updates the president's messages as they are made available.
  - xii. Ensures that the listing of the executive members is updated after each election.
  - xiii. 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..
  - xiv. Verifies invoices that are received as a result of web site operation and maintenance.
  - xv. Prepares a web site report for the annual and mid-year meetings.
  - xvi. In cooperation with the Nomination Committee posts information relating to election of officers.
  - xvii. Posts newsletters created by the President or designate on the web site

#### **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 AGM 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. In addition, they are expected to actively promote CSAS to members and especially non-members involved in animal science related industries, government organizations and the general public.

## **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, acts as a judge in the graduate student competition if available and serves as Chair of the Nominations Committee as outlined in the Society bylaws (Section VI and XXII) and further detailed below in Positions and Committees: #8. *Nominating 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 Auditors**

Two auditors, 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.

### **2. CSAS Animal Care Committee**

From time to time, at the discretion of the Executive, a CSAS Animal Care Committee is struck which:

- a) maintains 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) Provides 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
- c) acts 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 Scientific Journals Committee (SJC 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 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 Hours and Awards Committee can be found in a separate comprehensive electronic handbook that is updated and passed from one Awards Chair to the next.

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).

## **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 AGM as stipulated and outlined in the Society Bylaws section VI and XXII.

#### 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 AGM 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 President-Elect as the Conference Liaison. 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. Frydlender, 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.

This position is appointed by the President and usually a 3-4 year appointment. It is recommended that the incumbunt should be on the executive likely starting as the Vice-President to allow for the length of term.

## **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.

## V. ANNUAL MEETING FORMAT

The National body meets annually usually in the summer months usually in conjunction with other Scientific Societies or together with the AIC Conference. The suggested format applies for such occasions, but can also be used as a guide for the conduct of other meetings (ex. for Branch meetings when in existence)

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) CSAS Annual General Meeting
- (4) CSAS Awards Banquet (to be held separate from other societies if at all possible)
- (5) Social Functions - optional
- (6) Tours - optional

### **Assistance with Organization**

The Vice President is the CSAS Executive liaison for the conference 2 years before and as the President Elect during year of the conference. They are tasked to assist the General Chair/Local Organizing Committee where possible together with the CSAS Directors-at-Large. Assistance can frequently be obtained from whom ever may have been the General Chair for a previous CSAS Conference at your location and it would be advisable to contact the previous years Local Organizing Committee for assistance (i.e. they may have updated information on available sources of sponsorship, grants, etc.).

### **General Chair: Duties and Suggested Schedule**

- 1) **Two Years** before the conference:
  - i. The General Chair of the Local Organizing Committee needs to be confirmed with the CSAS Executive.
  - ii. If held in conjunction with other Scientific Societies or AIC, the General Chair should provide liaison between the Overall (or AIC) Program Committee and the CSAS Local Organizing Committee, e.g. to ensure inclusion of CSAS on Registration form etc.
  - iii. The General Chair needs to select key committee members for the local organizing committee as soon as possible. This includes the Technical Program Chair plus additional committee members who will be delegated/responsible for specific areas (e.g. Accommodations, Finance, Social Events, Tours, Audio Visual Requirements, Conference Website etc.).
  - iv. The General Chair (or delegate) needs to select and confirm the location of the conference including the conference rooms and accommodation such as University residences and/or hotels. Ensure the location can handle the expected audience and rooms and the accommodations are adequate. Consideration should be given to the age of facilities, quality of accommodations and air conditioning as required. All sessions should be held in close proximity preferably in adjacent conference rooms on the same floor. A large room will be needed for posters. Requirements for the number of rooms and their capacity should be based on previous attendance, anticipated attendance and be confirmed as soon as possible (i.e. a rough guide would be the number registered as the meeting approaches and

when the Tehnical Program Chair knows how many abstracts have been submitted).

- v. The General Chair should advertise the proposed date and location of the conference to CSAS membership of interested organizations and scientific societies.
- vi. **Finances:** At this time, it is important to consider the financial aspects of the conference:
  - i. 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. availability of accounts clerks/computer software) available to the present committee.
  - ii. 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.
  - iii. 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".
  - iv. **Income** will consist basically of four areas:
    1. Registrations:
      - i. Early decisions to set the registration fee may be required if this is to be included in the overall Conference 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 and Sponsorship:
      - i. Considerable income can be derived from solicited agencies, although if there is an overall conference organizing committee they 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. Sponsorship for CSAS Awards is typically handled by the Awards Chair..
    3. Start up funding from CSAS:
      - i. The local organizing committee can request a loan from the CSAS Secretary Tresasurer to cover start up costs and it is anticipated that these funds will be returned to the Society (by at least **Eight to nine** months before the conference as the schedule indicates below).
    4. Miscellaneous:
      - i. This will include a small amount generated by interest on the Trust Account.
  - v. **Expenses** shall include the following:
    1. Technical Program
      - i. Symposia/Plenary - Expenses for speakers
      - ii. Publication of symposia/plenary papers
      - iii. Registration of invited speakers with AIC
      - iv. Technical Sessions: Publication of abstracts in the program and in CJAS

- v. Printing/CD's of proceedings
  - vi. Graduate student competition (cash prizes and plaques costs covered by sponsor)
  - vii. Miscellaneous: Room and equipment rental and Website costs.
2. Social Events
    - i. Awards Banquet: Facilities, meals, entertainment, invited guests (i.e. event and awards sponsors), CSAS and Student Award Winners and their spouses.
    - ii. Tours, transportation, meals, etc.
  3. Miscellaneous
    - i. Service charges on bank account.
- 2) **Sixteen months** before the conference: Members of the the local organizing committee are encouraged to meet/conference call with the current year's local organizing committee to gain insight on operating the annual scientific conference. A conference secretary (in some instances a part time paid position) can be identified for receiving and processing the individual conference registrations and assisting in the clerical work associated with the conference.
  - 3) **One year** before the conference:
    - a) The General Chair should meet with the CSAS Executive to provide a general outline of plans and subsequently report on progress and/or problems.
    - b) It would be helpful if the various committee members could meet with the previous year's local organizing committee to obtain their suggestions and recommendations, copies of their proposed and actual budget, as well as their sponsor mailing list, banking procedures, and the transfer of credit card information to the new conference committee.
  - 4) **Ten months** before the conference:
    - a) It is recommended to hold the first main local organizing committee meeting. All the respective Chairs/Committee members need to identify the members of their committee/subcommittees.
    - b) Committee member(s) responsible for local arrangements should re-confirm all conference facilities and accommodation (hotels/residence).
    - c) The General Chair needs to consult with the Awards Chair on the CSAS Executive regarding requirements for the **CSAS Awards Banquet**.
    - d) The local organing committee can use the CSAS letterhead and this can be obtained from the CSAS Secretary/Treasurer.
  - 5) **Eight to nine months** before the conference:
    - a) The General Conference Chair should have established a bank account, credit card payment system for registration payments and can request start up funding (typically up to \$5000) from CSAS if necessary (anticipated to be paid back).
    - b) The General Conference Chair (or delegates) need to decide on the method of reimbursing the invited speakers for travel expenses. Program development is shared with the Technical Chair and establishing an invited speakers list is the responsibility of the Technical Chair (see Technical Chair schedule below: Ten months before the conference). For invited speakers it may be practical to estimate and pay a lump sum to each speaker upon receipt of their scientific paper for the conference proceedings to cover their travel expenses (plane ticket, meals, accomodation, ground transportation etc). The General Conference Chair would then invite the speaker for the confirmation of the speaker's agreement to these travel arrangements. The invited speakers should be informed of the due date for their written paper.
  - 6) **Six to seven months** (typically November/December of previous year) from the conference:

- a) The General Chair (or delegate) should ensure that the registration form is circulated to the CSAS membership (through the CSAS President Elect) and other interested organizations, federal and provincial agrologists from across Canada including applicable department heads. The registration form should outline the conference program, early registration fees, normal registration fees, registration fees for non-CSAS members, one day registration fee, all meals and banquet costs, indication of any special diet needs. The registration can either be online if the Conference has a website or the conference registration address/fax number/email address has to be included.
- b) If possible, the conference information package should be posted on a website dedicated to the conference and should be linked to the CSAS web site. Through the President Elect, an email message should be sent to the CSAS membership indicating the posting of this information on the respective websites.
- c) The General Chair (or delegates) should develop a proposed sponsorship contact list based on previous conferences and funding agencies interest (the previous years local organizing committee may be of some assistance in providing updated lists). Initial sponsorship request letters should be sent at least 6 months before the conference for this request to be included into the sponsor's annual budgeting process. The proposed conference program should be included in addition to an outline of the benefits to the sponsor such as current up dates on applicable research, contact with the researchers, summaries of the research information, etc., etc. If at all possible, personal contact (telephone) with the sponsoring organization is extremely beneficial. A follow up letter should be sent 2 to 3 months prior to the conference.
- d) **Meals:** The General Conference Chair (or delegate) needs to plan and confirm all meal and banquet menus and costs with the caterers for inclusion in the registration package. Include in the meal costs any gratuities and taxes. Negotiate a confirmed price on all meals with the caterer for the conference date. Again all events should be ticketed:
- The highlight of the meeting is typically the CSAS Banquet often scheduled Tuesday evening
  - A "Wine and Cheese" type of reception on the first evening of the conference has become quite popular.
  - Box lunches or soup/sandwich buffet are usually ordered for the AGM (typically held Wednesday).
  - Meals for tours may need to be planed.
  - The catering manager will have menu suggestions. Indicate to the caterers that all delegates will need to be served at banquets or processed through the food lines in 20 minutes in order to keep events running on schedule.
  - Meal tickets should be used and it will be necessary to negotiate with the catering company to charge on the actual number of meal tickets collected for each meal.
- e) **Entertainment:** The General Chair (or delegate) should book any entertainment. If special outside events are planned you will need to have alternative arrangements in case of inclement weather. Check with the University, catering department, hotels, and liquor board officials on any legal or management restrictions on the special events.
- f) **Tours:** planning for any tours should be underway along with considerations of needs for transportation/meals if necessary.
- g) **Audio Visual:** arrangements for (AV) should be checked on. A checklist per room could include:
- (1) Projector Screen
  - (2) LCD Projector and computer
  - (3) Podium
  - (4) P/A system for larger rooms / recording purposes
  - (5) Laser Pointer

- (6) Extension cords, as required
- (7) Time Clock with alarm (for Session Chair)

7) **Two months** before the conference:

- a) The General Conference Chair and Technical Chair should finalize the conference program and re-circulate it to the membership and other interested organizations via the conference and CSAS web sites.
- b) This should include finalizing assignments for rooms for symposia, technical sessions, the poster session and other meetings.
- c) The **Annual General meeting of the CSAS** is one specific “other” meeting that needs to be scheduled. The agenda and conduct of the AGM is the responsibility of the CSAS Executive. However, the local program committee should endeavour to arrange a suitable time and location for this meeting (generally Wednesday at lunch time).

8) **Four weeks** before the conference:

- a) **The General Chair (or delegate)** should invite the agricultural press to attend the conference.
- b) **The General Chair (or delegate)** should arrange to have all necessary tickets printed for the CSAS Awards Banquet, tours, luncheons etc. and also prepare name tags and name tag holders etc.

9) **Two weeks** before the conference:

- a) The General Chair (or delegate) will need to confirm the numbers of paid meals from the registration forms with the catering manager. The General Chair (or delegate) should negotiate for extra meals due to late registrations (12- 24 hr prior to the event). A meal ticket should be required at each event. Ticket takers will need to be arranged for each event. It will be necessary to negotiate with the catering company to charge on the number of actual meals tickets collected.

10) **One week** before the conference:

- a) **The General Chair (or delegate)** will need to arrange for the “List of Sponsors” signage.

11) **The Day** before the conference:

- a) The registration desks with all necessary registration information should be set up at the entrance to the conference centre. At least two people will be required to operate the conference registration desk during the entire conference. Prior to the start of the conference a notice should be posted stating when the registration desk will open.
- b) The arrangements for registrants should include:
  - Facilities for payment of the registration fee, credit card setup. (Registration set by local committee in consultation with the CSAS Executive).
  - General information for the Meeting, i.e. Copy of Proceedings/CD’s, details of optional tour(s), etc. A page of acknowledgements should be included in the Proceedings to acknowledge sponsors of the meeting.
  - Identification Tag, CSAS label or similar, to confirm registration.
  - The people running the conference registration desk will become the information centre for all questions coming from the delegates. They will need to have information on the Poster Room location and set up times, meeting room locations and changes and general information on health services, banking services, restaurant inquiries coming from the delegates.

12) **During the meeting:**

- a) The General Chair (or delegates ) will:
  - Organize all tours (may be joint tours with other Societies).

- Arrange for any necessary photographs (e.g. award recipients) to be taken during the Meeting.
- The General Chair will act as the overall "Master of Ceremonies" at the CSAS Awards Banquet. The CSAS Awards Chair (either the Senior Eastern or Western Director) will be responsible for conducting the Awards portion of program. The CSAS Awards Banquet should be held separate from other societies if at all possible so that the society can appropriately recognize the award winners and our sponsors.

**13) After the meeting:**

- a) The General Chair will:
  - Arrange for "thank\_you" letters to be sent to appropriate individuals/organizations.
  - 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.

**Technical Program Chair : Duties and Suggested Schedule**

The Technical Program Chair organizes all aspects of the symposia/plenary sessions including chairpersons in consultation with the General Chair and CSAS liason (President Elect) and organize all aspects of the technical and poster sessions, in consultation with the General Chair. This includes the graduate student oral and poster competitions.

1) **Two years** form the Conference:

- a) The Technial Program Committee should be established relatively early and decide in consultation with the General Chair and the CSAS President Elect (liason with CSAS Executive) if there will be a conference "Theme", plan any "Symposiums" and if a "Plenary Session" on a topic of current interest to the majority of the prospective delegates will be included.

2) **Eighteen months** from the Conference:

- a) Decisions on Theme, Symposia and Plenary Sessions should have been considered as well as appointment of committee members to organize and act as Symposia/Plenary Chairs. Chairs will also be repsonsible for reviewn Symposia/Plenary abstracts and invited papers for inclusion in the Proceedings and submission to CJAS (full papers submitted to CJAS are required to undergo the "normal" review process and page charges needed to be included in the conference budget).

3) **Ten months** from the conference:

- a) The Technical Program Chair should consider appointing committee members for each subject area of the technical sessions (usuually similar to the sections in CJAS) to review abstracts for inclusion in the Proceedings and submission to CJAS.
- b) A committee member to organize the logistics of the Poster Session is recommended.
- c) Invited speakers need to be identified and contacted at this time.

4) **Eight months** from the conference:

- a) All the invited speakers for plenary sessions or symposia need to be confirmed by the Technial Program Chair (or delgate). The General Chair should write official letters of invitation. This should be done after the program committee has made initial contact and confirmed with the individual speakers.
- b) The majority of presentations for Symposia and Plenary Sessions 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 by Chairs sufficiently prior to the Symposia or Plenary Session to permit review and authors to make corrections (note: if submitted to CSAS papers will also undergo the "normal" review process) .

- c) 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.
  - d) Costs of the publishing the Symposia papers and abstracts in the CJAS should be budgeted for by the local committee.
- 5) **Six to seven months (typically November or December)** before the conference:
- a) **Call for papers for technical sessions**
    - i **The Technical Chair** should advertise the proposed program, identifying the invited speakers, topics, sessions, and symposiums etc. In addition the call for papers (oral and poster) should be advertised and distributed to the CSAS membership (through CSAS President Elect as the CSAS liaison) and to other interested organizations, other scientific societies, federal and provincial researchers and agrologists and applicable department heads.
    - ii The call for papers should be prepared by the **Technical Program Chair** and forwarded to the CSAS Secretary Treasurer prior to posting on the Conference Website if available (linked to the CSAS Website) and distributing to the membership. The call should be in November/December to allow members to plan their schedule around the CSAS Conference and to avoid any conflicts. The announcement should include the closing dates for Submission of Titles (reflecting any requirement for publication in the Conference Program) and Abstracts (bearing in mind the time required to review the submissions and include those acceptable in the CSAS Proceedings).
    - iii The closing date for abstracts should not be before **March 15** of the meeting year.
    - iv When submitting an abstract, the authors should be able to include the preferred method of delivery (oral or poster), the subject area and whether the abstract/presentation is to be considered for the CSAS Graduate Student Competition.
    - v As soon after the deadline for abstract submission as possible, the number of abstracts, subject matter distribution, number of entries into the graduate student competition needs to be communicated to the General Chair to help finalize room numbers and sizes for sessions.
  - b) **Acceptance of Papers**
    - i In order to present a paper in a CSAS technical session, the individual **must** be registered for the conference and have an accepted title/abstract designated for presentation in a CSAS technical session. The process for conference registration will depend on if CSAS is meeting alone, with other Scientific Societies or within an AIC conference. The process for registration is left to the local organizing committee and would typically require either registration with CSAS, registration with the overall conference or sometimes with both CSAS and the overall conference (i.e. as when meeting with AIC). Registration for invited speakers is typically waived by the local program planning committee.
    - 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. Differential member/non-member registration fees have in the past increased new membership in CSAS.
  - c) 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.
  - d) 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. Recommended instructions for preparation of abstracts are in section i) below.
  - e) 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.

- f) The Technical Program Chair will forward the completed program (titles & authors and symposia title & invited speakers) to the CSAS Secretary-Treasurer for inclusion in an email newsletter and posting on the CSAS website. Typically this is 15-30 days prior to the conference.
- g) The collected and compiled abstracts should be forwarded by the Technical Program Chair to the AIC Journals Office following consultation with the CJAS Editor.
- h) The cost of publishing the abstracts in the CJAS should be included in the Budget of the CSAS Local Committee.
- i) **Abstracts**
  - i) 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 and the local organizing committee must budget for their publication. Papers will be assigned to the various sessions at the discretion of the Program Committee.
  - ii) Typically abstracts are prepared as a Word Document. If possible, the abstracts should be able to be uploaded onto the Conference Website. If a Conference website is not available, abstracts are forwarded to the Technical Program Chair (typically via email). It is advisable that files forwarded be named using a standard format (ex. LASTNAME\_FIRSTNAME\_PRIMARY KEYWORD).
  - iii) Abstract length is typically limited to less than 350 words including title, names and affiliations in a standard text size and font (ex. Arial 11). Abstract length can also be limited by providing a text box that the abstract can fit into using a standard text size and font.
  - iv) The Abstract should include
    - 1 **Title:** should briefly cover the topic of the abstract.
    - 2 **Authors:** LAST NAME, INITIALS\*, LAST NAME, INITIALS, etc.. with the presenting author identified by an asterisk. Notations may be used to identify author affiliations.
    - 3 **Affiliations:** Primary affiliations only.
    - 4 **Body:** 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..
    - 5 **Key Words:** up to 6 key words or 2-3 word phrases for the Journals subject index
  - v) If withdrawal of a paper becomes necessary, the Technical Program Chair should be notified at once.
- j) **Quality Standards for Abstracts** – Technical Committee members reviewing abstracts should keep in mind the following:
  - i) 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.
  - ii) An abstract should include the following:
    - 1 The objectives of the study should be stated clearly and concisely at the beginning of the abstract.
    - 2 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.
    - 3 The experimental methods should include only those details that directly influence the interpretation or enhance the understanding of the results.
    - 4 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.
- (c) A clearly stated conclusion is essential.

iii) An abstract is unacceptable if it:

- 1 Contains grammatical errors and/or meaningless statements such as: "The results will be presented.
- 2 Presents treatment means without evidence of statistical analyses or measurements of data variability.
- 3 Includes no data or statements relating to treatment differences.
- 4 Does not use the metric system.
- 5 Contain typing errors.
- 6 Fails to comply with submission requirements.
- 7 The quality of an abstract accepted for presentation is a direct reflection upon the image of the author(s) and the CSAS.

10) **Three months** before the conference:

- a) **The Technical Chair (or delegate)** will need to contact a CD duplication company and printing company that should be booked ahead in order to have copies of the proceedings completed 4 weeks before for the conference. The General Chair (or delegate) needs to gather all the information regarding sponsorship information and advertising materials for the proceedings. The cutoff date for all materials to be printed in the proceedings should be 1 month prior to printing.

11) **Two months** before the conference:

- a) All invited papers should be received by the **Technical Chair (or delegate(s))** for review/corrections before printing in the proceedings. It will be necessary to confirm or match the title of the received invited papers and associated authors with those on the conference program. The invited papers should be able to be organized in a searchable form and distributed on a CD at a very low cost.
- b) The **Technical Chair (or delegate)** needs to find a source of poster boards. Some universities have limited numbers. Special conference rental companies will also have access to additional poster boards.
- c) The **Technical Chair (or delegate responsible for the poster session)** should identify the location of each poster on a master poster list as defined by topic and session in the proceedings. A contact person needs to be present at the time of poster set up to clarify any problems with the master poster index list. Additional Velcro and stick pins will be required.
- d) The **Technical Chair (or delegate responsible for the poster session)** should identify the time periods when authors should be present at their posters during each poster session and these need to be included in the proceedings. The authors should be informed of these times when notified that their abstract is accepted. If possible, the posters should remain on the poster boards during the entire conference. It will be necessary to inform the authors regarding poster dimensions, when the posters should be up and taken down, and the method of attaching the poster to the board.
- e) The committee member in charge of audio visuals and a team of people, possibly students, to obtain and operate all necessary AV equipment during the conference

12) **Six weeks** before the conference:

- a) All the abstracts for oral and poster papers should be received by the Technical Chair (and delegates) for review and to ask for corrections (earliest deadline for abstracts is to be March 15th). Corrected abstracts are then used to develop the

proceedings. Each abstract should be given an abstract number according to the session or topic area. This reference number will be used as the index number in the proceedings and the poster board location or oral session location. As the rental of poster boards can be a significant cost, it is advisable that authors should present their poster in the vertical format in order that 2 posters can appear on one side of a standard sized poster board. Authors will need to know in advance how to attach their posters to the boards, e.g.: Velcro or stick pins.

13) **Four weeks** before the conference:

- a) **The Technical Chair** (or delegate) needs to assign individuals to run the projection equipment and to control the lights and doors during the presentations.
- b) **The Technical Chair** (or delegate) will need to identify all the **technical session chairpersons**, brief them on their duties and also have their names included in the official program (see section 14 c).
- c) **The Technical Chair** is responsible for having the conference program, sponsors advertisements and abstracts of the conference proceedings printed 4 weeks before the conference. The full invited papers can be distributed via CD at a very low cost. It is advisable to become familiar with the current Adobe program that is used to create a “Searchable Word document or index system” to complete the master CD prior to having it duplicated.

14) **Immediately before and during the Conference**

Theatre Presentations

- a) The Technical Program Chair should confirm individuals for chairing each Session (Technical Session Chair), room locations and signage.
- b) There should be individuals assigned to run the projection equipment and to control the lights and doors during the presentation. All powerpoint presentations should be loaded onto the computer before the beginning of the session.
- c) Duties Technical Session Chairpersons
  - 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 and to load all presentations on the computer before the sessions starts.
  - 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

- vi Pins or velcro for attaching the posters should be assigned to each presentation and board numbers to correspond to program numbers.
- vii 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.
- viii 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.

## 15) 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.

### a) Graduate Student Competition Theatre Presentations

- i As arranged by the CSAS Awards Chair, 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 29) should be used.
- ii Requirements for submissions of Titles, Abstracts and the form of presentation (Theatre only) are as defined for papers in Technical Sessions.
- iii The \$500 prize money is divided between the top three presentations (250/150/100).

### b) Graduate Student Competition Poster Presentations

- i As arranged by the CSAS Awards Chair, 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 31) should be used.
- ii The \$500 prize money is divided between the top three presentations (250/150/100).

### c) Graduate Student Competition Suggested Schedule and Instructions

- i. The closure date for titles and abstracts must not be before March 15. It is preferred that the oral presentations for the graduate student competition be grouped in the same session to facilitate judging. 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 CSAS Awards Chair prior to the deadline for receipt of Abstracts.
- iii. Shortly after all abstracts are received and assigned to either the oral or poster competition, they need to be forwarded to the CSAS Awards Chair and the Awards Chair will forward a copy of each plus the template for the Score Cards to each judge for prior evaluation; a Score Card should also be sent to each participant's supervisor (Score Cards are included in the Awards Chair Handbook).
- iv. Some time before the Annual Conference, the Award Sponsors will be contacted by the CSAS Awards Chair to name a representative who will present the prizes and the Awards Chair will remind the CSAS Secretary-Treasurer to arrange to have the six blank cheques available for the Awards Ceremony. Sponsor representatives (1 per award) are guests of CSAS and the CSAS Awards Chair will be in touch regarding reserving tickets for sponsors.
- v. Prior to the start of the Competition, each session Chairperson should briefly welcome the students and mention the evaluation criteria and time limits for each presentation.
- vi. At the presentation of Awards, the Awards 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 the Awards Chair 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 by the CSAS Awards Chair to sending a personal note to each participant, expressing appreciation for their effort and perhaps a brief comment re their presentation.

#### 16) Recommendations for the Presentations:

The Technical Program Chair has the option to provide the following information to presenters when notifying their abstracts have been accepted to ensure a high standard of presentation quality:

##### a) Paper Presentations:

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 LCD projectors will be available at the meeting

ii) Preparation of slides:

- Limit each slide to a maximum of 5 rows and 5 columns of data - including no more than you will discuss.
- Use only mean values without SE or SD unless they are of significance by themselves and you wish to discuss them.
- Include only significant figures in your tabular data - round off values as much as possible for easy reading.
- Leave space - at least the height of a CAPITAL LETTER between lines of information.
- Use a number of slides, each with one item of information, rather than a complicated slide.
- Use graphs in preference to numerical data where possible. The significance of a point can be more easily seen in a graph.

iii) Use of slides:

- Present of slides to the audience is typically at a rate of one per minute, i.e. no more than 12 per 12 minute presentation.
- Plan for a good visual pace in your presentation, matching the "verbal" to the "visual".
- You may be asked to presubmit your presentation prior to the session or at the beginning of the session. Typically this will be in powerpoint format and you should have this on a memory stick or CD and both if possible.. Carry the presentation with you carry on luggage in the event your luggage is delayed.
- 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.
- DO NOT READ YOUR SLIDES - The audience may not hear you if you don't face them. Retrieve your memory stick or CD during a break in the Session - not during someone else's presentation.
- ALWAYS REHEARSE YOUR PRESENTATION BEFORE GOING TO THE MEETING - TRY TO CONSULT COLLEAGUES WHO WILL GIVE USEFUL CRITICISM AND CAN TIME YOU.

##### b) 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 should be prepared for the top and lettering should be more than 3 cm high.



## **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 become 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.

## 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 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 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 two-year term (except for the Editor-in-Chief who is always a member). The CSAS may convey proposals regarding the Journal to the Board of Directors through a CSAS representative on SJC.

### **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 or on the CJAS web site.

## 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.

- P - President
- PE - President Elect
- VP - Vice-President
- S-T - Secretary-Treasurer
- MC - Director that is the Membership Chair
- AC - Director that is the Awards Chair
- PP - Past-President
- LC - Local CSAS Conference Committee

Action Required	P	PE	VP	S-T	MC	AC	PP	LC
<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 AGM				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 CSAS Undergrad Awards				X		X		
<b>Contact local organizing committee and Members at Large</b>		X						
<b>Contact local organizing committee for following year</b>			X					
<b>OCTOBER</b>								
First billing for annual dues by AIC office-				X				
<b>NOVEMBER</b>								

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	PE	VP	S-T	MC	AC	PP	LC
<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	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 AGM	X							X

Contact universities CSAS Undergard nominations						X		
<b>JUNE</b>								
Forward Graduate Student Competition Abstract to AC for distribution to judges						X		X
Prepare reports for AGM	X	X	X	X	X	X	X	X
<b>JULY</b>								
Pre-Conference Executive meeting (including incoming Executive)	X	X	X	X	X	X	X	X
CSAS Conference	X	X	X	X	X	X		X
Post-conference Executive meeting (new Executive)	X	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 and the Awards Chair for which there is a detailed schedule and instructions handed down from year to year.

## 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 (1971-2004)**

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 (1997-2004).

## **CSAS UNDERGRADUATE AWARD (2005- )**

In recognition of superior academic achievement during the first three years of study within each of the Faculties of Agriculture at each Canadian university. This award was created in 2005 to continue the Undergraduate Awards program.

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 cash prize (beginning in 2007), 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 (2005- )

#### **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.

## X. APPENDIX A - RECIPIENTS OF CSAS HONOURS AND AWARDS

### 1. Honourary Life Membership

1977	Frank Baker	1986	Chris Bigland	1992	David Manning Adams
	Ralph Bennett		John Dalrymple		William Douglas Morrison
	John Berry		Bruce McCurrach		Bruce Douglas Owen
	T.P. Devlin		Fred Proudfoot		C.M. (Red) Williams
	E.B. Frazer		Alex Robblee		Norval Campbell Young
	L.Y. Hamilton		Roy Wilkinson		C.R. Krishnamurti
	Smith Albert Hilton				
	R.J. Huggard	1987	J.R. Aitken	1993	Robert Hironaka
	H.M. King		Germain Brisson		C.G. Hickman
	V.S. Logan		Robert Curtis		
	G.A. Luyat		R.S. Gowe	1994	none awarded
	H.J. Maybee		Beryl March		
	I. Motzok		John Ellis Moxley	1995	W. Martyn Palmer
	Robert Parent		John Pelter		Steve C. Stothers
	J.G. Stothart				E.E. Swierstra
	H.E. Wilson	1988	Roy Berg		F.R. Johnson
	Stanley Wood		Marvin Seale		
	G.W. Wood			1996	J.W.G. Nicholson
		1989	Milt Bell		Bruce Stone
1978	Herbert Hargrave		D.S. Cox		
	H. F. MacRae		Doug Friend	1997	None awarded
	Hobart Peters		D.P. Heaney,		
	J.C. Rennie		Bill Howell	1998	Ray Ingals
			Gordon MacLeod		
1979	W.C. Gordon		Bill Mathewson	1999	Frank Hurnik
	Peter A. Kondra				
	T.M. MacIntyre	1990	Stuart Allaby	2000	none awarded
	Wally Pigden		Peter Bailey		
	Karl Rasmussen		J.D. Baird	2001	none awarded
	Art Reddon		Stan Beacom		
			David Bowden	2002	Gaston J. St-Laurent
1980	Bob Forshaw		Fred Bowland		Ed Lister
	August Johnson		Walter Dietz		
			Stewart Eagles	2003	Dave Christensen

1981	None awarded		Murray Gratz		Roger Cohen
			Peter Hamilton		
1982	L.W. McElroy		Robert May	2004	Bob Christopherson
			H. McGill		Gerry Mears
1983	Stan Curtis		Jim Miltimore		
	Sid Lore		Hugh Nicholson	2005	Lyle McNichol
	Norman MacNaughton		David Owen		Jock Buchanan-Smith
	S.J. Slinger		Victor Pinchin		
	John Strain		Don Waldern	2006	none awarded
			Stuart Wilton		
1984	John Bowland		David Young		
	Tom Burgess				
	Howard Fredeen	1991	D. Dominique Rony		
			H.F. MacRae		
1985	Gordon Ross		J.C. Rennie		
	Elwood Stringam		R.N. Hitchman		
	Charles Watson				

## 2. Certificate of Merit

Sponsor: Alltech Inc.

1976	H.T. Fredeen				
1977	A.J. Charnetski	1982	R.T. Berg	1987	K.J. Jenkins
	J.E. Moxley		G.J. Brisson		C.M. Williams
1978	H.F. MacRae	1983	L.P. Milligan	1988	D.W. Friend
	J. C. Rennie		W.D. Morrison		G.K. MacLeod
1979	A.S. Johnson	1984	J.P. Bowland		R.J. Parker
	W.J. Pigden		R.S. Gowe	1989	J.S. Gavora
	K. Rasmussen		W.E. Howell	1990	R.J. Christopherson
1980	R.P. Forshaw	1985	D.S. Cox		Henry Bayley
	T.M. MacIntyre		D.P. Heaney		
1981	R.J. Huggard	1986	FX Aherne		
	F.G. Proudfoot		J.M. Bell		

**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	2004	Brian McBride
1999	Roger Hacker	2005	Mick Price
2000	Gary Mathison	2006	John Kennelly
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 Brian McBride  
 1998 Gary Mathison  
 1999 Al Schaefer  
 2000 Shai Barbut  
 2001 Alan Tong  
 2002 Helene Petit

2003	Christiane Girard
2004	Karin Wittenberg
2005	John Patience
2006	John McKinnon

**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 Petittclerc
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
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2003	Chantal Farmer
2004	Tim McAllister
2005	Pierre Lacasse
2006	Xin Zhao

#### **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
2004	Kees Plaizier
2005	Martin Nyachoti

2006 Ermias Kebreab

## 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  
2004 Ed Charmley  
2005 Lee Whittington  
2006 Bryan Doig

## 7. AIC Fellowships

E.S. Archibald	S.A. Hilton	J.C. Rennie
C.F. Bailey	W.E. Howell	J.P. Sackville*
G.H. Barton	R.J. Huggard	M.E. Seale
J.M. Bell*	W.D. Kitts	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. Freeden	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. Hurnik, 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)
- 2003 Sharon Gould (University of Saskatchewan)  
Rajesh Duggavathi (University of Saskatchewan)  
Homayoun Zahiroddini (University of Tehran)
- 2004 Amy Hawkins (University of Manitoba) tied with Desmond Pink (University of Alberta)  
Akbar Nikkah (University of Manitoba)
- 2005 D. Lackeyram (University of Guelph) tied with K.L. Urschel (University of Alberta)  
L.M. Williams (University of Saskatchewan)
- 2006 Joseph Donkor (Nova Scotia Agricultural College)  
Tim Caldwell (University of Guelph)  
Gregory Penner (University of Saskatchewan, Agriculture and Agri-Food Canada)

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 Zahorrdini (Agrculture & Agri-Food Canada / University of Tehran)  
 H. Swamy (University of Guelph)  
 X. F. Meng (University of Manitoba)
- 2003 Julie-Ann Meier (University of Saskatchewan)  
 Julie Goodall (University of Saskatchewan)  
 None awarded
- 2004 Trevor Alexander (University of Alberta)  
 N.C. Johnson (University of Manitoba)  
 J. D. Nkrumah (University of Alberta)
- 2005 A.M. Hawkins (University of Manitoba)  
 P.O. Opapeju (University of Manitoba)  
 M. Vachon (Université Laval)
- 2006 Jennifer Dobson (Nova Scotia Agricultural College)  
 Michelle Daniel (Nova Scotia Agricultural College)  
 Yuri Montanholi (University of Guelph)

#### 9. Undergraduate Book Prize

Year	1976	1977	1978	1979
University British Columbia	T.E Nash	B. Persson	J. I. Morton	T. Nicholl
University of Alberta	K.Y. Lee	W.C. Graham	H.W. Loonen	D.L. Barron
University of Saskatchewan	R. H. Neumier	D.K. Jordens	G.D. Mechor	R. Biensch
University of Manitoba	S. Sigurdson	K. D. Wright	L. Osnichuk	Y. Troisfontaine
University of Guelph	B. Wheeler	K. Lowrey	A. Shelton	G. Hartley
Macdonald College	R. Vanderwoude	C. Barnes	A. Aadoson	M. Loeffler
University Laval	J. Brisson	N. Saint-Pierre	D. Levasseur	J. Bernier
Nova Scotia Agricultural College	None awarded	None Awarded	None awarded	None Awarded
Year	1980	1981	1982	1983
University British Columbia	B. Sonnendrucker	J.M. Luniw	P. Wood	B. Taylor
University of Alberta	R.K. Salmon	D. J. Tencer	N. Paul	S. Misutka
University of Saskatchewan	J. Guillaume	J. Gagnon	J.M. Dreger	L. Linney
University of Manitoba	P.J. Vitti	D. Sawatsky	M. Gooding	K. Milani
University of Guelph	J. Kirkland	B. Desalvo	H. Engelhardt	S. Goubau
Macdonald College	M. Harari	M. Bourgeois	S. Green	L. Cross
University Laval	J.P. Laforest	A. Grenier	M. Vignola	F. Castonguay

Nova Scotia Agricultural College	None awarded	None Awarded	None awarded	None Awarded
Year	1984	1985	1986	1987
University British Columbia	C. Newlands	M. Guildbault	J. Speirs	E. Hajin
University of Alberta	T. McAllister	C.W. Hellquist	S.E. Klassen	B. Wine
University of Saskatchewan	D. Drieges	G.J. Graham	Z.R. Fisher	W. Clark
University of Manitoba	D. Pickard	P.D. Kraynyk	K.H. Ominsky	O. Friesen
University of Guelph	D. Terhune	S.G. Morris	S. Jerney	J. Van Noy
Macdonald College	D. Gadbout	N. Caron	J. Fletcher	G. Grant
University Laval	S. Pairier	G. O'Brien	None awarded	R. Bergeron
Nova Scotia Agricultural College	J. Earle	E. Hale	M. Ward	C. Palmer
Year	1988	1989	1990	1991
University British Columbia	S. Speirs	W. Malenstyn	E. Cope	T. Hall
University of Alberta	L. Makowecki	S. Weaver	A. Stepher	J. MacDonald
University of Saskatchewan	R. Bergen	D. Gadd	M. Brown	G. Sebastian
University of Manitoba	M.K. Dyck	H. Delichte	B. Wyma	J. Poppe
University of Guelph	P. Haig	E. Thomgett	D. Cameron	K. Newman
Macdonald College	G.E. van Keyserlink	C. Carriere	J. Cormier	E. Martineas
University Laval	R. Bergen	I. Chouinard	D. Bertrand	J. St-Pierre
Nova Scotia Agricultural College	J. Van Kessel	D. McCundy	S. Lomond	A. Bourque
Year	1992	1993	1994	1995
University British Columbia	C. Stunden	L. Liggins	N. Schneidereit	J. Forgeron
University of Alberta	C. Bateman	H. Bierstedt	H. Oosterhoff	T. Laughlin
University of Saskatchewan	N. Fenske	J.E. Hein	T.F. Olson	N. Thomason
University of Manitoba	None awarded	S. Mezaros	C. H. R. Chong	B. Benson
University of Guelph	E. McNaughton	L. Ford	J. Cendoya	A. Koch
Macdonald College	C. Patterson	C. Richard	M. Audet	S. Gagnon
University Laval	G. Santos	L. Boucher	J.P. Lacroix	F. Guay
Nova Scotia Agricultural College	M. White	T. MacIntyre	H. Collins	J. Berkshire
Year	1996	1997	1998	1999
University British Columbia	M. Fisher	E. Bell	E. Bell	J. Patterson
University of Alberta	N. Webb	N.S. Joseph	N.S. Joseph	S. Strydohorst
University of Saskatchewan	P. Graham	C. Hicks	C. Hicks	S. McGrath
University of Manitoba	G. Turner	K.L. Moore	K. L. Moore	L. Gray
University of Guelph	D. Storey	J. Mizen	D. Storey	J. Kampen
Macdonald College	H. Finch	E. F. J. Eng	E.F. J. Eng	A. Lafontaine

University Laval	C. Savard	A. St-Onge	A. St-Onge	N. Fecteau
Nova Scotia Agricultural College	M. Anthony	C. Riggs	C. Riggs	C. Grant
Year	2000	2001	2002	2003
University British Columbia	K. Morton	M. Cunningham	K. Choy	M. Bryn Cant
University of Alberta	D. Eisenbart	C. Osborne	M. McCluskey	J. Fricke
University of Saskatchewan	J. Kerr	T. Cook	J. Brown	A. Walker
University of Manitoba	None awarded	L. Pinder	B. Zawatsky	J.B. Sletmoen
University of Guelph	None awarded	S. Emerson	S. Ecker	D. Keeper
Macdonald College	C. Surette	M. Brodeur	S. Neveux	M. Bisson
University Laval	C. St-Andre	M.-C. Laigaiuce	D. Jutras	J. Phillippe
Nova Scotia Agricultural College	P. Moffett	J. Rafuse	L. White	S. Hunter
Year	2004	2005	2006	2007
University British Columbia	J. Noble	Jeffrey Nimmo	Kiyomi Ito	
University of Alberta	M. Ford	Sharilyn Terletski	Glenna McGregor	
University of Saskatchewan	K. Holgrem	Ryan Ridgway	Jennalee Ecklund	
University of Manitoba	T. M. Dickson	Ashley Stewart	Anthony Bryce Fisher	
University of Guelph	M. Johnston	Jacqueline M. Parr	Gina L. Schick	
Macdonald College	M. Bisson	Annie Lafaille	Jason Henry	
University Laval	J.-Y. Robidoux	Stéphanie Desrosiers	Caroline Côté-Beaulieu	
Nova Scotia Agricultural College	S. Llewellyn	Renee Garbes	Emily Fraser	

## XI. APPENDIX B - NATIONAL AND BRANCH EXECUTIVES

### 1. National Executive

	<b>1980-1981</b>	<b>1981-1982</b>	<b>1982-1983</b>	<b>1983-1984</b>
President	L.J. Fisher	K.A. Winter	A.G. Castell	J.I. Elliot
President-Elect	K.A. Winter	A.G. Castell	J.I. Elliot	J.A. Shelford
Vice-President	E.E. Lister	J.I. Elliot	J.A. Shelford	J.W.G. Nicholson
Sec.-Treasurer	A.G. Castell	D.R. McKnight	D.R. McKnight	D.R. McKnight
E-Director I	J.I. Elliot	R.E. McQueen	J.G. Buchanan-Smith	P.B. Stead
E-Director II	R.E. McQueen	J.G. Buchanan-Smith	P.B. Stead	W.B. Holtmarm
W-Director I	L.D. Campbell	J. F. Patience	F.X. Aherne	J.E. Knipfel
W-Director II	J. F. Patience	F.X. Aherne	J.E. Knipfel	R. Gould
	<b>1984-1985</b>	<b>1985-1886</b>	<b>1986-1987</b>	<b>1987-1988</b>
President	J.A. Shelford	J.W.G. Nicholson	D.N. Mowat	J.E. Knipfel
President-Elect	J.W.G. Nicholson	D.N. Mowat	J.E. Knipfel	G. St. Laurent
Vice-President	D.N. Mowat	J. E. Knipfel	G. St. Laurent	D.R. McKnight
Sec.-Treasurer	D.R. McKnight	D.R. McKnight	D.R. McKnight	R. Batra
E-Director I	W.B. Holtmann	G. St. Laurent	T. Nunn	R. Burnside
E-Director II	G. St. Laurent	T. Nunn	R. Burnside	D. Anderson
W-Director I	R. Gould	J.J. Kennelly	S.D. Morgan-Jones	R. Cohen
W-Director II	J.J. Kennelly	S.D. M. Jones	R. Cohen	B. Richmond
	<b>1988-1989</b>	<b>1989-1990</b>	<b>1990-1991</b>	<b>1991-1992</b>
President	G. St. Laurent	D. McKnight	S.D. M. Jones	D. Anderson
President-Elect	D. McKnight	S.D.M. Jones	D. Anderson	P. Thacker
Vice-President	S.D.M. Jones	D. Anderson	P. Thacker	J. Patience
Sec.-Treasurer	R. Batra	R. Batra	V. Stevens	V. Stevens
E-Director I	D. Anderson	A.J. McAllister	L. Phillip	R. Ball
E-Director II	A.J. McAliaster	L.E. Phillip	R. Ball	D. Veira
W-Director I	B. Richmond	P. Thacker	A. Schaefer	Z. Mir
W-Director II	P. Thacker	A. Schaeffer	Z. Mir	A. Kennedy
	<b>1992-1993</b>	<b>1993-1994</b>	<b>1994-1995</b>	<b>1995-1996</b>
President	P. Thacker	J. Patience	R. Ball	M. Price
President-Elect	J. Patience	R. Ball	M. Price	V. Stevens
Vice-President	R. Ball	M. Price	V. Stevens	A. Schaefer

Secretary-Treasurer	V. Stevens	R. Rotter	R. Rotter	R. Rotter
E-Director I	D. Viera	D. Patterson	C. Farmer	A. Fredeen
E-Director II	D. Patterson	C. Fanner	A. Fredeen	J. Kelly
W-Director I	A. Kennedy	K. Beauchernin	I. Christison	J. McKinnon
W-Director II	K. Beauchernin	I. Christison	J. McKinnon	J. Aalhus
	<b>1996-1997</b>	<b>1997-1998</b>	<b>1998-1999</b>	<b>1999-2000</b>
President	V. Stevens	A. Schaefer	C. Farmer	J. McKinnon
President-Elect	A. Schaefer	C. Farmer	J. McKinnon	K. Beauchemin
Vice-President	C. Farmer	J. McKinnon	K. Beauchemin	T. McAllister
Secretary-Treasurer	P. Sharpe	P. Sharpe	P. Sharpe	H. Petit
E-Director I	J. Kelly	K. deLange	S. Scott	X. Zhao
E-Director II	K. deLange	S. Scott	X. Zhao	E. Charmley
W-Director I	J. Aalhus	S. Baidoo	T. McAllister	E. Okine
W-Director II	S. Baidoo	T. McAllister	E. Okine	P. Mir
	<b>2000-2001</b>	<b>2000-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
President	K. Beauchemin	T. McAllister	S. Scott	E. Okine
President-Elect	T. McAllister	S. Scott	E. Okine	D. McCartney
Vice-President	S. Scott	E. Okine	D. McCartney	P. McCaughey
Secretary-Treasurer	H. Petit	H. Petit	C. Girard	C. Girard
E-Director I	E. Charmley	J. Bailey	L. McLaren	R. Bethiaume
E-Director II	J. Bailey	L. McLaren	R. Berthiaume	J. Chiquette
W-Director I	P. Mir	M. Dugan	J. Small	K. Schwarzkopf-Genswein
W-Director II	M. Dugan	J. Small	K. Schwarzkopf-Genswein	K. Plaizier
CJAS Editor	M. Price	M. Price	M. Price	M. Price
	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>
President	D. McCartney	P. McCaughey	Mike Dugan	
President-Elect	P. McCaughey	Mike Dugan	Priya Mir	
Vice-President	Mike Dugan	Priya S. Mir	Johanne Chiquette	
Secretary-Treasurer	C. Girard	Kees Plaizier	Kees Plaizier	
E-Director I	J. Chiquette	Ming Fan	Ming Fan	
E-Director II	Steve Miller	Steve Miller	Chaouki Benchaar	
W-Director I	K. Plaizier	Kim Stanford	Moussa Diarra	
W-Director II	Kim Stanford	Moussa Diarra	Martin Nyachoti	
CJAS Editor	Mick Price	Chantal Farmer	Chantal Farmer	

## 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)

### 1983-1985

R. Hironaka,	President
R. Blair	Vice-President
R.J. Parker	Secretary-Treasurer
W. Buckley	Director (B.C.)

R. Blair	Director (Saskatchewan)	G.I. Christison	Director (Saskatchewan)
M. Palmer	Director (Manitoba)	R. Gould	Director
A. Wahl	Director (B.C.)	J.J. Kennelly	Director (Alberta)
J.F. Patience	Director	J.E. Knipfel	Director
F.X. Aherne	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
J. A. Shelford	Director (B.C.)
R.R. Corbett	Director (Alberta)
B. Klemmer	Director (Saskatchewan)
B. Parker	Director (Manitoba)

**1991-1993**

L.J. Fisher	President
R.D.H. Cohen	Vice-President
L.M. Rode	Secretary-Treasurer
J.A. Shelford	Director (B.C.)
R.R. Corbett	Director (Alberta)

**1993-1995**

**1995-1997**

R. Cohen	President
	Vice-President
L. Rode	Secretary-Treasurer
M. Tait	Director (B.C.)
R. Corbett	Director (Alberta)
J. McKinnon	Director (Saskatchewan)
K. Wittenberg	Director (Manitoba)



## **XII. 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.  
Executive Director

\_\_\_\_\_  
Date

**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

**GRAND TOTAL**

**\$7,106.50**

### **XIII. Appendix D - OPERATIONS OF THE CANADIAN JOURNAL OF ANIMAL SCIENCE**

(updated May 2007)

The *CJAS* Editorial Board consists of the Editor and the Associate Editors who together represent the Canadian Society of Animal Science (*CSAS*). The president-elect of *CSAS* acts as liaison between the *CSAS* executive and *CJAS*, and the Editor of *CJAS* is also a member of the *CSAS* executive.

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

Manuscripts must be submitted via Osprey, the online submission and peer-review system (<http://osprey.pubs.nrc-cnrc.gc.ca/publisher/access.view?journalCode=CJAS>). Manuscripts are automatically assigned a number in the form: CJAS07001. The publications office alerts the Editor of the submission and the Editor assigns the manuscript to an Associate Editor. The publications office sends an e-mail to the Associate Editor, who logs in to Osprey to access the manuscript files and select and assign reviewers. An “acknowledgment of receipt” letter is prepared and mailed to the corresponding author.

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

##### *Preliminary Review of Manuscripts*

Manuscript abstracts are received electronically via OSPREY and 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 rejected via OSPREY. If required, the Editor may request such things as copies of papers cited in press (for use by reviewers). 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 Associate Editor is notified of the assignment by e-mail and logs in to Osprey to access the manuscript files and select reviewers.

##### *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.

##### *Follow-up on manuscripts in review*

The Editor checks on the progress of all manuscripts which are in the review process and contacts the Associate Editor in charge of a manuscript which has been in the review process for over 6 months, in order to ask for reasons and see what can be done to accelerate the process. If the author has not been contacted within three months of submitting 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, the Editor will reply to the author with the adequate information.

##### *Appointment of Members to the Scientific Journals Committee (SJC) of AIC*

The Editor and two Associate Editors represent *CJAS* on the *SJC*. The Editor nominates the two Associate Editors to the *SJC*.

### *Appointment of Associate Editors*

In January-March of each year, the Editor asks the editorial board for suggestions of nominations to replace Associate Editors whose terms of office will expire the coming December. The Editor may decide to ask certain Associate Editors if they wish to continue with their editorial duties for another 3-year term. The Editor asks for a vote (done electronically) from the editorial board to select one person per position available. The final list of nominations is forwarded to the the AIC office for election by the *SJC*. The Editor then 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 editorial board or the *SJC* that additional Associate Editors be appointed if the workload in a particular discipline is found to be excessive and the *SJC* will have to vote on that issue.

### *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 *SJC* meeting before being approved. Occasionally, matters of policy may be dealt with electronically.

### *Preparation of Reports*

The Editor is responsible for preparing two annual reports, one is presented to the *SJC* annual meeting and the other to the *CSAS* annual meeting. The annual reports 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 annual report to the *SJC* should include any relevant items stemming from the *CJAS* Editorial Board meetings.

The annual report to *CSAS* should include pertinent highlights of the *CJAS* Editorial Board meetings and of the *SJC* annual meeting.

### *CJAS Editorial Board Meetings*

The Editor sees to organize at least one yearly meeting (and sometimes two, if need be) of the *CJAS* editorial board. The Editor will prepare an agenda and chair the meetings which may be held during a time set aside at the *CSAS* annual meeting or via conference call. The Editor will then prepare minutes of that meeting and forward them electronically to the Editorial Board.

### *Term*

The Editor normally serves for a three-year term, which is renewable by agreement between *SJC* and the Editor. To appoint a replacement, the Editor consults with senior Associate Editors (and may ask for nominations by the whole *CJAS* editorial board) and with the *CSAS* Executive, and then approaches suitable candidates. The nomination is forwarded to the *SJC* via the AIC Publications Office for election at the *SJC* 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.

### **Associate Editors: Duties**

### *Numbers and Disciplines*

There are presently 22 Associate Editors of the *CJAS*, selected on the basis of their proven record in publishing and conducting reviews of scientific papers. They represent the various specialties within animal science. The Associate Editors collectively should have expertise in cellular and molecular biology, animal welfare, behaviour and management, breeding and genetics, meat science, physiology and endocrinology, 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*

A submitted 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, preferably by telephone or electronic mail, and can have the option of rejecting a paper without sending it for review. The Associate Editor is responsible for verification that animals were cared for under guidelines comparable to those of the Canadian Council on Animal Care, if these are not met the article is not sent for review.

### *Assignment of Manuscripts for Review*

The Associate Editor usually selects two reviewers, but can also select three, 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. 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 demand 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. Invitations to review are sent by electronic mail to reviewers via OSPREY. A template of this letter is provided but it can be adapted and modified to reflect the personality of the Associate Editor. This letter stresses that if the review cannot be done within a reasonable time, an alternate reviewer could be suggested. The letter should mention a date by which it would be desirable to complete the review. Prior to sending the formal invitation Associate Editors may find it helpful to contact potential reviewers informally by telephone 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 (this cannot be done yet with OSPREY but should be possible within a year)*

The Associate Editor should review manuscripts on file periodically to ascertain if there are delays or any problems. Reviewers will be contacted automatically via OSPREY if their reviews have not been received or the reviewers have not been heard from. Queries will be received regularly from the Editor regarding status of manuscripts. Associate Editors should contact the Editorial Office at any time for help or information about manuscripts in Osprey.

### *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 the requested time frame, an electronic reminder will be sent automatically via OSPREY, yet the associate editor will not be notified of this. The length of time allowed for revision is stated in the template form but, in specific cases, can be altered at the Associate Editor's discretion. Prolongations can also be given when asked for by the authors and judged adequate by the Associate Editor. If the revised manuscript is not received within the time allowed, the authors should be notified that their paper will be considered withdrawn and procedures should be taken accordingly.

#### *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. If the revised manuscript is considered acceptable, the Associate Editor checks that all citations in the text are listed in the references. 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 (with either minor revisions, major revisions or major revisions and re-review), reject (either without review or with resubmission suggested), or return a manuscript (withdrawn), the following actions should be taken:

(a) *Accepted manuscripts.* The Associate Editor sends a letter of acceptance to the authors via OSPREY and 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.

(b) *Rejected manuscripts.* The Associate Editor sends a rejection letter to the authors via OSPREY. It is very important that the rejection letter provides 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. Revisions from the reviewers are also included in the email that the authors will

receive via OSPREY.

(c) *Withdrawn manuscripts.* If the author requests that the manuscript be withdrawn (which occurs rarely), the Associate Editor should indicate so in OSPREY. 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 via OSPREY explaining that the author may submit a revised manuscript as a new submission.

#### *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 the Scientific Journals Committee*

Two Associate Editors and the Editor serve at any one time on the Scientific Journals Committee of the AIC Journals. They receive expenses for attending the annual meeting of the JSC.

#### *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, the Editor may ask him or her to resign before the end of the three-year term.