

# CSBE-SCGAB

## Procedures & Operations Manual 2007

### Introduction

This handbook is for the information and use of members of CSBE/SCGAB, its Council and committees. Its purpose is to draw together in one place the names and duties of officers, terms of reference for committees, standard procedures, and other pertinent information that will assist in providing for improved communication and closer coordination of activities among all members, CSBE/SCGAB Council, its committees, and affiliated societies. It is intended that material in this handbook will be updated frequently; committee structure and terms of reference will be revised; and additional material may be added. Revisions are the responsibility of the Past-President.

The President, in consort with the members of Council and in accordance with the Bylaws of the Society, is responsible for the appointment of such administrative and professional committees as are required to assist in conducting the affairs of the Society.

### TECHNICAL COMMITTEE (interim)

**Composition:** "There shall be a Technical Committee consisting of four officers (Chair, Past-Chair, Vice-Chair, Secretary) and seven additional members in good standing. The expertise of the seven members should conform to the Technical Areas of Publishing the Society Journal as follows: Biological Systems; Information Systems; Bioprocess Systems; Machinery Systems; Waste Management Systems; Building Systems; and Soil and Water Systems. The Vice-President (Technical) shall serve as the Chair and recommend the appointments of the Vice-Chair, Secretary and members to the President. The Committee shall be responsible for the development and conduct of the technical program for the Society and work with the Local Arrangement Committee on developing the technical program for Society's Annual Meeting." [By-Law 19(c)]

#### *Terms of Reference/Duties*

- To be responsible for the development and conduct of the technical program for the Society.
- To work with the Local Arrangement Committee on developing the technical program for Annual Meeting

### STANDARDS COMMITTEE

**Composition:** "There shall be a Standards Committee consisting of four officers (Chair, Past-Chair, Vice-Chair, Secretary) and minimum of four and a maximum of ten additional members to propose, promote, and manage engineering Standards and Practices." [By-Law 20(d)]

#### *Terms of Reference/Duties*

- To maintain an overview of standards and practices which apply to engineering activities in agricultural, food or biological systems in Canada.

- To bring to the attention of members standards being developed by other organizations where input from CSBE/SCGAB is desirable.
- To suggest technical programs, including seminars or workshop, on Standards.

## MEMBERSHIP RECRUITMENT COMMITTEE

**Composition:** "There shall be a Membership Recruitment Committee consisting of the Regional Directors, with the Vice-President (Membership) as Chair." [By-Law 20(e)]

### Terms of Reference/Duties

- To enhance visibility of the society to recruit members
- To assist university representatives in recruiting student members.
- To review membership lists whenever they are issued and inform the Secretary of corrections, changes of address, etc.
- To prepare or direct the preparation of information for recruitment.
- To oversee the advertising of professional development and other services to members
- To maintain contact with our retired members
- Oversee all student awards within the bioengineering programs and the conference student competitions

## AWARDS COMMITTEE

**Composition:** "There shall be an Awards Committee consisting of Chair, Past-Chair, Vice-Chair, Secretary, and two additional members in good standing, and the Past President and the Awards Officer who shall be *ex officio* members of the committee." [By-Law 20(f)].

### Duties

- To solicit nominations for and select the recipients of the following awards: (click the award for details)

<a href="#"><u>Maple Leaf Award</u></a>	<a href="#"><u>The John Clark Award</u></a>	<a href="#"><u>The CSBE/SCGAB Industrial Award</u></a>
<a href="#"><u>Young Engineer of the Year Award</u></a>	<a href="#"><u>The Glenn Downing Award</u></a>	
<a href="#"><u>The John Turnbull Award</u></a>	<a href="#"><u>The Jim Beamish Award</u></a>	

- To edit citations for recipients of CSBE/SCGAB awards, and make arrangements for the presentation ceremony.
- To forward to the ASABE Office for publicity purposes immediately following the Annual Meeting, a list of awards presented, including a description of the award and a statement of each award winner's qualifications for the award and, if possible, any photographs of the presentation.
- To coordinate with the CSBE/SCGAB Society Manager to ensure the material is used for other purposes especially the CSBE/SCGAB Newsletter.
- To consider and propose to CSBE/SCGAB Council new awards or other methods of recognition of members.

**Awards:** Awards are given for outstanding contributions through work in one or more of the following:

- Design and development based on originality, practicality, and applicability; the awardee must have made the major contribution to the concepts, design or development recognized.
- Extension and management based on a record of high quality work in agricultural, food, and/or biological engineering extension such as leading in extension education through groups or T.V., or by assisting farmers in innovation of new farmstead systems or components. Alternatively, the awardee may be recognized for outstanding managerial work in the food processing industry, building firms, machinery firms, irrigation firms or land drainage.
- Teaching and/or research based on a record of good teaching involving innovation in teaching or course development, and professional and enthusiastic leadership to students. Alternatively, the Awardee may be recognized for research abilities and achievements through the development of new theoretical concepts, or the design and execution of good experiments to prove conclusively the answer to some questions of value to agricultural, food and/or biological engineering.

### ***Preparing Nominations for CSBE/SCGAB Awards***

Click on the chosen award above to get details on the award, previous winners and forms for submission.

Nominations for awards shall:

- Meet all the requirements for the particular award as described above.
- Emphasize the contributions of the individual or company being nominated.
- Be sent to reach the Chair of the Awards committee by the published deadline date. Prior notification, to the Chair of the awards committee, of intent to submit a nomination would be appreciated. An e-mail or FAX when the nomination process is started would suffice.
- Consist of a maximum of 6 pages (letter size) with a minimum of 10 pt typeface single-spaced.
- Provide an additional 200-word citation suitable for publication and publicity purposes.
- Be sent to the Awards Chair in six (6) copies.

### ***Publicizing CSBE/SCGAB Awards***

The committee will prepare a suitable one-page news release for each award recipient. Media releases should be available at the media room at the annual meeting.

It is recommended that pictures be prepared at the same time, by having the printer of the Awards Bulletin run 10 extra pages of each citation.

Three weeks prior to the annual meeting, the Society Manager will send the media releases to the various newspaper and radio/TV media identified by the awardee:

- the newspaper(s) where the awardee resides,
- the "home town paper" where he/she grew up, went to school, parents still farm, etc.
- the Professional Engineering newspaper or newsletter in the awardee's provincial engineering association. (and the awardee's association of Professional Agrologists if appropriate)
- the alumni association of his/her *alma mater* university.
- Radio and Television stations as suggested by the awardee

### ***Committee Procedures***

- Individual members of the committee shall provide a) a ranked rating; or b) abstain from voting; or c) reject the nomination, for each candidate for an award.
- The Chair shall tally the votes, and return the results to the members for consideration. Members of the committee may change their vote for a second or subsequent round.
- The decisions of the committee shall be sent to the President by the deadline date.
- The President shall inform the nominees of their award and that the Awards committee will be in contact in regard to publicity.
- The committee shall send the suggested citation to each award winner and request any revisions he/she wishes to make.
- The committee shall send a publicity release form to each award winner, requesting name and address details for publicizing the award and a suitable photograph for such publicity and for the awards ceremony at the Annual meeting.
- The committee shall inform nominators of actions taken on their nomination. For unsuccessful nominations, nominators will be advised that the nomination will be kept for the subsequent year only. For nominations that were considered unsuccessfully the second time, nominators will be advised that a completely new nomination would be required at the next nomination period.

### ***Awards Committee (2006-2007)***

<p><b>Philippe Savoie (Chair)</b> Agriculture &amp; Agri-Food Canada Université Laval, Pavillon Comtois Département des sols et de génie agro-alimentaire Ste-Foy, QC, G1K 7P4</p>	<p>Tel: 418-657-7985-276 Fax: 418-656-3723 Email: psavoie@grr.ulaval.ca</p>	<p>2007</p>
<p><b>Huiqing Guo (Past Chair)</b> Department of Agricultural &amp; Bioresource Engineering University of Saskatchewan 57 Campus Drive, Saskatoon, SK, S7N 5A9</p>	<p>Tel: 306-966-5350 Fax: 306-966-5334 Email: huiqing.guo@usask.ca</p>	<p>2007</p>
<p><b>Stéphane P. Lemay</b> Institut de recherche et de développement en agroenvironnement inc. (IRDA) Centre de recherche 120 A, chemin du Roy Deschambault QC G0A 1S0</p>	<p>Tel: 418-286-3351, extension 237. Fax: 418-286-3597 Email: stephane.lemay@irda.qc.ca</p>	<p>2006</p>
<p><b>Larry Brown</b> Risley Hydraulics RR1 BOX 20 SITE7 GRANDE PRAIRIE, AB T8V 2Z8</p>	<p>Tel: (780) 831-7134 or 539- 5335 Email: larry.brown@gorisley.com</p>	<p>2008</p>
<p><b>Paul Milburn</b> Research Manager/ Directeur de recherche Potato Research Centre/ Centre de recherches sur la pomme de terre Agriculture and Agri-Food Canada/Agriculture et Agroalimentaire Canada P. O. Box 20280/ C. P. 20280</p>	<p>Tel: 506-452-4845 Fax: 506-452-3212 Email : <a href="mailto:milburnp@agr.qc.ca">milburnp@agr.qc.ca</a></p>	<p>2008</p>

850 Lincoln Road/ 850, chemin Lincoln Fredericton, NB/ Fredericton, NB, E3B 4Z7		
<b>Ron MacDonald, P.Eng.</b> Agviro, Inc. 367 Gordon St. Guelph, ON N1G 1N1	Tel: 519-836-9727 ext. 1 Fax: 519-836-5708 Email: rmacdonald@agviro.com	2008
<b>John Feddes (Ex-Officio: Past-President)</b> 4-10 AGFOR Center University of Alberta Edmonton AB T6G 2P5	Tel: 780-492-0105 Fax: Email: john.feddes@ualberta.ca	2007
<b>Jerry Leonard (Ex-Officio) (Awards Officer)</b> Department of Agricultural, Food and Nutritional Science, 310 Agriculture/Forestry Centre, University of Alberta, Edmonton, AB T6G 2P5	Tel: 780-492-0107 Fax: 780-492-9130 Email: jerry.leonard@ualberta.ca	-

## FELLOWS COMMITTEE

**Composition:** "There shall be a Fellows Committee consisting of a Chair, Past-Chair, Vice-Chair, Secretary and two additional members in good standing, and the Past President and the Awards Officer who shall be *ex officio* members of the Committee. The Fellows Committee shall act as the Nominations Committee for election of members as Fellows by the Council." [By-Law 19(g)] .

### FELLOW

The designation "Fellow" shall have honorary status, to which members of distinction may be elected, but for which they may not apply. A Fellow shall be a member of outstanding and extraordinary qualifications and experience in the field of agricultural, food, and/or biological engineering, and shall have met all the requirements for the grade of member. A Fellow shall have been a member of the Society for ten years, and have twenty years of active practice in the profession.

Nomination as a Fellow may be made to the Fellows Committee by ten members in good standing. To be elected, a nominee must be unanimously approved by all ballots received by the ballot return deadline, provided that at least two-thirds of the ballots are returned.

### *Requirements for nominations for the grade of Fellow*

The following information is required by the Fellows Committee to evaluate candidates for the grade of Fellow.

- Nominee's full name, title, professional affiliation and address.

- Nominee's date and place of birth. Educational record including schools attended, years and degrees received.
- Professional record in chronological order.
- Description of honors and awards already held.
- **Reasons for nomination.** These should be statements describing the scope and nature of achievements on which the recommendation is based; the personal character and qualities of the candidate; professional ability, influence and recognition by peers; and any contributions the nominee has made to CSBE/SCGAB.

These statements should tell specifically why the nominee deserves to receive the award.

- List of significant published writings, including both popular and technical articles with emphasis on those pertinent to the award. Copies of the publications are not required.
- Membership and activities in social, civic, fraternal and religious organizations. Offices held and special recognitions should be included.
- Membership in scientific and honorary societies.

Nominations for awards shall be submitted to the Chair of the Fellows Committees on or before the published deadline.

## ***EDITORIAL POLICY BOARD***

**Composition:** "There shall be an Editorial Policy Board consisting of a Chair and at least five other members. The Chair of the Board shall be appointed for a three-year term after having served one or more terms as a member of the Board. A member of the Board shall be appointed for three years with the opportunity of being reappointed for one additional term." [By-Law 19(h)]

**Terms of Reference:** The Chair of the Editorial Policy Board is the Editor of "Canadian Biosystems Engineering / Le génie des biosystèmes au Canada" and the other members are Associate Editors.

### ***Duties of the Editor/Chair of the Editorial Policy Board :***

- Receive and acknowledge receipt of manuscript.
- Check manuscripts for correct format (abstract, figures, etc.).
- Assign Associate Editor and submit copy of manuscript to reviewers.
- Assist Associate Editor.
- Prepare report for annual meeting.
- Ensure decisions of the Editorial Policy Board are communicated to CSBE/SCGAB office.
- Submit accepted manuscripts to CSBE/SCGAB office together with completed form with pertinent data such as date of receipt of manuscript, name of person to communicate with and whether or not the manuscript is a paper or note.

### ***Duties of Associate Editors/Members of the Editorial Policy Board***

- Review manuscript returned from reviewers.
- Submit reviews and decisions to the authors.
- Accept or reject manuscripts for publication in Canadian Biosystems Engineering / Le génie des biosystèmes au Canada.
- Submit copies of correspondence to the Editor so a record of the disposal of manuscripts can be maintained.
- Submit accepted manuscripts to the Editor with all pertinent data and related information.

## **Editor and Associate Editors (2006-2007)**

The Editor of the journal is Ranjan Sri Ranjan.  
(Tel: 204-474-9344; fax: 204-275-7512; [ranjan@cc.umanitoba.ca](mailto:ranjan@cc.umanitoba.ca))

Mailing address for the editor is:

Ranjan Sri Ranjan  
CSBE/SCGAB Journal Editor  
Biosystems Engineering  
E2-376 EITC  
University of Manitoba  
Winnipeg MB R3T 5V6

The Associate Editors are:

**Soil and Water Systems Engineering**  
**Ingénierie de la gestion des ressources sol et eau**  
Abdirashid Elmi - [abdirashid.elmi@elf.mcgill.ca](mailto:abdirashid.elmi@elf.mcgill.ca)

**Machinery Systems Engineering**  
**Ingénierie de la mécanisation et des équipements**  
Ying Chen - [ying\\_chen@umanitoba.ca](mailto:ying_chen@umanitoba.ca)

**Bioprocessing Systems Engineering**  
**Ingénierie des bioprocédés**  
Lope Tabil - [lope.tabil@usask.ca](mailto:lope.tabil@usask.ca)

**Biological Systems Engineering**  
**Ingénierie des systèmes biologiques**  
Michael Ngadi - [ngadi@macdonald.mcgill.ca](mailto:ngadi@macdonald.mcgill.ca)

**Building Systems Engineering**  
**Ingénierie des bâtiments et des constructions**  
Jan Jofriet - [jjofriet@uoguelph.ca](mailto:jjofriet@uoguelph.ca)

**Waste Management Engineering**  
**Ingénierie de la gestion des sous-produits**  
Abdel Ghaly - [abdel.ghaly@dal.ca](mailto:abdel.ghaly@dal.ca)

**Information Systems Engineering**  
**Ingénierie des systèmes d'information**  
Jitendra Paliwal - [j\\_paliwal@umanitoba.ca](mailto:j_paliwal@umanitoba.ca)

## **BYLAWS COMMITTEE**

**Composition** : "There shall be a Bylaws Committee consisting of the immediate Past- President as Chair, the past Past-President and President-Elect and additional members as required, to be appointed by the President." [By-Law 20(i)]

**Duties:**

- To keep under continual review the letters patent, by-laws, and rules; recommend additions, deletions, or amendments as required.
- To carry out directives of Council concerning any of the above.

## NOMINATING COMMITTEE

**Composition:** "There shall be a Nominating Committee consisting of the immediate Past-President as Chair, the President-Elect, the Past-Past-President and two members appointed by the President from outside the Council." [By-Law 20(j)]

**Terms of Reference:** The Committee shall, before February 1st in each year, prepare a slate of nominations for each elected office. Persons nominated for office shall be voting members in good standing. Nomination of any eligible candidate shall also be received by the Secretary up to the first day of February from any three members of good standing.

## STUDENT COMPETITIONS

### CSBE/SCGAB UNDERGRADUATE AND GRADUATE STUDENT COMPETITIONS

Two undergraduate student competitions namely (1) **design competition** and (2) **undergraduate paper competition**, are organized to promote a high degree of professionalism, encourage development of professional and engineering ingenuity, provide opportunity for interaction between students and professional associates and encourage active undergraduate student participation within CSBE/SCGAB.

Two graduate student competitions namely (1) **Masters and Doctoral thesis award competition** and (2) **graduate student paper competition**, are organized to encourage innovation and excellence in Biosystems, Biological and Environmental Engineering and recognize our most promising graduate student members. Brief overview of these competitions is given below. The CSBE/SCGAB Vice-President (Membership) in consultation with the Student Affairs Committee will circulate detailed and specific instructions each year for the competitions. Potential contestants should consult these guidelines before completing their submission packages.

Brief overview of these competitions is given below. The CSBE/SCGAB Vice-President (Membership) in consultation with the Student Affairs Committee will circulate detailed and specific **guidelines** each year for the competitions. Contestants should consult these guidelines before completing their submission packages.

### CSBE/SCGAB Undergraduate Thesis Award

#### Eligibility

The CSBE/SCGAB Undergraduate Thesis Award is to recognize excellence in undergraduate student research in fields represented by the Society. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must:

- i) have completed an undergraduate-level thesis at a Canadian University during the 12-month period ending April 30<sup>th</sup>, and

- ii) be a student member of the Society.

**Award Value:** \$100

**Deadline**

The name of the award recipient, along with the title of the thesis, must be submitted to the Society Manager by June 15<sup>th</sup>.

## **CSBE/SCGAB Undergraduate Design Project Award**

**Eligibility**

The CSBE/SCGAB Undergraduate Design Project Award is to recognize excellence in the development of engineering design skills in solving problems related to biological systems. Individual or team projects are eligible. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient(s) must:

- i) have completed a design project at a Canadian University during the 12-month period ending April 30<sup>th</sup>, and
- ii) be a student member of the Society.

**Award Value:** \$100 if the design project is completed by an individual or \$50 per person if the design project is completed by a design team

**Deadline**

The name(s) of the award recipient(s), along with the title of the design project, must be submitted to the Society Manager by June 15<sup>th</sup>.

## **CSBE/SCGAB Graduate Thesis Award (M.Sc. Category)**

**Eligibility**

The CSBE/SCGAB Graduate Thesis Award (M.Sc. Category) is to recognize excellence in graduate student research in fields represented by the Society. The award will be presented in odd-numbered years in recognition of M.Sc. theses completed in the two-year period ending April 30<sup>th</sup> of the odd-numbered year. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must:

- i) have completed a Master's thesis at a Canadian University during the 2-year period ending April 30<sup>th</sup> of an odd-numbered year, and
- ii) be a student member of the Society.

**Award Value:** \$200

**Deadline**

The name of the award recipient, along with the title of the thesis, must be submitted to the Society Manager by June 15<sup>th</sup> in odd-numbered years.

## **CSBE/SCGAB Graduate Thesis Award (Ph.D. Category)**

**Eligibility**

The CSBE/SCGAB Graduate Thesis Award (Ph.D. Category) is to recognize excellence in graduate student research in fields represented by the Society. The award will be presented in even-numbered years in recognition of Ph.D. theses completed in the two-year period ending April 30<sup>th</sup> of the even-numbered year. Each eligible university will identify their recipient of the

Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must:

- i) have completed a Doctoral thesis at a Canadian University during the 2-year period ending April 30<sup>th</sup> of an even-numbered year, and
- ii) be a student member of the Society.

**Award Value:** \$200

**Deadline**

The name of the award recipient, along with the title of the thesis, must be submitted to the Society Manager by June 15<sup>th</sup> in even-numbered years.

## **EDUCATION COMMITTEE**

**Composition:** The Committee membership is to include the President-Elect and all Department Heads of Canadian institutions granting degrees in Agricultural, Biosystems, and/or Bio-resource Engineering. In addition one representative from the Federal Government, one from a Provincial Engineering Extension Service, and at least one from industry should be in attendance and are invited at the initiative of the chair.

The President-Elect will chair the Committee.

The Committee will normally meet at the CSBE/SCGAB annual conference, although most of the work of the Committee will be carried out by correspondence.

**Terms of Reference:**

- Discuss curriculum requirements for agricultural, food, and biological engineering teaching in professional, technological or graduate programs.
- Report to the CSBE/SCGAB membership, through an annual report, pertinent data related to agricultural, food, and biological engineering training.
- Foster inter-institutional cooperation in educational matters of common interest.
- Solicit input from industry and government on trends and needs in agricultural, food, and biological engineering education.
- Promote the Profession and the Society amongst students at the various educational institutions.
- Act as a body that can lend support to members at institutions where agricultural, food, and biological engineering programs or departments are under threat of closure.
- Advise the CSBE/SCGAB Council and president on matters referred to the Committee of concern to the Society.
- Report regularly through the President-Elect of CSBE/SCGAB at least annually.

## **LOCAL ARRANGEMENTS COMMITTEE**

**Composition:** The Chair of the Committee is appointed by Council, usually on the nomination by the university department head or senior government official in the area where the Annual Meeting is to be held. The Chair may recruit members and appoint subcommittees as required by the local situation and program.

Note: For those years when the Annual Conference is not held with AIC, substitute the appropriate society name for the letters "AIC".

**Duties:**

**Program:**

- Provide liaison between AIC Conference Program Committee and the CSBE/SCGAB Vice-President (Technical) who is responsible for the CSBE/SCGAB technical program through the Technical Committee Chairs. On those occasions when CSBE/SCGAB meets jointly with ASABE, liaison will also be with ASABE through its meetings and conferences manager.
- Arrange for any CSBE/SCGAB tours. Joint tours or sessions with other affiliated societies are encouraged.
- Obtain the AIC document "Responsibilities of Affiliated Societies" and follow it to ensure that all pertinent matters are being taken care of by either the Local Arrangements Chair or the Vice-President (Technical).
- Proofread the CSBE/SCGAB portion of the printed AIC program. If possible, try to proofread the material a second time after original errors have been corrected.

**Rooms:**

- Arrange for meeting rooms, projection equipment and operators as required for the program. Three or four meeting rooms for technical sessions will likely be required. One of these should be large enough to seat 100 for the Annual Meeting and other joint or general sessions.
- The others should have a minimum capacity of 40. This is coordinated through the local AIC Conference Accommodation Committee.
- These rooms should be provided with an overhead projector, slide projector with two trays, extension cord, pointer, screen and podium with suitable small light. A VCR and/or projector should be available on request. (Be sure that the correct format is specified.) Projection equipment operators should be assigned to each session.
- In addition, a meeting room with a capacity of 15 to 20 people should be reserved for the use of CSBE/SCGAB throughout the Conference. This will be used for Council and Committee meetings.
- A paper distribution room will also be required. See "Papers" below.

A few weeks before the conference, become familiar with the facilities. Find all the rooms to be used to foresee any difficulties in getting from place to place and determine need for directional signs.

**Signs:** Advise general AIC Conference Committee of sign requirements for registration desk, directions and meeting rooms. Signs must be used to distinguish between AIC and CSBE/SCGAB papers' room.

**Banquet:** Make arrangements for the CSBE/SCGAB Banquet. This includes booking a Banquet room, negotiating items and cost, arranging for pre-banquet gathering, entertainment, guest speaker and table gifts if desired, printing the menu and tickets, arranging transportation to the Banquet if required, providing table decorations, numbering and selling Banquet tickets, and arranging for a photographer for the awards presentation. Consider a fee for the speaker and gratuities for the catering crew, complimentary tickets, and transportation as required for speaker and other Banquet guests. Plan Banquet program with the President well in advance. Consult with the CSBE/SCGAB Awards Committee Chair regarding details of the awards presentation

ceremony. Consider a special table for awardees. Ensure student award winners have not been overlooked. If the Banquet is to be partially sponsored, arrangements should be made early so that acknowledgement can be made in the printed menu. Remember to provide complimentary tickets.

**Registration:** Arrange for the AIC Conference Registration Committee to list the CSBE/SCGAB affiliation on the pre-registration form. This information, when tabulated, may give advance warning of any unusual attendance pattern.

Provide a CSBE/SCGAB desk in the main registration area where CSBE/SCGAB members can check in, buy Banquet and tour tickets, and make inquiries. CSBE/SCGAB labels should be provided to attach to the AIC identification tag (a Dymo type labeler is sufficient). Besides the labeler, some equipment that may come in handy includes: scissors, felt pens, pins, paper clips, thumb tacks, scotch tape, masking tape, stapler, pens, receipt book, paper, light cardboard, and lots of help! A handout sheet should be available giving information on the Banquet, tours, location of meeting and paper distribution rooms, and other pertinent matters (such as location of pay phones). Ensure the registration desk is identified as CSBE/SCGAB, the Canadian Society for engineering in agriculture, food, and biological systems to avoid confusion with the Canadian Agricultural Economics Society (CAES). Many of these details are coordinated through the AIC Conference Committee.

Provide CSBE/SCGAB membership application forms at the registration desk.

**Attendance:** Provide preprinted sheets for the Technical Committee Chairs and their session chairs to record attendance. Summarize attendance so that it can be used as a reference by future Local Arrangements Chairs.

**Accounts:** Keep an account of expenses and receipts. The CSBE/SCGAB Manager will make available an advance on request to cover incidental expenses. The Banquet should be budgeted to pay for itself.

**Displays:** Display booths for manufacturers and others are a desirable feature and should be arranged for well in advance.

**General:** Keep in touch with the Vice-President (Technical) on the progress of arrangements. Contact the President regarding the Banquet program in time to print the menus. Forward copies of pertinent information to wherever it is needed. Don't take anything for granted. CHECK, CHECK AND RECHECK!

**Reports:** Be prepared to give brief oral reports to Council meetings and the Annual General Meeting during the Conference. Following the Conference, prepare and submit a brief report including a financial statement to CSBE/SCGAB Council. Include any suggestions to update this list of duties; also forward the list to the next Local Arrangements Chair.

## **ADVISORY COUNCIL OF PAST PRESIDENTS**

**Membership:** All existing Past Presidents of CSBE/SCGAB who are in good standing in the Society are automatically members of the Advisory Council of Past Presidents. Past Presidents may opt out of the council by noting their intent to the Secretary of the Society. Membership duration is without term.

**Chair:** The immediate Past President will act as the chair and be the liaison with CSBE/SCGAB Council.

**Meetings:** There is no requirement for the Advisory Council to meet, nor to have a fixed agenda. Most of the work will be done via the telephone, email, fax, or regular mail. An opportunity for the Past Presidents to meet and have lunch together at the Annual Conference will be encouraged.

***Terms of Reference:***

- Give advice to CSBE/SCGAB Council at its request. Be the corporate memory for the Society and provide, at the request of Council, the basis for past decisions. Act as a source of information and contact to Council.
- On its own initiative, give advice to Council on issues that are deemed to be important.
- The Advisory Council of Past Presidents has no powers within CSBE/SCGAB and Council is not obligated to act on the Advisory Council's advice.

## **COUNCIL OFFICERS**

### **Duties of the President**

- Chair meetings of Council and the Annual Meeting of the Society or appoint an officer to Council to do so; distributes agendas for Council meetings three weeks in advance.
- Oversee the carrying out of business arising from each Council meeting.
- Sign certificates of membership. [By-Law 1(d)]
- Poll Council members re nominations for Honorary Member and Fellow. [By-Law 3(c)]
- Appoint administrative committees. [By-Law 19(a)]
- Nominate or appoint members to represent CSBE/SCGAB on other societies, associations and agencies.
- Appoint two members to the Nominating Committee before January 1 each year and remind the Committee of vacancies to be filled by election. [By-Law 20(h) and 20(a)]
- Appoint one member to the Awards Committee before January 1 each year. [By-Law 19(e)]
- Declare vacancies on committees when necessary and appoint replacements. [By-Law 19(i)]
- Serve as full member of the Awards Committee and ex-officio member of all other committees
- Review annually and renegotiate the head office contract as required.
- Jointly with the Local Arrangements Chair, develop the agenda for the Banquet Program.
- Report on his CSBE/SCGAB activities to Council and the Annual Business Meeting.
- Sit as a Director on the ASABE Membership Council.
- Report on CSBE/SCGAB activities to ASABE Executive Committee for information purposes on request.
- Communicate election results to persons who have been nominated for Council positions.

### **Duties of the Past President:**

- As a member of Council for one year after serving as President, attend Council meetings.
- Chair the By-Laws Committee. [By-Law 20(i)]
- Chair the Nominating Committee. [By-Law 20(j)]
- Serve as a member of the Awards Committee [By-law 20(f)]
- Maintain the CSBE/SCGAB Operations Handbook by preparing revised listings of Council and Committee memberships, and by adding new material such as revisions to the By-Laws when approved by Council.

- Chair the Advisory Council of Past Presidents.

### **Duties of the President Elect**

- As a member of Council for one year prior to taking office as President, attend Council meetings.
- Serve as member of the Nominating Committee. [By-law 20(j)]
- Serve as member of the By-Laws Committee. [By-law 20(j)]
- Serve as chair of the Education Committee.
- Receive reports from the Education Committee and the Awards Committee and report to Council for them.
- Carry out a forward planning process and develop plans to deal with short and long-term concerns to CSBE/SCGAB. Issue areas to consider are publicity, services, programs, student involvement, promotion of regional activities; relations with affiliate societies and policy. Ad hoc committees should be struck as required.

### **Duties of the Vice President (Technical)**

- As a member of Council for a two-year term, attend Council meetings.
- Recommend to the President new members of Technical Committees. [By-Law 20(a)]
- Supervise the Technical Committees and, with them, prepare the technical program for the annual meeting of CSBE/SCGAB. [By-law 20(c)]
- Receive reports from the Technical Committees and report to Council and the Annual Business Meeting for them.
- Be responsible for obtaining from the Chair of each university Agricultural Engineering Department, or equivalent department, the name of the recipient(s) of the student award from that department as well as the report title and forward this information to the Awards Committee Chair.

### **Duties of the Vice President (Membership)**

- As a member of Council for a two-year term, attend Council meetings.
- Chair the Membership Recruitment Committee. [By-Law 20(e)] Receive reports from the Regional Directors and report to Council and to the Annual Business Meeting on membership recruitment activities
- Recommend to the President new members of Membership Recruitment Committees. [By-Law 15]
- Report to Council and to the Annual Business Meeting on membership recruitment activities.
- At the conclusion of the current fiscal year, submit to the Council a list of members whose fees have remained unpaid for the immediate past fiscal year and for any previous fiscal years. Such delinquents shall be dealt with by the Council according to By-Law 5(e). [By-Law 5(d)]
- Act in the interests of members outside of Canada in the same manner as Regional Directors act for members in Canada.
- To work with the Local Arrangement Committees (LAC) in the development and advertising of professional development courses at Annual meetings
- Develop other services that may benefit members
- liaise with the university student advisors
- responsible for student paper competition and awards
- maintain membership list
- to maintain contact with our retired members

### **Duties of the Vice President (Regional)**

- As a member of Council for a two-year term, attend Council meetings.
- Receive reports from the Regional Directors and report to Council and to the Annual Business Meeting on regional activities.
- Take lead responsibility for publishing the CSBE/SCGAB Newsletter four times per year. Receive information from Regional Directors and other members of CSBE/SCGAB to be included in the CSBE/SCGAB Newsletter. Make decisions on content and basic layout. Provide contents on computer disk for CSBE/SCGAB Manager to publish. In general, work closely with CSBE/SCGAB Manager to develop effective process for newsletter preparation.

### **Duties of a Regional Director**

- Carry out the duties of Council as detailed in By-Law 17.
- Serve as a member of the Membership Recruitment Committee. [By-law 20(e)]
- These duties include:
  - encouraging suitable candidates from their respective regions to apply for membership;
  - working with university representatives on student recruitment and other related activities. In particular, meet with students early in the academic year to make them aware of CSBE/SCGAB and its objectives.
  - checking membership lists regularly and informing the CSBE/SCGAB Secretary of corrections and changes of address;
  - Organize regional activities on an annual basis. Two other members should be recruited to a committee to work on regional information meetings, seminars or similar functions; newsletter information; and membership recruitment. The employment areas of government service, industry and academia should be represented on the committee.
  - Act as general contact person for CSBE/SCGAB in the region and as such, submit news items on CSBE/SCGAB members and CSBE/SCGAB activities in the Region, and technical information, for the CSBE/SCGAB Newsletter four times annually.
  - Submit an annual report of activities to Vice-President (Regional) one month prior to the Annual Meeting.

### **Duties of the Secretary (Society Manager)**

- Serve as the office liaison with affiliate societies.
- Report election results to Council and the annual business meeting.
- File an annual summary with the Minister of Consumer and Corporate Affairs Canada.
- Preserve all documents of the Society except those assigned to other officers or committees.
- Carry out general secretarial duties including keeping of committee lists, bringing appropriate documents to meetings and correspondence.
- Record the minutes of Council meetings and the annual business meeting and distribute the minutes to Council members within one month of the meeting.
- Provide committee chairs with a list of their committee members and any necessary papers and instructions.
- Carry on correspondence for the Society.
- Serve as the office liaison with ASABE office.
- Report to Council and the Annual Business Meeting on election results.

- Receive reports from all committee chairs.
- Publish the PNL only, no written contributions expected.
- Pay Society expenses.
- Arrange for preparation of auditors report for AGM.
- Receive all Bylaw changes but not responsible for making the changes.
- Publish and supply in quantity the Awards Booklet to the AGM.

### **Duties of the Treasurer**

- As a member of Council appointed by Council, attend Council meetings.
- Develop a budget in consultation with Council members by October 31.
- Submit a budget to Council at the December meeting.
- Prepare financial statements for Council meetings.
- Ensure Auditor's Report is prepared and available at Annual General Meeting.
- Approve bills and invoices for payment.
- Monitor and analyze the financial status and financial procedures of CSBE/SCGAB to ensure its fiscal health.

## **MEMBERSHIP PROCEDURES**

### **I. Processing Applications for Membership in CSBE/SCGAB**

1. Applicant completes and mails Application Form to:

CSBE/SCGAB 23101 RPO MCGILLIVRAY WINNIPEG MB R3T 5S3 CANADA	tel: 204-233-1881 fax: 204-231-8282 eml: bioeng@shaw.ca web: www.bioeng.ca
--	---

Information on current fees is available from the Society Manager at bioeng@shaw.ca.  
 Application forms are available from the web site at www.bioeng.ca.

2. CSBE/SCGAB office forwards Application Form to the ASABE office.
3. ASABE office stamps original form and extracts information for inclusion in computerized Membership Roster; collects original forms for placement in Archives; and sends invoice to new member for annual dues. Waits for payment of dues, then issues a membership card. Informs CSBE/SCGAB office when card has been issued.
4. CSBE/SCGAB Secretary issues Membership Certificate on request after first payment of dues is confirmed.
5. Vice-President (Regional) sends letter of congratulations to new member if outside Canada.
6. Regional Director sends letter of congratulations to new member, with copy to Vice-President (Regional).

### **II Procedures for Maintaining CSBE/SCGAB Membership Roster and for Follow-up of Members**

1. ASABE, in early fall of each year, sends invoices for dues to all CSBE/SCGAB members for upcoming year. Invoices and payments are returned by the member to the CSBE/SCGAB office.
2. CSBE/SCGAB office receives invoices and payments, notes, and sends on to ASABE.
3. ASABE checks information returned on "fees notice forms" against current information and updates computer files.
  - By February 15th each year, sends second notice of fees owing to members who have not yet made payment.
  - By March 15th each year, sends a complete membership list to CSBE/SCGAB office with notation of unpaid members.
3. CSBE/SCGAB office, on receipt of March list of unpaid members, sends list of unpaid members to Vice-President (Regional) and Regional Directors for follow-up.
4. Regional Director, on receipt of list of unpaid members, makes appropriate enquiries and notifies Vice-President (Regional) of action taken and of results.
5. ASABE, prior to April 1 each year, sends a third notice for dues to unpaid members with a warning that unpaid members will be removed from the roster after April 1.
6. ASABE, by June 15th of each year, sends statement of membership numbers and grades to CSBE/SCGAB Secretary.

### **III Procedures Related to Student Members**

1. ASABE, by mid October each year, sends invoices to students who were members in the previous year, and sends student membership application forms to the appropriate Department Head at the Canadian Universities that have programs related to Agricultural, Food, and Biological Engineering or Mechanized Agriculture.
2. Department Head appoints a Student Advisor and passes application forms on.
3. Student Advisor encourages students to enroll as student members of CSBE/SCGAB; collects applications and membership fees from new applicants and forwards applications and fees to CSBE/SCGAB office.
4. CSBE/SCGAB office forwards application forms and fees to ASABE.
5. ASABE records information and sends membership certificates to Student Advisor.
6. Student Advisor makes arrangements to present the certificates. If possible, this should be done by the Regional Director or another Council member.
7. Student Advisor, in April, informs ASABE of all students who have or are graduating.
8. ASABE sends out appropriate information to student about transfer of membership and when any additional fees will be due.
9. ASABE informs CSBE/SCGAB office of names of student members who have transferred to member status.
10. CSBE/SCGAB office informs Vice-President (Membership) and Regional Director of transfer.
11. CSBE/SCGAB Secretary issues membership certificate.
12. Regional Director sends letter of congratulations to transferred member, with copy to Vice-President (Membership).

### **ACCOUNTING AND BANKING**

1. Banking: CSBE/SCGAB Head Office will maintain a chartered bank or credit union account in the name of The Canadian Society for Bioengineering/La Société Canadienne de Génie Agroalimentaire et de Bioingénierie. The account will serve as an operating account under the responsibility and sole control of the society manager.
2. CSBE/SCGAB Head Office will maintain a detailed computerized record of all financial

transactions, including monthly reconciliation with the bank statements. Any discrepancy shall be resolved using appropriate accounting practices with a written report provided to the treasurer.

3. CSBE/SCGAB Head Office will submit interim financial statements to every council member not less than 7 days prior to Council meetings. Standard cash flow and balance sheet reports shall be provided to the CSBE/SCGAB treasurer at least once each quarter. Additional reports or records shall be provided upon Council request.

4. CSBE/SCGAB Head Office shall not operate under a deficit except with the prior approval of council. Decisions regarding use of funds outside of the approved pro forma budget shall be made jointly by the Society Manager and the CSBE/SCGAB Treasurer. Council shall be informed in writing of the scope and reason for the deviation.

5. Signing Officer for the CSBE/SCGAB Operating Account shall be the Society Manager.

6. Auditors for CSBE/SCGAB Books are appointed by the CSBE/SCGAB at the annual meeting. Audited statements for the previous period shall be provided to Council, shall be published in the minutes of the annual meeting and shall be made available to all members upon request.

## **SUPPLIES AND SERVICES**

Details regarding office services and supplies and related costs shall be included in a Service Agreement between the CSBE/SCGAB and CSBE/SCGAB head office contractor. This agreement shall outline all services and supplies which are to be provided by CSBE/SCGAB head office contractor, a breakdown of costs, and methods and timing of payments. The agreement will be reviewed by the President annually and changed as required.

## **CSBE/SCGAB JOURNAL OPERATION**

1. CSBE/SCGAB Head Office and/or ASABE Office will issue invoices to subscribers and maintain a record of subscriptions paid, as agreed to from time to time.

2. All details related to services, supplies and costs of the CSBE/SCGAB Journal shall be included in a Journal Agreement between CSBE/SCGAB and the head office contractor. This agreement will be reviewed annually and changed as required.

## **CSBE/SCGAB NEWSLETTER PREPARATION**

**Sources of Information:** It is the responsibility of the Regional Directors to collect and forward information for the newsletter from their respective regions. A request for this information should be sent to them approximately three weeks before the material is required.

Requests for newsletter information should also be sent to other members of CSBE/SCGAB Council and to student advisors at the universities.

An occasional general invitation in the Newsletter should also be made to the membership to submit technical notes, etc., for publication.

### **Responsibility:**

#### **Vice-President (Regional)**

1. Takes lead responsibility for publishing the CSBE/SCGAB Newsletter four times per year.

2. Requests and receives information from Regional Directors and other members of CSBE/SCGAB to be included in the CSBE/SCGAB Newsletter.

3. Makes decisions on content. Provides copy material by email for CSBE/SCGAB Manager to publish.

5. In general, works closely with CSBE/SCGAB Manager to develop effective processes for newsletter preparation.

### **CSBE/SCGAB Manager**

Does minor editing and emails the material to the Webmaster for posting to the web site.

### **CSBE/SCGAB Newsletter Contents**

- Editorial Comment: Each newsletter should contain an editorial on some aspect of agricultural, food, or biological engineering or Society matters. At least two editorials yearly should deal with the activities, policies and plans of the Society, and should be authored by the President, President-Elect or the Past President. Other editorials on relevant topics such as education, professional or technical matters should be sought from other members of Council and from interested individual members.
- Council members are requested to advise the editor of suitable and timely topics and potential authors for follow up.
- New members: New members will be listed.
- Society News: Each issue of the newsletter should contain information on Society business, council and committee activities, and other information about the Society. This information will likely come only from Council members; they are requested to forward to the editor any such information or ideas for publication. Regional news includes activities of Society members from each region, and constitutes the backbone of the newsletter.

Regional Directors are requested to keep an ongoing watch for such news, and to endeavor to obtain adequate coverage of member activities in industry, university and government circles. The editor will contact Regional Directors requesting regional news prior to each newsletter being prepared.

Information on member activities should be substantive, i.e., should deal with achievements more so than activities. Activities that are mentioned should be in the context of the member making a significant contribution to an event, not just listing that a member attended the event.

Changes in employment status and promotions are newsworthy. A strong effort must be made to include news of bioengineering, biological and agricultural engineering students at each of the universities. Each Regional Director is requested to ensure that information on club and individual activities, award winners and other achievements is gathered through the student advisor at each university.

Each newsletter should include information on events coming up in the next three months of both regional and national interest. Calls for conference papers and other announcements of interest to the membership are also to be included.

Regional Directors are asked to forward routinely such information to the newsletter editor.

- Information concerning jobs in agricultural engineering may be published in the newsletter.  
Such information should be forwarded directly to the editor.
- **Publications Available:** This section is intended to list all new publications, bulletins, journals, etc., which pertain to bioengineering, biological and agricultural engineering, and to provide information on the title and/or content, the cost, and where such publications can be obtained. Both Canadian and relevant foreign publications will be included. A special effort will be made to include technical bulletins prepared by the federal or provincial governments which would be of interest to agricultural, food, and biological engineers across Canada.  
Regional Directors are requested to forward information on any such material originating in their region, and all council members are asked to forward information on any readily available publication of interest which they come across.
- Technical Notes: This section is intended to keep society members informed of technical projects, research findings, new and ongoing technical programs of interest to Canadian agricultural, food, and biological engineers. Efforts will be made to include such information on work going on in government, universities and in industry.

Regional Directors are asked to contact department heads and other leaders to obtain brief summaries of such technical information for publication in each newsletter. All society members are invited to submit any items they feel would be of interest to the membership.

- **Industry News:** The purpose of this section is to circulate information on the agricultural engineering related industries, their activities, noteworthy new products or services, etc., in order to strengthen the bond between members working in industry and those in the government and university fields. This section should also include information such as new legislation, standards adopted, as well as information on distributors and dealers of projects of interest to agricultural engineers.  
Regional Directors are asked to make a special effort to provide information from this sector of bioengineering, biological and agricultural engineering in their region. Other council members are asked to keep a special watch for announcements, newspaper articles and other information which can be used to improve our relationship with members and potential members in industry. Any member who has news of this nature is encouraged to forward it to the newsletter editor.
- **Photos:** The inclusion of a reasonable number of photos in each newsletter will enhance reader appeal. Council members and others having digital photos of people and things of interest to the membership, and which would fall into one of the above newsletter sections are asked to forward them to the editor in separate jpg files for possible inclusion in the newsletter. Regional Directors and other council members are encouraged to arrange for photos to be taken during Society events such as the meetings, awards, etc. For publishing purposes digital photos should be of medium resolution.

#### **CSBE/SCGAB Newsletter Checklist**

- Include Newsletter Deadlines in CSBE/SCGAB email notices that are distributed to all CSBE/SCGAB Regional Directors and officers. Request all information in preferred email format, i.e., WordPerfect or MS Word.
- Organize responses and input as follows:
  - Editorial
  - New members
  - Society news
  - Regional news - Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia
  - Student news
  - Upcoming events/Announcements
  - Employment opportunities
  - Publications available
  - Technical notes
  - Industry news

Wordprocess and format text (MS Publisher).

Provide Website ready copy (pdf file) to the Webmaster for posting to the web site.