Canadian Weed Science Society
Société canadienne de malherbologie

Manual of Operating Procedures

Approved September 10, 2026

CWSS/ SCM Manual of Operating Procedures

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Abbreviations

BOD	Board of Directors
CCA	Certified Crop Advisor
CCSC	Certified Crop Science Consultant
CEU	Continuing Education Unit
CFIA	Canadian Food Inspection Agency
CLC	Crop Life Canada
CSP	Canadian Science Publishing
CWSS/SCM	Canadian Weed Science Society / Société canadienne de malherbologie
LAC	Local Arrangements Committee
MAL	Member-at-Large
MOP	Manual of Operating Procedures
MOU	Memorandum of Understanding
PMRA	Pest Management Regulatory Agency
WSSA	Weed Science Society of America

1 HEADQUARTERS

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Lacombe, AB T4L 1W1
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Email: cwss.scm.assistant@gmail.com

2 MEMBERSHIP

Eligibility for membership in the CWSS/SCM and membership rights are described in the CWSS/SCM bylaws. Membership is for the calendar year.

2.1 Membership Types

2.1.1 Four types of membership in the CWSS/SCM are possible: Regular, Student – Canadian Institution, Student – International Institution, and Retired.

2.1.2 Regular Members are persons who pay full membership fees. They enjoy full privileges of the organization including the right to vote and hold office.

2.1.3 Student Members are persons registered in undergraduate or graduate programs at a recognized institution of higher learning. Student Members are further categorized based on the location of the institution they attend – Canada or International. They shall pay student membership fees (differing between the two geographical categories) and shall enjoy the same privileges as Regular Members. Persons applying for a student membership shall be required to have their supervisor sign their application form.

2.1.4 Retired Members are persons who are no longer actively employed in any form. They shall pay retired membership fees and shall enjoy the same privileges as Regular Members.

2.2 Membership Fees

2.2.1 Annual fees for various membership types and the method of their collection will be determined by the Board of Directors upon recommendation by the Executive Committee.

2.2.2 Current fee structure is as follows:

Membership Type	Annual Fees
Regular	$150
Student – International Institution	$50
Student – Canadian Institution	$0
Retired	$0

3 BOARD OF DIRECTORS

3.1 Requirements Arising from the CWSS/SCM Bylaws and the Canada Not-for-profit Corporations Act (NFP Act)

3.1.1 The affairs and activities of the CWSS/SCM shall be governed by a Board of Directors.

3.1.2 The Board of Directors of the CWSS/SCM shall consist of the following:

- President
- 1st Vice-President
- 2nd Vice-President
- Past President
- Secretary
- Treasurer
- Publications Director
- Communications Director
- Research Representative
- Eastern Member-at-Large
- Western Member-at-Large
- Eastern CropLife Canada Representative
- Western CropLife Canada Representative
- PMRA Regulatory Representative
- CFIA Regulatory Representative
- Graduate Student Representative
- Governance Director

3.1.3 The number of directors of the CWSS/SCM may be changed only by amendment of the CWSS/SCM bylaws, subject to the restrictions outlined in the Articles of Continuance (i.e., 4 – 18 Directors).

3.1.4 Directors shall not receive any stated remuneration for their services nor directly or indirectly receive any profit from their positions as Directors, but may be paid reasonable expenses incurred by them in the performance of their duties.

3.1.5 Any Director of the CWSS/SCM may be removed from office by a majority vote of the membership during a meeting for which written notice at least 30 days prior has specified the intent to consider such removal.

3.1.6 The BODs are covered with a Non-Profit Organization Liability Insurance, with a minimum of $2 million to cover wrongful termination, indemnifiable and non-indemnifiable liability. This insurance will extend to individuals on committees that operate under the CWSS-SCM umbrella (i.e Reistant Wild Oat Action Committee). The insurance is currently with Intact Insurance, and brokered through Drayden Insurance in Morinville, AB. The policy renews in June with an annual cost of $1177/annually.

3.2 Additional Responsibilities Not Specified in the CWSS/SCM Bylaws

3.2.1 Directors shall assume their duties at the close of the annual business meeting at which they are installed and shall remain in office until the close of the annual business meeting in the year in which their term expires.

3.2.2 The Board of Directors shall have the power to enter into contracts and to authorize expenditures on behalf of the CWSS/SCM from time to time within the limits of the annual budget duly approved by the members. The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority, perform such duties and receive such remuneration as shall be prescribed by the Board of Directors at the time of such appointment. The Board may delegate by resolution, to an officer or officers of the organization, the right to employ and pay salaries to employees. The directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the organization in accordance with such terms as the Board of Directors may prescribe.

3.2.3 The remuneration of all agents and employees shall be fixed by the Board of Directors by resolution.

3.2.4 The CWSS/SCM representative to the Weed Science Society of America (WSSA) Board of Directors will serve a three year term. This individual is the 2nd Vice-President upon initial appointment and will occupy the position of President in their third year. A new representative to the WSSA Board of Directors will be appointed every three years.

3.2.5 The CWSS/SCM representatives to the Plant Canada Board of Directors will serve up to a four year term. The first individual is the 2nd Vice-President upon initial appointment and will occupy the position of Past President in their fourth year. A second representative will be selected from CWSS members based on their interest and involvement in Plant Canada.

3.2.6 The Board of Directors may, upon request of another organization, appoint a member or members in good standing to represent the CWSS/SCM. The Board may request the right to appoint representatives to other organizations or committees.

3.2.7 In the case of a vacancy in the office of President or 1st Vice-President, the 1st Vice-President or 2nd Vice-President, respectively, shall fill the vacancy until the next annual meeting. During this time, the office of 1st or 2nd Vice-President shall not be considered vacant. The individual assuming additional duties shall then return to serve their regular term(s) on the Board of Directors.

3.2.8 In the case of a vacancy in the office of 2nd Vice-President, an election shall be held as outlined in this document, except that the dates for the receipt of nominations and ballots shall be determined by the President.

3.2.9 In the case of a vacancy in any other seat on the Board of Directors, the vacancy shall be filled by appointment by the board of directors, with the replacement to hold office until the next annual meeting, when any unexpired term shall then be filled by election.

3.2.10 The Board of Directors shall take such steps as they may deem requisite to enable the organization to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives of the society. These funds will be under the control of the Board of Directors.

3.3 Board of Directors Meetings

3.3.1 Seven (7) members of the Board of Directors, three (3) of whom shall be members of the Executive Committee, shall constitute a quorum at meetings of the Board of Directors. All members of the Board are eligible to vote and shall have equal voting rights.

3.3.2 As required by the CWSS/SCM bylaws, notice of all Board of Director meetings and copies of the meeting agenda and any required briefing materials shall be provided at least 7 days in advance of the meeting. A template for the Board of Directors Meeting Agenda is found in Appendix I – Template for BOD meeting agenda.

3.3.3 As required by the NFP Act, Directors may not appoint alternates to represent themselves at any meeting of the Board of Directors.

3.3.4 The Board of Directors shall meet periodically throughout the year at the discretion of the Executive Committee. Additional meetings may be convened at the call of the President at a time and place to be determined by the President.

3.3.5 Board of Directors meetings shall be held immediately prior to, and immediately following the annual meeting, at the same location as the annual meeting.

3.3.6 The Board of Directors may, at its discretion, hold a strategic planning meeting to review the CWSS/SCM strategic goals and objectives, and any work underway associated with these. Strategic planning meetings will generally be held immediately prior to the regularly scheduled Board of Directors meeting that precedes the CWSS/SCM annual meeting.

3.3.7 The minutes of the Board of Directors meetings shall not be distributed to the general membership but shall be available to the Board of Directors, each of whom shall receive a copy of such minutes once they have been approved at the next meeting of the Board of Directors.

3.3.8 In order to communicate with the membership on a more regular and less formal basis, the Board, at the discretion of the President, shall provide the membership with an update of Board activity. Such updates shall be written as deemed necessary by the President, possibly after each Board meeting.

4 MEMBERS OF THE BOARD OF DIRECTORS

4.1 President

The President shall be the chief executive officer of the CWSS/SCM; shall have responsibility for the general and active management of the organization; and shall see that all orders and resolutions of the Board of Directors are carried into effect. Specific responsibilities include:

4.1.1 Overall coordination of the CWSS/SCM operations and activities.

4.1.2 Prepare agendas for and preside over Executive Committee, Board of Directors and Annual Business Meetings.

4.1.3 Ensure the timely preparation and distribution of newsletters and other materials.

4.1.4 Supervise the activities of the Executive Assistant.

4.1.5 Appoint individuals to fill vacancies on committees.

4.1.6 The President shall serve on the Executive Committee.

4.1.7 Term is one year.

4.2 First Vice-President

The 1st Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and perform such other duties as shall from time to time be requested by the President or directed by the Board of Directors. Specific responsibilities include:

4.2.1 Facilitate and coordinate the functioning of CWSS/SCM Program Sections.

4.2.2 Represent the interests of the Program Sections at the Board of Directors.

4.2.3 Oversee the functioning of the current LAC in collaboration with the Current LAC Chair, provide overall coordination of programs and symposia at the annual meeting in collaboration with the Local Arrangements Committee, ensuring programs are in place and full.

4.2.4 Communicate key directives from the Board of Directors to the Local Arrangements Committee.

- The 1st Vice-President shall serve on the following committees: Executive Committee
- Current Local Arrangements Committee

4.2.5 The 1st Vice-President shall recruit the upcoming LAC chair(s).

4.2.6 Term is one year.

4.3 Second Vice-President

The 2nd Vice-President shall, in the absence or disability of the 1st Vice-President, perform the duties and exercise the powers of the 1st Vice-President and perform such other duties as shall from time to time be directed by the President or directed by the Board of Directors. Specific responsibilities include:

4.3.1 Coordinate and encourage active participation in the following committees:

- Scholarships and Awards

- Nominations and Elections
- Resolutions
- Membership
- Reports and Publications
- Website
- Biology of Canadian Weeds

4.3.2 Ensure that committee chairs are aware of their responsibility to submit written reports to the Board of Directors one month before the annual meeting of CWSS/SCM for circulation prior to the annual meeting.

4.3.3 The 2nd Vice-President shall serve on the Executive Committee.

4.3.4 The 2nd Vice-President is responsible for coordinating the activities during the annual meeting associated with the Undergraduate Sponsorship Program, in collaboration with the Graduate Student Representative and the Local Arrangements Committee. Refer to Section 13.2.10 Undergraduate Sponsorship Program

4.3.5 Term is one year.

4.4 Past-President

4.4.1 Provide continuity on the Board of Directors.

4.4.2 Serve as Chair and Board Representative of the Nominations and Elections Committee.

4.4.3 Serve on the Membership Committee, with the specific responsibility of overseeing the membership survey after the annual meeting, and reporting the results back to the Board of Directors.

4.4.4 Serve on the Communications Committee to keep website content current.

4.4.5 Send letters of thanks after the annual meeting.

4.4.6 Term is one year.

4.5 Treasurer

The Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements in the books belonging to the CWSS/SCM and shall deposit all monies and other valuable effects in the name and to the credit of the CWSS/SCM in such bank or banks as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the CWSS/SCM as may be directed by the President or Board of Directors, taking proper vouchers for such disbursement, and shall render to the President and Directors at any meeting of the Board of Directors, or whenever they may require it, an accounting of all transactions and a statement of the financial position of the CWSS/SCM. The Treasurer need not perform these functions themselves, but is responsible for ensuring that they are carried out in the

proper and required manner. The Treasurer shall also perform such other duties as may be directed by the Board of Directors. Specific responsibilities include:

4.5.1 The Treasurer shall serve on the Executive Committee.

4.5.2 Manage the financial accounts of the CWSS/SCM.

4.5.3 Record all CWSS/SCM income and expenses.

4.5.4 Prepare an annual statement of income and expenses and submit it for review.

4.5.5 Present an annual reviewed financial statement to the Board of Directors and the membership.

4.5.6 Process hotel deposits and other expenses prior to the annual meeting on behalf of the Local Arrangements Committee.

4.5.7 In collaboration with the LAC Chair, oversee the LAC budget.

4.5.8 Ensure Local Arrangements Committees return financial statements within a reasonable period of time to be included with the financial report at the next annual meeting.

4.5.9 In collaboration with the Board of Directors and committee chairs, prepare an annual operational budget including CWSS/SCM membership fees and publication pricing.

4.5.10 Within the approved budget of the CWSS/SCM, process CWSS/SCM expenses according to the following procedure:

4.5.10.1 Expenses less than $1,000 approved by the Treasurer.

4.5.10.2 Expenses between $1,000 and $3,000 approved by the Treasurer and one other Executive Committee member.

4.5.10.3 Expenses greater than $3,000 approved by the Treasurer and two other Executive Committee members.

4.5.11 Term is three years.

4.6 Secretary

The Secretary in conjunction with the Executive Assistant shall keep the records of the organization and shall attend all meetings and act as clerk thereof and shall ensure that all votes and minutes of all proceedings of the Board of Directors and of the CWSS/SCM are recorded in the books to be kept for that purpose. Specific responsibilities include:

4.6.1 Prepare and distribute minutes of Executive, Board and Annual Business Meetings.

4.6.2 Maintain records of previous minutes.

4.6.3 Compile committee reports for inclusion in minutes.

4.6.4 Present minutes for acceptance at meetings.

4.6.5 Handle CWSS/SCM correspondence directed to the Board and distribute it to appropriate individuals for action.

4.6.6 Ensure that copies of all official CWSS/SCM files, documents and publications are maintained and stored for future reference.

4.6.7 Maintain the CWSS/SCM Outstanding Work List (OWL) for the annual review of the five year strategic plan, in Excel format. The OWL tracks all ongoing tasks assigned to various board members and committees and is used to track progress and provide updates to the Board of Directors.

4.6.8 The Secretary shall serve on the Executive Committee.

4.6.9 Term is three years.

4.7 Regulatory Representatives

4.7.1 Regulatory Representatives - General

4.7.1.1 Provide an annual update to the Board of Directors on the activities of the Pest Management Regulatory Agency (PMRA) and Canadian Food Inspection Agency (CFIA) that are of interest to the society.

4.7.1.2 Act as a resource to the Board of Directors on questions related to the regulation of pest control products (PMRA) and seeds, noxious weeds, and food safety (CFIA) in Canada.

4.7.1.3 Report on weed control or weed management issues that are of concern to the PMRA or CFIA.

4.7.1.4 Term is three years.

4.7.2 CFIA Regulatory Representative

4.7.2.1 The CFIA Regulatory Representative shall be the Chair and Board Representative of the Membership Committee.

4.8 Governance Director

4.8.1 The Governance Director, in collaboration with the Executive Committee, shall be responsible for maintaining the CWSS/SCM Manual of Operating Procedures (MOP).

4.8.2 The Governance Director, in collaboration with the Executive Committee, shall be responsible for maintaining the CWSS/SCM bylaws in accordance with provincial and federal requirements and amend by-laws as directed by the membership.

4.9 Publications Director

4.9.1 Serve as Chair and Board Representative of the Reports and Publications Committee and the Biology of Canadian Weeds Committee.

4.9.2 The Publications Director shall serve on the Communications Committee.

4.9.3 The Publications Director shall serve as webmaster.

4.9.4 The Publications Director shall serve as chair of the Outstanding Paper Committee.

4.9.5 Liaise with the Executive Assistant to arrange production, distribution and sales of printed and/or electronic documents as required and, in consultation with the Executive Committee and Executive Assistant, negotiates contracts with suppliers as required.

4.9.6 Term is three years.

4.10 Research Representative

4.10.1 Represent the interests of members involved in weed research on the Board of Directors.

4.10.2 Ensure that weed research has an adequate forum within CWSS/SCM.

4.10.3 Serve as Chair and Board Representative of the Scholarships and Awards Committee.

4.10.4 Maintain a current list of research and development managers in industry, and communicate with them to encourage industry participation during the annual meeting. The CropLife Canada Representatives can assist in maintaining this list.

4.10.5 Term is three years.

4.11 CropLife Canada Representatives

4.11.1 There are two CropLife Canada Representatives: one from east of the Ontario-Manitoba border and one from west of the Ontario-Manitoba border. Their duties are described below.

4.11.2 Liaise between the CWSS/SCM Board of Directors and the CropLife Canada Chemistry Science and Regulatory Committee (CSRC) on matters requiring input. The point of connection to the CSRC is through the Biology Sub-Committee of the CSRC, of which one of the CropLife Canada Representatives should be a member as an industry representative.

4.11.3 Liaise between the CWSS/SCM Board of Directors and Provincial CropLife Councils on matters requiring input.

4.11.4 Keep the CWSS/SCM Board and the CropLife Canada CSRC informed on matters that affect the relationship between the parties.

4.11.5 Maintain a contact list of CropLife Canada member company representatives for sponsorship purposes.

4.11.6 Maintain contact with the Vice-President of Chemistry, and the Manager of Member Services of CropLife Canada to access current contact information for member companies.

4.11.7 Present a CropLife Canada status report at CWSS/SCM Board meetings as needed.

4.11.8 Liaise with CropLife Canada to ensure a CropLife Canada update is presented in the Provincial Reports / Regulatory Updates Program Section.

4.11.9 One of the Croplife Canada Representatives will be part of the Local Arrangements Committee, responsible for CropLife member sponsorship of the CWSS/SCM annual meeting.

4.11.10 CropLife Canada Representatives will send letters for local sponsorship in support of the Local Arrangements Committee. Local sponsors will be identified by the Local Arrangements Committee.

4.11.11 CropLife Canada Representatives will be responsible for recruiting the person in charge of the industry reception at the annual meeting.

4.11.12 Term is three years.

4.12 Communications Director

4.12.1 The Communications Director shall be the Chair and Board Representative of the Communications Committee.

4.12.2 Lead the Communications Committee with preparation of communication material to membership such as email blasts and newsletters. Electronically distribute CWSS/SCM newsletters to the membership. The Communications committee will assist in the preparation of the email blasts and newsletter content. The Communications Director will send the final email blasts and newsletter to the Executive Assistant to electronically distribute to the CWSS/SCM membership.

4.12.3 The Communications Director is responsible for media and local publicity at the annual meeting in coordination with the LAC.

4.12.4 Term is three years.

4.13 Members-at-Large

4.13.1 The Members-at-Large serve as Co-Chairs and Board Representatives of the Resolutions Committee

4.13.2 The Members-at-Large serve on the Nominations and Elections Committee.

4.13.3 One of the Members-at-Large will serve as the CWSS-SCM representative on the WSSA Public Awareness Committee.

4.13.4 Provide regional viewpoints to the Board of Directors.

4.13.5 Recommend future meeting sites to the Board, recruit Local Arrangements Chair and suggest members for the Local Arrangements Committee.

4.13.6 The Members-at-Large may fill in on committees when the substantive committee members are unable to meet their responsibilities.

4.13.7 One of the Members-at-Large are responsible for the Poster session and the other is responsible for the photo contest at the annual meeting and taking pictures of the awardees during the annual meeting. Division of tasks between the Poster and Photo Contest are at the discretion of the Members-at-Large.

4.13.8 Term is three years.

4.14 Graduate Student Representative

4.14.1 Facilitate and coordinate communications between the CWSS/SCM Board of Directors and graduate student members of the CWSS/SCM.

4.14.2 Represent the interests of the graduate students on the Board of Directors.

4.14.3 Liaise with the 2nd Vice-President to communicate activities and issues important to graduate students.

4.14.4 Liaise with LAC to put forth prospective workshop titles for the annual meeting as suggested by the graduate student members.

4.14.5 Serve on the Membership Committee to address CWSS/SCM member recruitment of graduate students.

4.14.6 Serve on the Communications Committee.

4.14.7 Term is a maximum of three years. The Graduate Student Representative may elect to vacate the position at their discretion by informing the President.

5 EXECUTIVE ASSISTANT

5.1 The Executive Assistant is responsible for the day to day operations of the CWSS/SCM. Services are provided through a contract agreement with CWSS/SCM.

As a contractor to the CWSS-SCM, the executive assistant should carry insurance separate

to the society, with a minimum of $1 million errors and omission insurance coverage and a minimum of $2 million in liability insurance. Membership Services.

5.1.1 Manage membership applications and membership renewals for all categories of membership.

5.1.2 Maintain membership records, including membership database with the ability to share this information with members of CWSS/SCM.

5.1.3 Assist in maintaining and building membership in collaboration with the Membership Committee.

5.1.4 In co-operation with the Communications Committee, help maintain an up-to-date web site by providing up to date information on memberships, committees and other matters relevant to the Society. Website content is to be as described in Section **Error! Reference source not found. Error! Reference source not found.**.

5.1.5 Maintain CWSS/SCM member e-mail distribution list.

5.2 Business Services

5.2.1 Maintain a business office for mail, email, telephone inquiries and orders.

5.2.2 Maintain an adequate and regularly updated personal computer. Maintain regularly backed-up copies of CWSS/SCM electronic files, both on- and off-site.

5.2.3 Prepare and distribute ballots as requested by the Executive Committee, Board of Directors and/or Nominations and Elections Committee chair.

5.2.4 Inform membership of election results.

5.2.5 Maintain hard copies and electronic copies of all contracts and sub-contracts.

5.2.6 Assist and advise the Board of Directors in all aspects of Society management including specific projects and strategic planning.

5.2.7 Provide all provincial and federal ministries and agencies with information on CWSS/SCM as required by laws and regulations.

5.2.8 Maintain, prepare and store documents deemed to be of historical significance to the Society for shipping to the CWSS/SCM archives.

5.2.9 Coordinate translation of documents as required.

5.2.10 Assist in the preparation and distribution of news releases approved by the Board of Directors.

5.3 Monetary Services

5.3.1 Receive and record all membership dues, appropriate corporate sponsorships, conference registrations and sales of CWSS/SCM publications with capacity to accept funds by fax, mail, or by a secure web/electronic system.

5.3.2 Advise and assist the Board of Directors with marketing and promotional opportunities.

5.4 Email Blasts and Newsletters

5.4.1 Assist the Communications Committee with preparation of communication material to membership such as email blasts and/or newsletters. Electronically distribute CWSS/SCM newsletters to the membership. Newsletter content is to be as described in Section 10 NEWSLETTERS.

5.4.2 Solicit input from the membership, compile articles into a pleasing layout, edit for correctness, and arrange distribution.

5.5 Annual Meeting Information Package, Registration Package, and Handout

5.5.1 Serve on all local arrangements committees, providing guidance and advice to the local arrangements committee on conference planning, procedures and, in collaboration with the 1st Vice President, communicate key directives from the Board of Directors.

5.5.2 Solicit through email an invitation to the membership for volunteer Chairs for the Plenary Session and Workshop of the Annual Meeting.

5.5.3 Solicit and collect meeting and registration information to compile, edit, format and distribute on the CWSS-SCM website and FourWaves website, or any platform used to manage/host registration , membership or virtual meetings. The content of these documents is described in Section 13.3 Publication of Documents Related to the Annual Meeting.

5.6 Annual Meeting Proceedings and Abstracts

5.6.1 Compile input from Committee Chairs and Board Representatives for the CWSS/SCM Annual Meeting Proceedings and Abstracts. The content of these documents is described in Section 13.3 Publication of Documents Related to the Annual Meeting. The FourWaves platform or similar hosting sites are used to collect electronic versions of all meeting abstracts and proceedings.

5.6.2 Edit and arrange distribution of these documents in a timely manner to membership (Proceedings and Abstracts). Both of these documents should be provided to the Communications Committee for inclusion on the CWSS/SCM website.

5.6.3 Provide a copy to be placed in the CWSS/SCM archives.

5.7 Publication of Symposium

5.7.1 In the event that the decision is made to do so, work with Publications Director and Editor(s) to publish proceedings of the Plenary Session of the annual meetings.

5.7.2 Assist with production processes as necessary for the publication vehicle in use.

5.7.3 Provide a copy to be placed in the CWSS/SCM archives.

5.8 Public Inquiries

5.8.1 Refer public inquiries relating to general weed science, including weed identification or control measures, to appropriate specialists.

5.8.2 Refer public inquiries relating to herbicide or pesticide use, registration or government policy to the appropriate government agency or ministry.

5.9 Other Activities

5.9.1 Seek approval from the Board of Directors prior to undertaking new initiatives not identified in the Executive Assistant's contract.

5.9.2 Execute duties as assigned by the Board of Directors.

6 NOMINATION, ELECTION AND APPOINTMENT OF OFFICERS AND DIRECTORS

6.1 Requirements Arising from the NFP Act

6.1.1 No one under the age of eighteen (18) years shall be eligible to hold office in the CWSS/SCM.

6.1.2 All members of the Board of Directors shall be elected by ordinary resolution at each annual meeting at which an election of directors is required. Elect directors to hold office for a term expiring within the prescribed period..

6.1.3 No member's name shall be placed in nomination without the consent of the nominee.

6.1.4 Elections will be decided by majority vote. In the case of a tie vote, the winner shall be determined by a coin toss in the presence of both nominees, or their representatives, at a meeting of the Executive Committee.

6.2 Additional Details Not Specified by the NFP Act

6.2.1 The Second Vice-President, upon election, will serve for a four-year term, holding a different

position in each of the four years. This individual will serve as Second Vice President upon initial election, then fill the position of First Vice-President the following year, President the year after that, and will serve as Past-President in their fourth year.

6.2.2 All other directors shall hold office for three (3) years and shall be eligible for re-election to successive terms.

6.2.3 Officers shall be subject to removal by resolution of the Board of Directors at any time.

7 COMMITTEES

The Board of Directors may establish/dissolve standing committees and ad hoc committees, as it deems necessary to conduct the CWSS/SCM affairs. It shall also prescribe committee terms of reference and shall be responsible for the functioning of all committees. All committees shall report to the Board of Directors via the Board representative identified in the Manual of Operating Procedures. Committee members shall not receive any stated remuneration for their services nor directly or indirectly receive any profit from their positions as committee members, but may be paid reasonable expenses incurred by them in the performance of their duties.

7.1 Executive Committee

7.1.1 The Executive Committee is composed of:

- President – Chair
- First Vice-President
- Second Vice-President
- Treasurer
- Secretary

7.1.2 Directors may not appoint alternates to represent themselves at any meeting of the Executive Committee.

7.1.3 Executive Committee meetings will be held at the call of the President at a time and place to be determined by the President. Notice of Executive Committee meetings shall be provided at least seven (7) days in advance.

7.1.4 In lieu of face to face meetings, the Executive Committee may meet by teleconference call if at least three (3) members of the committee agree in advance to this form of meeting.

7.1.5 Three Executive Committee members, one of whom must be either the President or the First Vice-President, shall constitute a quorum.

7.1.6 At the commencement of a teleconference meeting, the President shall ask all participants to identify themselves by name and CWSS/SCM executive position and confirm that all are in agreement with the meeting format. Voting will be by roll call.

7.1.7 The minutes of the Executive Committee shall not be distributed to the general membership but

shall be available to the Board of Directors, each of whom shall receive a copy of such minutes once they have been approved by the Executive Committee.

7.1.8 The Executive Committee is charged with managing the finances of the CWSS/SCM, including:

7.1.8.1 Review annual audited financial statements presented by the Local Arrangements Committees.

7.1.8.2 Prepare an annual budget following liaison with other relevant committees for consideration by the Board of Directors prior to the annual meeting.

7.1.8.3 Review fee structure annually, and recommend changes as required to the Board.

7.1.8.4 Present the audited financial statement and the budget recommended by the Board at the Annual Business Meeting for approval. The Treasurer is responsible for this task.

7.1.8.5 Review and approve suggested pricing for various CWSS/SCM publications and products.

7.1.8.6 Determine accounting responsibilities of the Executive Assistant.

7.1.8.7 Determine Executive Assistant contract rate and terms.

7.2 Reports and Publications Committee

7.2.1 The Publications Director is the Chair and Board Representative of the Reports and Publications Committee.

7.2.2 Members: Additional members may be recruited at the discretion of the chair.

7.2.3 Responsibilities:

7.2.3.1 Prepare and arrange for the publication/production and distribution of:

- The Annual Meeting Proceedings and Abstracts;
- Symposium Proceedings (e.g. a collection of peer-reviewed papers).

7.2.3.2 Evaluate existing publications and recommend modifications as required, to ensure that membership needs are met.

7.2.3.3 In collaboration with the Biology of Canadian Weeds Committee, provide recommendations on the continuance (or not) of the Memorandum of Understanding with Canadian Science Publishing concerning the Canadian Journal of Plant Science, including the nomination of associate editors responsible for weed science contributions.

7.2.3.4 Develop and make recommendations on CWSS/SCM publications policies. The current CWSS/SCM publications policies can be found in Appendix III – CWSS/SCM Publications Policies.

7.3 Scholarships and Awards Committee

7.3.1 The Research Representative is the Chair and Board Representative of the Scholarships and Awards Committee.

7.3.2 Members: The committee is composed of four (4) or more members who are appointed in advance of the annual business meeting. Candidates for membership on the Scholarships and Awards Committee shall be recruited by the Nominations and Elections Committee.

7.3.3 Membership is for a period of three (3) years with the two (2) longest serving members being replaced each year.

7.3.4 Responsibilities:

7.3.4.1 Coordinate all tasks required for the annual presentation of all CWSS/SCM Scholarships and Awards that are described in the MOP.

7.3.4.2 Make recommendations to the CWSS/SCM Board of Directors regarding existing award terms of reference and administration.

7.3.4.3 Make recommendations to the CWSS/SCM Board of Directors regarding the establishment of new awards, their terms of reference and administration.

7.3.4.4 Make recommendations regarding award recipients to the CWSS/SCM Board of Directors for confirmation.

7.3.4.5 The chair of the committee is responsible for organizing the awards presentations at the annual meeting.

7.3.4.6 Draft press release announcing award winners after the annual meeting.

7.4 Membership Committee

7.4.1 The CFIA Regulatory Representative is the Chair and Board Representative for the Membership Committee.

7.4.2 Members: The Committee shall consist of three or more members who are appointed in advance of the annual business meeting, with at least one member representing each of extension, industry and research. Candidates for membership on the Membership Committee shall be recruited by the Nominations and Elections Committee.

7.4.3 The Past-President and Graduate Student Representative also serve on the Membership

Committee.

7.4.4 Membership is for a period of three (3) years.

7.4.5 Responsibilities:

7.4.5.1 Recommend membership categories to the Board, outlining key privileges associated with each category of membership.

7.4.5.2 Develop and maintain information packages promoting the benefits of membership in the CWSS/SCM.

7.4.5.3 Maintain and build membership in the CWSS/SCM; promote membership to potential new members.

7.4.5.4 Prepare an annual Necrology Report to include in the newsletter.

7.4.5.5 Maintain a record of CWSS/SCM members' service to the organization.

7.4.5.6 Conduct a survey following the annual meeting to solicit feedback from the membership.

7.4.5.7 Identify, gather and catalogue materials of historical interest to the CWSS/SCM; arrange for care and custody of said material in the CWSS/SCM Archives,

7.4.5.8 Record the history of the CWSS/SCM for files and publication in appropriate formats as may be determined from time to time.

7.5 Resolutions Committee

7.5.1 The Members-at-Large are Co-Chairs and Board Representatives of the Resolutions Committee.

7.5.2 Members: The Committee shall consist of three or more members who are appointed in advance of the annual business meeting. Candidates for membership on the Resolutions Committee shall be recruited by the Nominations and Elections Committee.

7.5.3 Membership is for a period of three (3) years.

7.5.4 Responsibilities:

7.5.4.1 Receive and present resolutions at the annual business meeting.

7.5.5 Resolutions can be passed to direct the actions of the Board of Directors by a motion, seconded and approved by a simple majority of the membership at an annual or special meeting.

7.6 Communications Committee

7.6.1 The Communications Director serves as the Chair and Board Representative for the Communications Committee.

7.6.2 Members: In addition to the Communications Director, Publications Director, Executive Assistant, Past President, CFIA Regulatory Representative and Graduate Student Representative are members of the Communications Committee. Additional members may be recruited by the Chair.

7.6.3 The Publications Director shall serve as the CWSS/SCM webmaster. The CWSS/SCM webmaster is the single point of contact for altering the website structure and content.

7.6.3.1 The Publications Director responsibilities:

7.6.3.2 Ensure that the CWSS/SCM Website is being managed efficiently, make recommendations to the Board of Directors for changes in format, content and/or function, and identify any resources required.

7.6.3.3 Promote the value of the CWSS/SCM Website to members.

7.6.3.4 Supervise individuals or firms contracted to maintain and update the CWSS/SCM website

7.6.3.5 Receive and verify hyperlinks to be posted on the website.

7.6.3.6 Develop and make recommendations on CWSS/SCM social media policies. The current CWSS/SCM social media policies can be found in Appendix XI – CWSS/SCM Social Media Policies.

7.7 Local Arrangements Committee

7.7.1 The First Vice President is the Board Representative for the Local Arrangements Committee, whom the LAC reports to and whom oversees the functioning of the Committee in collaboration with the LAC Chair(s).

7.7.2 Members: Board member roles are found in Appendix XIII. In addition to the First Vice President, the LAC is composed of one or preferably two LAC Chairs, and the LAC members recruited by the LAC Chair. The Board of Directors will choose meeting sites at least two (2) years in advance. The First Vice President will appoint a Local Arrangements Chair from that area for the meeting.

7.7.3 The LAC is responsible for organizing the annual meeting, subject to approval by the Board of Directors. All contracts are to be approved by the Board of Directors prior to signing.

7.7.4 Roles and Responsibilities of the LAC Chair are as follows:

7.7.4.1 Establish Local Arrangements Committee and sub-committees responsible for the organization of the Annual Meeting. Details related to the Annual Meeting are found in Section 13 ANNUAL MEETING.

7.7.4.2 Recruit individuals to fill the various positions on the Local Arrangements Committee as identified in Section 7.7 Local Arrangements Committee.

7.7.4.3 Provide meeting and registration information to the Secretary and/or Executive Assistant for distribution.

7.7.4.4 Report to the BOD as requested.

7.7.4.5 Propose Program and Budget for the Annual Meeting, to be approved by the BOD.

7.7.4.6 Present a final meeting budget to the BOD at the first full board meeting after the annual meeting.

7.7.4.7 Liaise with 1st Vice-President and Program Section Chairs regarding development of annual meeting program.

7.7.4.8 Term is one year as upcoming LAC chair followed by one year as current LAC chair.

7.7.5 Roles and Responsibilities of the LAC Members are as follows:

Listed below are the general roles and responsibilities normally included in the Local Arrangements Committee. A person can assume several functions within this list. Some functions can be carried out by persons that are not necessarily "local" – they may be located anywhere in Canada.

7.7.5.1 LAC Chair: General overall responsibility for the LAC. Prepares meeting financial statement in collaboration with the Treasurer. The past LAC Chair is available for consultation by the current LAC Chair.

7.7.5.2 Hotel Arrangements: Responsible for catering arrangements, ensuring a block of guest rooms and sufficient meeting rooms are reserved, Often this is the chair of the LAC, but the use of a professional events planner is encouraged.

7.7.5.3 Audio Visual Equipment: Responsible for ensuring all AV needs for all sessions / rooms, including the Awards Banquet, are met.

7.7.5.4 Registration: Responsible for registration of all Annual Meeting participants. Assistance can be provided by the Executive Assistant, but individuals are required to prepare materials for the registration desk, and setup and operate the registration desk at the annual meeting.

7.7.5.5 Pre-Conference Events: Refer to Section 13.2.1 Pre-Conference Events

7.7.5.6 Media Coverage: Responsible for coordinating media coverage of the Annual Meeting.

7.7.5.7 Scholarships and Awards: Chair of the Scholarships and Awards Committee.

7.7.5.8 Sponsorship: Includes one of the CropLife Canada Representatives to coordinate sponsorship nationally, and one additional person to coordinate local sponsorship. Refer to Section 11 SPONSORSHIP.

7.7.5.9 Poster Session: Refer to Section 13.2.15 Poster Session.

7.7.5.10 Awards Banquet: Refer to Section 13.2.14 Awards Banquet.

7.7.5.11 Commercial Displays: Refer to Section 13.2.5 Commercial Displays.

7.7.5.12 Industry Reception: Refer to Section 13.2.17 Industry Reception.

7.7.5.13 Graduate Student Presentations: Refer to Section 13.2.11 Graduate Student Presentations.

7.7.5.14 Photography Contest: Responsible for identifying two additional judges for the photography contest, judging the entries and preparing a slideshow of all entries for display during the Awards Banquet – refer to Section 13.2.14 Awards Banquet. The uploading and sorting of the entries on the web site is arranged by the Executive Assistant. A sample score sheet is found in Appendix VII –Photo Contest Judging . Refer to Section 18.3 CWSS/SCM Photo Contest for full contest details.

7.7.5.15 Plenary Session Chair: Refer to Section 13.2.9 Plenary Session(s).

7.7.5.16 Program Committee Chair: Overall responsibility for the Annual Meeting program, ensuring that all Program Sections are scheduled and filled. The Program section chairs need to be contacted and must try to have full programs for their sections (normally 2 hours each). Two or three concurrent sessions may be scheduled. This role is filled by the First Vice-President. Additional details relating to the Program Sections can be found in Section 14 PROGRAM SECTIONS.

7.7.5.17 Local Group Participation: Responsible for identifying local groups and organizations (e.g. grower groups, commodity councils, etc.) and encouraging them to attend and participate in the annual meeting.

7.7.5.18 Continuing Education / Professional Development Workshops: Refer to Section 13.2.12 Continuing Education / Professional Development Workshops.

7.8 Biology of Canadian Weeds Committee

7.8.1 The Publications Director is the Chair and Board Representative of the Biology of Canadian Weeds Committee.

7.8.2 Membership: The committee will consist of not more than five (5) members (including the designated associate editors) appointed by the Board of Directors, on recommendation from the Nominations and Elections Committee, to serve an indefinite term.

7.8.3 Responsibilities:

7.8.3.1 Seek authors to contribute to the *Biology of Canadian Weeds* and *Biology of Invasive Alien Plants in Canada* series published in the Canadian Journal of Plant Science.

7.8.3.2 Liaise with Canadian Science Publishing (CSP) and the Editor of the Canadian Journal of Plant Science (CJPS) to co-ordinate publication of manuscripts and future compilation volumes for the *Biology of Canadian Weeds*, and the *Biology of Invasive Alien Plants in Canada*.

7.8.3.3 Review the need for revision and updating of previously published species accounts, and coordinate revisions as required.

7.8.3.4 The chair of the committee will act as the official contact between CWSS/SCM and the CSP/CJPS in all matters relating to the series.

7.8.3.5 Will work with the Reports and Publications Committee to recommend appointments of associate editors from CWSS/SCM to the Canadian Journal of Plant Science editorial board to manage the two series and handle contributions.

7.9 Nominations and Elections Committee

7.9.1 The Past-President is the Chair and Board Representative of the Nominations and Elections Committee.

7.9.2 Members: In addition to the Past President, the Members-at-Large are members of the Nominations and Elections Committee.

7.9.3 Responsibilities:

7.9.3.1 Issue a Call for Volunteers/Nominations to fill vacancies in all elected positions for inclusion in the summer newsletter.

7.9.3.2 Issue a Call for Volunteers to sit on committees for inclusion in the summer newsletter.

7.9.3.3 Seek candidates to fill vacancies if no volunteers/nominations are received.

7.9.3.4 Seek candidates to ensure that there is an election for the position of 2nd Vice-President.

7.9.3.5 Seek candidates to maintain geographic and sector balance in Board of Directors and committee membership over time.

7.9.3.6 The committee chair shall oversee the counting of ballots and record election results.

7.9.3.7 Inform the Board of Directors and the candidates of election results prior to the annual meeting.

7.10 Sponsorship Committee

7.10.1 The CropLife Canada East and CropLife Canada West Representatives are co-chairs of the Sponsorship Committee.

7.10.2 Members: Additional members may be recruited at the discretion of the co-chairs.

7.10.3 The Sponsorship Committee is responsible for soliciting donations to sponsor the society, and various events during the annual meeting. For further details, refer to Section 11 SPONSORSHIP.

7.10.4 The Sponsorship Committee should coordinate with the Local Arrangements Committee to ensure sponsorship is sought at both the national and regional levels.

7.11 Outstanding Paper Committee

7.11.1 Committee Composition:

7.11.2 Chair: CWSS Publications Director

7.11.3 Members: (1) CJPS Weed Science Associate Editor; (1) Western Canada member; and (1) Eastern Canada member.

7.11.4 Committee members must have experience evaluating/peer-reviewing manuscripts. Membership on the committee can include researchers (government, industry and university), provincial extension, and/or industry representatives. Graduate students would not be appropriate as committee members.

7.11.5 Committee members serve a three-year term.

7.11.6 Committee reviews all eligible manuscripts in September, prior to the annual November conference and submits to the Chair a list of their top 5 manuscripts that they feel are suitable for the award.

7.11.7 The chair will review the submissions from each committee member and compile these selections into a final top 5 list highlighting the most commonly picked manuscripts. The list will then be distributed back to the committee for final review and a ranking vote.

7.11.8 At the discretion of the chair a conference call may be held to discuss the rankings if there is not

a clear consensus on the best paper.

7.11.9 Each committee member will have a vote, including the chair.

8 WORKING GROUPS

8.1.1 The Board of Directors may establish/dissolve Working Groups on specific topics as it deems necessary to conduct the activities and affairs of the CWSS/SCM. The members and officers of each Working Group shall be responsible to the Board of Directors for the conduct of the affairs of the Working Group and shall render an annual report from the Working Group to the Board of Directors.

8.1.2 Interested members are encouraged to form and/or join Working Groups that deal with specific areas of interest. Working Groups may be established that relate to any aspect of weed science.

8.1.3 Before becoming operational, new Working Groups must be sanctioned by the Board of Directors.

8.1.4 Each Working Group will develop its own terms of reference and select a chair. From time to time, a working group may be asked to report to the Board of Directors during a regularly scheduled Board of Directors meeting, or to the general membership during the Annual Meeting.

8.1.5 Working Groups will provide written reports of their activities to the First Vice-President to be included in the Proceedings of the Annual Meeting. Working Groups are encouraged to bring relevant issues and resolutions forward for discussion and/or decision at the Annual Business Meeting.

9.1.1 **AUDITOR** By motion from the floor at the annual meeting, the members of the CWSS/SCM shall annually appoint qualified auditors to certify the correctness of the books of the organization, in accordance with provincial requirements.

9.1.2 The auditors so appointed shall hold office until the next annual meeting. The Board of Directors may fill by appointment any vacancy in the position of auditor that occurs between annual meetings.

9.1.3 An annual audit shall be made at the end of the fiscal year and reported at the next annual meeting of the CWSS/SCM.

10 NEWSLETTERS AND MONTHLY EMAIL COMMUNICATIONS

10.1.1 Newsletters and monthly email communications serve to keep the membership informed of changes and developments (e.g., website-related, upcoming meetings, call for technical reports,

book sales, etc.) and to solicit their input on issues.

10.1.2 The Board of Directors shall communicate with the Executive Assistant and Communications Director on content of the newsletter and shall submit or solicit items of interest to the membership for inclusion in the newsletter.

10.1.3 One newsletter will be produced every year in January, and membership email communications will be produced and distributed monthly for the remainder of the year.

10.1.3.1 January newsletter contains, but is not limited to:

- Awards and scholarships recipients list with meeting photos
- Announcement and dates of the upcoming current year annual meeting
- Link to the post-meeting membership survey

10.1.3.2 Monthly email communications will contain, but are not limited to:

- Membership and graduate student profiles (monthly)
- Job opportunities
- Meeting dates
- Provincial reports
- Weed science publications relevant to the society
- Preliminary agenda of the upcoming current year annual meeting (June)
- List of future deadlines for title submission, etc. (June)
- List of deadlines (September)
- Call for nominations (September)
- A reminder to submit resolutions to the Resolutions Committee for discussion at the annual business meeting (September)

11 SPONSORSHIP

11.1.1 Sponsorship of the CWSS/SCM is possible at the national and local level. National sponsorship is coordinated by the CropLife Canada Representatives. Local sponsorship is coordinated by the current Local Arrangements Committee, on which one of the CropLife Canada Representatives serves.

11.1.2 Sponsorship contributions can be in the form of cash, in-kind, award sponsorship, etc.

11.1.3 The target for total national sponsorship is $50,000 per year. The total amount of national sponsorship should be confirmed by May 31.

11.1.4 The general timeline for requesting, invoicing and acknowledging sponsorship is listed below:

- January – March: Croplife Canada East/West Reps send initial letter (by email and traditional mail) thanking for previous support, reminding them of previous sponsorship level, and asking if they would be willing to support to the same amount or a higher tier. The letter is to include a question related to updating the contact person for that company, in the event that the contact information is out of date.

- April: Depending on responses, another reminder email is sent to those we haven't heard back from.

- May: A phone call is scheduled with those we haven't heard back from to see if they have any questions.

- June: Invoices are sent out by the Executive Assistant once funding level is confirmed. These will be issued from QuickBooks.

- July – September: Thank you note sent to each National Sponsor following receipt of their funding.

- Within 30 days following the annual meeting: The Past President sends a thank-you letter to all National and local sponsors following the meeting.

11.1.5 The current sponsorship platform is outlined in the following table.

Type of Recognition	**Silver $1,000-3,499**	**Gold $3,500-5,999**	**Platinum $6,000-9,999**	**Diamond $10,000+**
Complimentary display at Annual meeting	**X**	**X**	**X**	**X**
Name (not logo) on website front page, annual meeting folders, annual meeting signage and in meeting App	**X**			
Logo on Website front page, annual meeting folders, annual meeting signage and in meeting App		**X**	**X**	**X**
Complimentary meeting rooms prior to, during, or after the conference (subject to availability)		**X**	**X**	**X**
Guaranteed time slot(s) for presentation during annual meeting program section of your choice		**X**	**X (2)**	**X (2)**
Sponsorship of break(s) or breakfast(s)			**X**	**X (2)**
Invitation for 1 company representative to attend the President's dinner.				**X**
Greater visibility during meeting breaks and at award dinner slideshow (larger logos, more play time, etc.)				**X**
Sponsorship of a full program section (i.e. Next series of presentations sponsored by …, signage, recognition)				**X**

Greater visibility of banner on meeting App				**X**

11.1.6 There are a number of sponsorship opportunities available associated with the annual meeting. These are outlined in the following table, along with an indication of the current sponsor.

Category	Event/Item	Sponsor	$ Amount	Notes
Award	1st place PhD Student Scholarship	Bayer	$2500, paid by CWSS on behalf of Bayer	
	1st place MSc Student Scholarship	Bayer	$2500, paid by CWSS on behalf of Bayer	
	2nd place PhD Student Travel Award	Syngenta or Corteva	$2000, paid by CWSS on behalf of Syngenta or Corteva	These two awards are alternated each year, with Syngenta providing the PhD award in odd numbered years and Corteva in even numbered years.
	2nd place MSc Student Travel Award	Corteva or Syngenta	$2000, paid by CWSS on behalf of Dow or Syngenta	
	3rd place PhD Student Award	CWSS	$1000, paid directly by CWSS	
	3rd place MSc Student Award	CWSS	$1000, paid directly by CWSS	
	Best Poster	BASF	$1000 in total, paid by CWSS on behalf of BASF (award for 1st, 2nd, 3rd place)	
	Best Student Presentation	Bayer CropScience	$1000 in total, paid by CWSS on behalf of Bayer (award for 1st, 2nd, 3rd place)	
	Photo Contest	Corteva	$625, paid by CWSS on behalf of Corteva	
	Excellence in Weed Science	Corteva	$2000, paid by CWSS on behalf of Corteva	

Category	Event/Item	Sponsor	$ Amount	Notes
	Excellence in Weed Extension	Nufarm/Valent	$2000, paid by CWSS on behalf of Nufarm/Valent	
	Outstanding Professional Staff Award	Canadian Science Publishing	$1000 paid by CWSS on behalf of Canadian Science Publishing	
	Canadian Journal of Plant Science Outstanding Weed Science Paper Award	Canadian Science Publishing	$500 paid by CWSS on behalf of Canadian Science Publishing	
Meals/Food	Health/Coffee Break	Silver, Gold, Platinum, Diamond, and by special request	Minimum of $500/sponsor	Need 15 sponsors for 5 events (Tuesday morning/afternoon, Wednesday morning/afternoon, Thursday morning)
	Continental breakfast	Gold, Platinum, and Diamond	Minimum of $1000/sponsor	Need 4 sponsors for 2 events (Tuesday morning, Wednesday morning)
	Business Meeting Breakfast	Platinum and Diamond	Minimum of $1000/sponsor	Need 2 sponsors for this event (Thursday morning)
	Lunch	Platinum or Diamond	Minimum of $1000/sponsor	Need 3 sponsors for this event (Tuesday lunch)
Events	Grad Student Meet & Greet	Bayer CropScience	Minimum of $500	Sponsorship requested by Bayer CropScience (Monday night)

12 CALENDAR

The CWSS/SCM calendar starts after the annual meeting because the activities build up to this meeting and this is when the various positions are replaced. A complete listing of operational dates and events is found in Appendix II – CWSS/SCM Calendar of Operational Dates and Events.

13 ANNUAL MEETING

13.1 Annual Meeting – General Information

13.1.1 The CWSS/SCM shall hold an Annual Meeting no less than 30 days and no more than 150 days after the end of the fiscal year (September 30), at a time and place to be decided by the Board of Directors.

13.1.2 The Annual Meeting will generally be held in the month of November. The flexibility provided by the bylaws is to allow the CWSS/SCM to hold a joint meeting with other scientific societies, such as the WSSA. The decision to hold a joint meeting is subject to approval by the membership by resolution during the Annual Business Meeting.

13.1.3 The Annual Meeting typically begins on a Sunday and concludes on a Thursday. Typical components of the Annual Meeting, and the day(s) that they are generally associated with are described below in Section 13.2.

13.1.4 Anyone participating in any events associated with the annual meeting, including invited speakers and commercial display attendants, must be registered and display a meeting name badge.

13.1.5 The hotel's Presidential suite, if available and offered by the hotel, will be for the use of the Past President.

13.1.6 Annual Meeting registration fees shall be set by the Board of Directors on the recommendation of the Local Arrangements Committee. The following guidance is to be considered by the Local Arrangements Committee in making their recommendation to the BOD:

- Registration fees shall typically not be lower than those of the previous year. Registration fees for similar events convened by other organizations may be used as guidance.
- Registration fees for the annual meeting include membership fees for the following year.
- Registration fees must take into consideration publication costs associated with the publication of symposium proceedings.
- A net profit of $25,000 should be targeted. Therefore, the LAC Chair is encouraged to consult the Treasurer and Publications Director regarding the actual expenses associated with recent meetings.
- The following table provides a suggested formula for registration fees for various participant categories:

Participant Category	Annual Fees	Early Registration Fee	Late Registration Fee
Regular	$150	$X	$100
Graduate or Undergraduate Student – International Institution	$50	$X/3	$100

Graduate or Undergraduate Student – Canadian Institution	$0	$X/3	$100
Retired members	$0	$0	$100

*Total registration fee includes annual fee and registration fee. Where X is determined by LAC, approved by BOD, and numbers are rounded to the nearest $25.

13.1.7 It is encouraged that CWSS-SCM carry commercial general liability for our annual meetings, to protect our society against liability (ie accidental injury that has occurred during the event or accidental damage the venue suffers during the event). The insurance can be purchased annually through any brokerage company specializing in this insurance for the duration on a CWSS-SCM sanctioned event. The insurance can be purchased in the week prior to the event.

13.2 Annual Meeting – Events

The Annual Meeting may include, but is not limited to the events listed below:

13.2.1 Pre-Conference Events

- May include tours or social activities.
- The LAC Chair is to identify a person responsible for planning and coordinating any such events.

13.2.2 BOD Strategic Planning meeting

- Typically held on Sunday.

13.2.3 BOD Meeting

- Typically held on Monday for the entire day.
- Incoming members of the BOD are invited to participate, but may not vote.

13.2.4 Registration desk, poster, and commercial display setup

- Typically on Monday.
- Registration desk is set up by the LAC and Executive Assistant.
- Consider setting up a small room near the registration desk or have storage available for registration desk for meeting office.

- Ensure CWSS/SCM publications available for purchase are on display at the registration desk. This activity is to be coordinated between the Publications Director and the Executive Assistant.

- Refer to Section 13.2.15 for details related to the Poster Session.

- Refer to Section 13.2.5 for details related to Commercial Displays.

13.2.5 Commercial Displays

- The LAC chair is to identify a person responsible for commercial displays. This person needs to ensure that a space is available for Commercial Displays, often in the same area as the Poster Session and Refreshment Breaks, and that Commercial Display attendants are registered for the Annual Meeting.

13.2.6 Graduate Student meet and greet with the Board of Directors

- Typically Monday evening for a duration of one hour.
- At the start of the event, the graduate students should be given the opportunity to introduce themselves and briefly describe their research project.
- Similarly, the members of the Board of Directors should introduce themselves, and indicate their role on the Board and briefly describe their job.

13.2.7 General membership meet and greet

- Typically Monday evening immediately following the Graduate Student meet and greet with the Board of Directors.

13.2.8 Dinner for Invited speakers with the Executive Committee, the LAC Chair, and the Plenary Session Chair(s)

- The EXECUTIVE ASSISTANT is to send invitations on behalf of the President.

- This dinner provides an opportunity for the Plenary Session Chair(s) to load the invited speaker's presentations on laptops afterwards.

13.2.9 Plenary Session(s)

- Typically Tuesday morning.

- Reimbursement of travel costs to plenary session invited speakers will only occur upon receipt of their manuscript, to be included in the symposium proceedings.

- The LAC Chair is to identify a Plenary Session Chair. This person is responsible for organizing the Plenary Session.

- If the symposium proceedings are to be published , the Plenary Session Chair should identify an editor. The editor need not be the Plenary Session Chair. All material for the symposium is to be collected and compiled within three months of the Annual Meeting.

- It is recommended that each plenary session speaker be allotted 30 minutes.

- **Guidelines for Disposition of CWSS Funds for Plenary Expenses:** The Board of Directors of CWSS will support the development of an engaging Plenary session at the annual meeting through the allocation of funds to partially cover travel expenses of invited speakers. These funds can be used by the Local Arrangements Chair, working in conjunction with the Plenary Session Chair, for expenses incurred in securing speakers. Members of CWSS who agree to present at the annual meeting as a part of the plenary or workshop sessions will not be offered travel funds except in dire emergencies to be determined by the Local Arrangements Chair. An example of such an emergency would be a CWSS member who is a renowned expert in the field of interest but has no source of funds to attend the CWSS meeting in question. No honoraria will be offered to any speaker. No more than three nights lodging will be offered to non-member symposium speakers. All Plenary or workshop speakers who are non-members of CWSS will be offered free registration at the CWSS annual meeting and a free ticket to society events during that week. Reimbursement of some or all travel expenses (travel, meals, and lodging) will be offered to non-member speakers on the basis of need, availability of funds, and the value of the speakers to the program. Local arrangements organizers need to consider travel costs when considering invitations to speakers located far from the meeting site, including foreign speakers. This information should be incorporated into the forecasted and final annual meeting budget that is presented to the Board of Directors.

13.2.10 Undergraduate Sponsorship Program

- The Second Vice-President is responsible for coordinating this event.

- The purpose of this program is to encourage undergraduate students to pursue graduate studies in weed science, to reward exceptional temporary student employees and to expand the CWSS/SCM network.

- Sponsored students will be able to attend the CWSS Plenary Session and Graduate Student Presentations during the annual meeting. This will provide them a great opportunity to hear about significant issues in Weed Science and some of the projects currently being focused on across Canada and to network with graduate students, potential employees and supervisors.

- Any organization who hires undergraduate students such as Crop Protection Companies, Agricultural Research Companies, Universities, Government Departments and Agencies, and others that participate in the Value Chain will be able to sponsor an undergraduate student.

- Sponsors may wish to sponsor a student that has worked for them during the summer or, another undergraduate student enrolled at the university nearest to the annual meeting location.

- Initially each sponsor would be limited to one student, but if the maximum number of sponsors is not met, there may be an opportunity to sponsor additional students, on a first come, first served basis.

- Sponsorship costs will cover transportation and meal costs (breakfast and dinner) for the students – approximately $100 per student. The CWSS/SCM will waive their one day registration fee for the annual meeting, and supply lunch.

- Sponsorship Includes:

    - Transportation between the local university and the annual meeting location. Consideration should be given to chartering a van or small shuttle bus.

    - Breakfast – consider use of a voucher or gift card in the amount of $10 that can be distributed to the students for use at a convenient location (e.g. Tim Horton's).

    - Dinner – consider use of a voucher in the amount of $25 that can be distributed to the students for use at a restaurant near the annual meeting location (e.g. a preloaded debit card). It may be possible to arrange for these in collaboration with the hotel.

13.2.11 Graduate Student Presentations

- Typically Tuesday afternoon.

- Graduate students must have data to present. Presentations consisting of literature reviews or research proposals will not be accepted.

- The LAC Chair is to identify a person responsible for Graduate Student Presentations. This person ensures that all interested graduate students have a time slot to make an oral presentation, develops a program for the session, and ensures graduate student presentations are loaded onto a computer prior to the session.

- The person responsible for the Graduate Student Presentations needs to ensure that a total of three judges are identified in advance of the annual meeting, and that at least one of the judges is fluent in French. It is advisable to have a few alternate judges confirmed in case a substitution is required.

- Consideration should be given to holding concurrent sessions if more than 15 graduate student presentations are submitted. In this event, two sets of judges will be required. Additionally, awards for 1st, 2nd and 3rd place will be presented for each concurrent session; Bayer CropScience will sponsor the 1st place awards for both concurrent sessions and CWSS/SCM will manage the 2nd and 3rd place awards. Should this situation arise, the LAC is advised to communicate with the Board of Directors to ensure all required arrangements are made.

- A sample score sheet for judging the graduate student presentations is found in Appendix IV – Score Sheet for Graduate Student Presentations.

13.2.12 Continuing Education / Professional Development Workshops

- Typically Tuesday morning.

- The LAC Chair is to identify a person responsible for planning and coordinating the workshops. This person has the responsibility to confirm if the workshops qualify for CCA or CCSC continuing education units. If so, then sign-up sheets need to be prepared and made available at the registration desk. Each workshop is to have a chair.

- When selecting the topics for these sessions, consideration should be given to selecting topics that provide for technical training, opportunities for CCA/CCSC CEUs, and graduate student needs and interests.

- The following workshops are likely to be of interest to graduate students and could be rotated through from year to year:

    - Paper publishing

    - Statistics

    - Interview Tips

    - Writing Research Proposals

    - Communicating Science to the Media

13.2.13 Concurrent Program Sessions

- Typically all day Wednesday, and Thursday morning.

- Each CWSS/SCM Program Section will be invited to arrange a concurrent program session during the annual meeting. Additional details can be found in Section 14 PROGRAM SECTIONS.

13.2.14 Awards Banquet

- Typically Wednesday evening, prior to the Industry Reception.
- Refer to Section 15 AWARDS BANQUET for complete details.

13.2.15 Poster Session

- One (or both) of the Members-at-Large are in charge of the poster session.
- Posters are typically set up on Monday and remain on display for the duration of the Annual Meeting.
- The Poster Session is often located in the same area as the Commercial Displays and the refreshment breaks.
- A dedicated time slot is scheduled for poster viewing with the authors present, typically Wednesday afternoon.
- LAC needs to ensure that ensure poster boards are available and set up and that a list of posters with pre-assigned places is made. LAC needs to identify a person responsible for the Poster Session. This person coordinates poster judging for the Best Poster Award and needs to identify poster judges and obtain the judging rubric from the Chair of the Scholarships and Awards Committee.
- Judges should be selected to represent academic, extension and industry interests in weed science. Furthermore, there should be a mix of eastern and western judges to account for the wide range of weed issues across the nation. It is highly recommended that at least one of the judges is bilingual.
- Posters generally fall into one of two categories: scientific research or extension.
- The posters are evaluated on content, technical quality of the research, organization, effectiveness and presentation. They should provide, to anyone looking at them, a snapshot of easily accessed, easy to understand information. A sample score sheet is found in Appendix IX

13.2.16 Meeting of current and upcoming LACs

- Typically a one hour meeting either Wednesday morning before the Program Sessions begin, or Wednesday afternoon once the Program Sessions have concluded for the day.

13.2.17 Industry Reception

- Typically Wednesday evening.
- Typically coordinated by one of the CropLife Canada Representatives.

13.2.18 Annual Business Meeting

- Typically a Thursday morning breakfast meeting.
- The Annual Business Meeting shall include a presentation by the Treasurer that includes the financial statement, the report of the auditors, and the budget for the upcoming year.
- The Annual Business Meeting shall also include:
    - A presentation by the President
    - A presentation by the Resolutions Committee for discussion and voting on any resolutions put forward by the membership, including any proposed changes to the bylaws
    - A sample agenda for the Annual Business Meeting can be found in Appendix VI – Sample Agenda for the Annual Business Meeting.

13.2.19 Thursday BOD Meeting

- Held Thursday afternoon, typically from 12 – 3 pm.
- A sample meeting agenda is found in Appendix V – Sample Agenda for Board of Directors Meeting that Follows the Annual Meeting..

13.3 Publication of Documents Related to the Annual Meeting

Three documents are prepared prior to the Annual Meeting: the Annual Meeting Information Package, the Annual Meeting Registration Package, and the Annual Meeting Handout. Two documents, the Annual Meeting Proceedings and the Annual Meeting Abstracts are prepared after the Annual Meeting. Each document is described below.

13.3.1 Annual Meeting Information Package

13.3.1.1 The Annual Meeting Information Package includes, but is not limited to:

- Annual Meeting agenda
- CCA and CCSC CEUs

- Plenary Session Agenda
- Biographies of Plenary Session speakers
- Professional Development Workshop details
- Biographies of Professional Development Workshop speakers
- Local Arrangements Committee members, and their contact information
- Program Section Chairs, and their contact information
- Call for graduate student papers
- Call for applications for graduate student awards, including a description of the awards
- Call for oral presentations and posters
- Poster contest information
- Call for provincial reports and regulatory reports
- Call for commercial displays
- Call for nominations for CWSS-SCM awards, including a description of the awards
- Call for photo contest entries
- Instructions for preparing abstracts
- Conference registration information
- Registration form - The registration form should provide participants the opportunity to indicate their preferred format (electronic or hard copy) for receipt of the edition of Topics in Canadian Weed Science that will be published pursuant to the annual meeting.
- Hotel information
- List of sponsors

13.3.2 Annual Meeting Registration Package

13.3.2.1 The Annual Meeting Registration Package is a subset of the annual meeting information package and includes, but is not limited to:

- Annual Meeting agenda
- CCA and CCSC CEUs
- Plenary Session Agenda
- Biographies of Plenary Session speakers
- Professional Development Workshop details
- Biographies of Professional Development Workshop speakers
- Local Arrangements Committee members, and their contact information
- Program Section Chairs, and their contact information
- Conference registration information
- Registration form - The registration form should provide participants the opportunity to indicate their preferred format (electronic or hard copy) for receipt of the edition of Topics in Canadian Weed Science that will be published pursuant to the annual meeting.
- Hotel information
- List of sponsors

13.3.3 Annual Meeting Handout

13.3.3.1 The Annual Meeting Handout is distributed to Annual Meeting participants electronically and upon their arrival at the registration desk upon requested.

13.3.3.2 The Annual Meeting Handout contains, but is not limited to:

- Annual Meeting agenda
- CCA and CCSC CEUs
- Local Arrangements Committee members, and their contact information
- Program Section Chairs, and their contact information
- Plenary Session agenda
- Biographies of Plenary Session speakers

- Graduate student presentations agenda
- Graduate student presentations abstracts
- Professional Development Workshops agenda
- Biographies of Professional Development Workshop speakers
- Program Section agendas and abstracts
- List of poster presentations, and poster abstracts
- Alphabetical index of authors and affiliations
- CWSS-SCM Board of Directors
- List of sponsors
- Hotel map

13.3.4 Annual Meeting Proceedings

13.3.4.1 The Annual Meeting Proceedings is for distribution only to the membership.

13.3.4.2 The Annual Meeting Proceedings includes:

- the abstracts
- the minutes of the annual business meeting
- any other additional meeting information

13.3.5 Annual Meeting Abstracts

13.3.5.1 The Annual Meeting Abstracts is a subset of the Annual Meeting Proceedings, containing only the abstracts.

13.3.5.2 The Annual Meeting Abstracts document is posted in a publicly accessible part of the web site, and is sent to various abstracting services (e.g., CAB International, BIOSYS and Agricola) so that the contents can receive greater distribution.

13.3.5.3 The Annual Meeting Abstracts is made freely available to all interested parties on the website.

14 PROGRAM SECTIONS

14.1.1 Each Program Section session is scheduled for two hours which represents 8 oral presentations

of 12 minutes each with 3 minutes for questions. The schedule will have to be strictly respected because there will be three concurrent sessions at a time, giving participants the opportunity to choose the presentations that they want to attend. The presentation time limit exception is the Industry Updates section (14.1.4).

14.1.2 Members are invited to submit titles for posters and oral presentations and to indicate their preference (oral or poster). Once these titles are in, each Program Section Chair will be sent the list of titles and they will have the task of organising their Programme Section's agenda. If there are too many titles for oral presentations in any given Section, they will have to decide which presentation will be oral and which will be a poster.

14.1.3 The Program Sections are:

- Cereals, oilseeds and pulses
- Horticulture and special crops
- Corn, Soybean, and edible beans
- Forage, rangeland, forestry and industrial vegetative management
- Weed biology and ecology / Invasive and noxious weeds
- Provincial Reports /Regulatory Updates
- Graduate Student Presentations
- Industry Updates

14.1.4 If there are too many titles for oral presentations in any given Section, program chairs will discuss with each other and determine how to best re-arrange schedules or times (or will have to decide which presentation will be oral and which will be a poster).

14.1.5 For the Industry updates program section, each company that wants to provide an update will be given an appropriate time slot (5-10 minutes) to discuss any matters they wish that do not fit into other current sections. Some examples:

- New minor use registrations
- Mechanical/physical weed control research
- Novel mixtures of off-patent active ingredients
- Label updates/amendments
- HR seed variety research pertaining to weed control
- Novel formulations
- Strategy updates

Examples of topics that should try to be avoided include:

- Sales pitches
- Very minor changes on label (i.e., language, addition of 1 weed)

Companies who wish to present academic focused content (i.e., new herbicides or active ingredients) would still be encouraged to present in the other research sections.

15 AWARDS BANQUET

15.1 Awards Banquet – General Information

15.1.1 Consideration should be given to assigned seating to provide opportunities for meeting participants to meet new people.

15.1.2 A sit-down meal is preferred over a buffet line.

15.1.3 A tent card listing the menu is set up on each table – the menu does not appear in the Awards Banquet brochure.

15.1.4 An Awards Banquet brochure is to be prepared. Two booklets are prepared for each banquet table (~6-7 people), as well as an electronic version that can be accessed by all attendees. The brochure contains:

15.1.4.1 The Awards Banquet Agenda

15.1.4.2 Biographies of award winners

15.1.4.3 Descriptions of all awards

15.1.4.4 A list of the sponsors of the Annual Meeting.

15.1.4.5 A list of the past award winners for all graduate student awards.

15.1.4.6 A list of the past award winners for the Best Poster Award.

15.1.4.7 A list of the past award winners for: CWSS-SCM Outstanding Professional Staff Award (sponsored by CSP), Excellence in Weed Extension Award (sponsored by Nufarm/Valent), CWSS-SCM Outstanding Industry Member Award, CWSS-SCM Excellence in Weed Science Award (sponsored by Corteva), CWSS-SCM Fellow Award, CWSS-SCM Presidential Meritorious Service Award and Canadian Journal of Plant Science Outstanding Weed Science Paper Award.

15.1.5 Presenters of awards are to be contacted by the Chair of the Scholarships and Awards Committee three weeks in advance of the Annual Meeting to ensure they are aware of their duties at the Awards Banquet, and to provide the award presenters with the biographies of the award winners.

15.1.6 During the meal, all photos submitted for the photo contest are displayed on screens throughout the banquet hall.

15.1.7 The Chair of the Scholarships and Awards Committee is to inform the Treasurer and Executive Assistant of the winners of the Best Student Presentation and Best Poster Awards in advance of the Awards Banquet so that the cheques can be drafted.

15.2 Awards Banquet – Program Schedule

15.2.1 Opening remarks, welcome and general announcements - Master of Ceremonies: Chair of the Scholarships and Awards Committee.

15.2.2 Within any award category with multiple awards, the awards should be presented in the order of 3rd place, 2nd place, 1st place.

15.2.3 Photo Competition: Sponsor: Corteva Agriscience. (The winning photos are displayed as the winners are called up.)

15.2.4 Best Poster Awards: Sponsor: BASF Canada

15.2.5 Best Student Presentation Award: Sponsor: Bayer CropScience

15.2.6 Student Scholarships: Sponsors: Bayer CropScience, Corteva Agriscience Canada Inc., Syngenta Canada Inc., and the Canadian Weed Science Society.

15.2.7 Canadian Journal of Plant Science Outstanding Weed Science Paper Award: Canadian Science Publishing

15.2.8 CWSS-SCM Outstanding Professional Staff Award: Canadian Science Publishing

15.2.9 Excellence in Weed Extension Award: Sponsor: Nufarm/Valent

15.2.10 Outstanding Industry Member Award: CWSS-SCM

15.2.11 Excellence in Weed Science Award: Corteva Agriscience

15.2.12 CWSS-SCM Fellow Award: Presenter: President CWSS-SCM

15.2.13 CWSS-SCM Presidential Meritorious Service Award: Presenter: President CWSS-SCM

15.2.14 Closing Remarks - Master of Ceremonies: Chair of the Scholarships and Awards Committee

16 GRADUATE STUDENT AWARDS

16.1 Graduate Student Scholarships – General Information and Requirements

16.1.1 The objectives of the Graduate Student Scholarships are:

16.1.1.1 To recognize academic and research excellence amongst weed science graduate students in Canada.

16.1.1.2 To raise the profile of the CWSS/SCM at Canadian and international universities.

16.1.1.3 To enhance the annual conference by encouraging graduate student participation.

16.1.1.4 To encourage graduate student membership in the CWSS/SCM.

16.1.2 Eligibility requirements:

16.1.2.1 Graduate students attending a Canadian university who are student members of the CWSS/SCM will be considered. Canadian citizens enrolled in a graduate program in weed science at an international university, and who are student members of the CWSS/SCM may also be considered.

16.1.2.2 Graduate students may apply and be considered for the same award every year that they meet the eligibility requirements, regardless of whether or not they received the award in previous years.

16.1.2.3 The thesis project must be on weed management, biocontrol, herbicide chemistry, physiology, efficacy or environmental fate, application technology, weed biology or weed ecology.

16.1.3 Assessment Criteria: Academic performance at the graduate and undergraduate levels, demonstrated aptitude and experience in conducting graduate level research, publications, presentations, communication skills and related extension experience will be considered.

16.1.4 Applications for all graduate student scholarships are to include the following:

16.1.4.1 a recent photograph

16.1.4.2 a brief biography of the candidate

16.1.4.3 Cover letter.

16.1.4.4 All university transcripts.

16.1.4.5 Curriculum vitae, which includes education, work experience, extra-curricular activities, publications and other scholarships or awards received.

16.1.4.6 Research project outline (2 pages maximum) including an introduction, objectives, preliminary results, conclusions, and significance to weed science and agriculture.

16.1.4.7 Two letters of reference (one must be from the project supervisor) focused on leadership quality and ability to do research.

16.1.4.8 Applicants will compile all required materials into a single PDF file prior to submitting to the chair of the Scholarships and Awards Committee.

16.1.5 Winners of the PhD and MSc graduate student scholarships will be required to give a presentation on their research project during the Graduate Student Presentations session at the CWSS/SCM annual meeting.

16.1.6 Winners of the PhD and MSc graduate student scholarships may be asked to assist at the registration desk for the annual meeting.

16.1.7 Award recipients and presenters are to be notified 3 weeks in advance of the Annual Meeting.

16.1.8 If the current sponsor of a graduate student scholarship is unable to continue to sponsor it, an alternate sponsor may be sought. Alternatively, the CWSS/SCM may choose to sponsor the scholarship, pending approval by the Board of Directors.

16.2 Ph.D. Student Scholarships

A 1st, 2nd, and 3rd place Ph.D. scholarship may be presented each year. The awards are:

16.2.1 1st place awarded by Bayer CropScience. Award consists of $2500.

16.2.2 2nd place awarded by Syngenta Canada Inc. or Corteva Agriscience., alternating from year to year (i.e., in odd numbered years, Syngenta Canada Inc. will sponsor the 2nd place Ph.D. Scholarship and Corteva Agriscience. will sponsor the 2nd place M.Sc. Scholarship; in even numbered years the sponsoring companies will be reversed). Award consists of $2000.

16.2.3 3rd place awarded by CWSS-SCM. Award consists of $1000.

16.2.4 A sample score sheet can be found in Appendix X .

16.3 M.Sc. Student Scholarships

A 1st, 2nd, and 3rd place M.Sc. scholarship may be presented each year. The awards are:

16.3.1 1st place awarded by Bayer CropScience. Award consists of $2500.

16.3.2 2nd place awarded by Syngenta Canada Inc. or Corteva Agriscience., alternating from year to year (i.e., in odd numbered years, Corteva Agriscience will sponsor the 2nd place M.Sc. Scholarship and Syngenta Canada Inc. will sponsor the 2nd place Ph.D. Scholarship; in even

numbered years the sponsoring companies will be reversed). Award consists of $2000.

16.3.3 3rd place awarded by CWSS. Award consists of accrued endowment interest up to $1000.

16.3.4 A sample score sheet can be found in Appendix IX.

16.4 CWSS/SCM Travel Enrichment Experience Award

The CWSS/SCM Travel Enrichment Experience Award(s) will provide CWSS/SCM graduate student recipients with a five-day, four-night educational experience of their choosing as described by each participating host (table below). The award will broaden the recipient's exposure to weed science beyond their educational institution, and provide the opportunity to experience weed science in a different province, research program, and/or organization. Each award will consist of $5,000 CAD to cover expenses related to the travel enrichment experience.

16.4.1 The objectives of the CWSS/SCM Travel Enrichment Experience Award(s) are:

- To provide CWSS/SCM graduate students with the opportunity to participate in a five-day, four-night educational experience with weed science professionals in a different province than that of their educational institution.
- To enhance the exposure of CWSS/SCM graduate students to different research programs, farming systems, and/or organizations.
- To develop and encourage networking opportunities between CWSS/SCM graduate students and weed science professionals.

16.4.2 The Award availability:

- The number of Travel Enrichment Experience awards offered each year will vary depending on the status of the CWSS/SCM budget, with a maximum of five awards offered each year. These funds may come from unclaimed awards (or uncashed awards) during the previous meeting, among other relevant sources. The fluctuating availability of awards each year will serve as a mechanism to balance the CWSS/SCM budget and maintain good practice in accordance with a non-profit entity. The number of awards offered each year will be communicated in advance as a part of the call for award applications.

16.4.3 Eligibility requirements:

Applicants must:

- Be a graduate (M.Sc. or Ph.D.) student attending a Canadian university with good academic standing, or a Canadian citizen graduate student (M.Sc. or Ph.D.) attending an international university with good academic standing.
- Be enrolled in a graduate student program with a thesis topic related to weed science.
- Be a registered member of the CWSS/SCM at the time of application.
- Summarize the travel enrichment experience in a 10–12 minute pre-recorded oral presentation that will be played during the breaks or awards banquet at the next CWSS/SCM annual meeting. (Specifics will be provided directly to each recipient)

16.4.4 Assessment criteria:

Applications will be assessed by the CWSS/SCM Scholarships and Awards Committee, and a recommendation of recipient(s) made for BOD approval prior to announcement. See the assessment template below for more information.

- Contrast of the proposed experience with that of current and past experiences.
- Academic performance at graduate and undergraduate levels.
- Novelty and contribution of the proposed research to the weed science discipline.
- Publications.
- Communications skills.
- Related extension experience.

16.4.5 Applications must include:

- A completed application from (Appendix XII), including:
    - Cover letter describing the applicant's interest in weed science and the travel enrichment experience (max 1 page):
    - Brief CV summary highlighting recent relevant experiences (max 1 page)
    - Two letters of support, one of which must be from the applicant's graduate advisor (max 1 page)
    - Graduate and undergraduate academic transcripts (unofficial copies are acceptable)

16.4.6 Process timeline:

- A call for Travel Enrichment Experience Award applications will be sent out by the beginning of March prior to each November meeting. Applications will be due by the beginning of April. The selection process will be completed and recipients informed by the beginning of May for travel taking place in the same calendar year. Travel Enrichment Experience recipients and their host(s) will determine the date for the experience to occur. The research representative/scholarships and awards chair will function as a liaison between the recipients and their host(s) throughout the process.

16.4.7 Host information:

- The following host information will be sought and renewed prior to the call for applications each year. The information provided by each host will be included in the call for applications. It is acceptable for hosts to team up to offer a more comprehensive travel enrichment experience.

Host Name	Institution	Location	Experience

17 CWSS/SCM AWARDS

17.1 CWSS/SCM Awards – General Information and Requirements

17.1.1 Applications for all CWSS/SCM awards are to include a recent photograph and a brief biography of the candidate.

17.1.2 Award recipients and presenters are to be notified 3 weeks in advance of the Annual Meeting.

17.1.3 The preferred method of submission for all materials for CWSS/SCM award nominations is electronic submission in a pdf format. However, if electronic submission is not practical, nominators should mail or courier six (6) complete paper copies of the nomination with their evaluation statement and any supporting letters. Staple each copy once in the upper left corner. Copies should be sent to the Chair, CWSS/SCM Scholarships and Awards Committee no later than October 1 of each year.

17.1.4 A complete set of all nomination packages for CWSS/SCM Awards will be distributed by the Chair of the Scholarships and Awards Committee to each member of the Scholarships and Awards Committee. Each member evaluates and ranks the nominations and returns their ranking to the Chair. Based upon the rankings and further consultation with the committee, if required, the Chair forwards a recommendation to the CWSS/SCM Board for final approval.

17.1.5 If the person receiving the award is unable to accept the monetary component but has a specific direction for it's use (e.g. for it to go to another co-author or a student) we will follow it to the best of our ability, otherwise it will be incorporated into CWSS funds for running of the society.

17.2 CWSS/SCM Outstanding Professional Staff Award

BACKGROUND: This award recognizes outstanding and sustained contributions of professional staff that support weed science activities.

OBJECTIVE: To recognize the contributions of CWSS-SCM Professional Staff members that support weed science activities and contribute to the success of CWSS-SCM.

ELIGIBILITY: Nominees will be restricted to professional staff that work under the direction of university, provincial, federal, or industry scientists. Nominees may have titles such as researcher, research associate, research assistant, technician, support scientist, or specialist. The nominee(s) must have been involved in weed science research, extension, or resident education for at least 10 years (each, if applicable) at the time of nomination.

SPONSOR: Canadian Science Publishing.

PRIZE: $1000 and a plaque.

NOMINATION: May be submitted by any member of CWSS-SCM. The nomination will stand for 3 years. The nominator is encouraged to update material to support the nomination in Years 2 and 3. The

nominator will complete the nomination document and contact individuals to provide supporting letters.

The nomination package should be less than 2 pages in length and must include:

1. Name of nominee(s), complete mailing address, and telephone number.
2. Provide name, title, complete address, telephone number of nominator.
3. A brief biography of the nominee(s), including:
    a. Education
    b. Work experience: Years of service is an important criterion for the selection committee.
4. A concise summary of how the nominee(s) has contributed to the success of a program. Specific examples that illustrate the consistency, creativity, leadership, resourcefulness, and commitment to their position and program is desirable.
5. Participation and contributions to the CWSS-SCM, if any. Membership in CWSS-SCM is an asset, but not required.
6. Supplemental information on scientific output (refereed journal articles, book chapters, research reports, extension material, patents, etc.) is not required, but may be included.
7. Letters of support: Obtain one supporting letter for the nominee(s). Preferably these letters should not exceed one page in length. A supporting letter from a different discipline, i.e.: faculty member or co-worker, individual not employed at same location, industry representative, university, government, or regulatory individual is preferred, but not required.

17.3 CWSS/SCM Excellence in Weed Extension Award

SPONSOR: VALENT INC.

OBJECTIVE: To recognize excellence among active agronomists, scientists, educators, extension personnel or organizations (for example a diagnostic lab) in the area of weed extension or diagnostics. The recipient must clearly demonstrate the extension of weed science through awareness but more importantly adoption and implementation of weed research findings that have had a significant impact at the farm level in Canada.

ELIGIBILITY: Individuals or organizations (members or not of the CWSS) who are involved in any aspect of weed extension and/or diagnostics may be nominated. Nominees should have been active in the area of weed extension for a minimum of 5 years.

CRITERIA: Nominees will be evaluated on their activities in weed extension. The recipient of the award must have a proven ability to extend weed science research results or do diagnostics that have made a significant impact at the farm level in Canada.

Nomination documents should include the following:

- Name of Nominee
- Address

- Present Position
- Employment Record
- Academic Credentials
- Portfolio of weed extension activities that may include but are not limited to activities such as a) grower presentations, b) one-on-one consultations, c) printed extension articles, d) factsheets, e) diagnostic services and f) web-sites.
- Specific examples of the nominee's success in extending weed science research where it has made a significant impact at the farm level.
- Letters of support from at least three individuals who are qualified to assess the nominee's success in weed extension and diagnostics. This can include research scientists, practicing agronomists but **must include one recognized producer or producer organization who can speak to the impact the nominee has had at the farm level**.

NOMINATION: May be submitted by any member of the CWSS/SCM.

Prize*

- commemorative artwork/ sculpture
- Membership fee for one year
- Registration fee for the annual meeting
- Travel expenses to come to the annual meeting
- Plaque

*maximum amount of $2,000.

17.4 CWSS/SCM Outstanding Industry Member

BACKGROUND: Industry members comprise a significant part of the CWSS/SCM membership. Their contribution has been and will continue to be of great importance to the Society. Their interaction with members from the academic and public sectors is paramount to the well being of the weed science discipline.

OBJECTIVE: To recognize excellent leadership and contributions to weed management in Canada by CWSS/SCM members.

ELIGIBILITY: Members eligible for the award must be active within CWSS/SCM and be employed by private industry or be self-employed at the time of nomination. The nominee must be actively engaged in weed science activities and weed science should have been a major component of the nominee's activity and responsibility during his/her career.

NOMINATION: The nominator will complete the nomination document and contact individuals to provide supporting letters. Three supporting letters are required (of which at least two should be from CWSS/SCM members). Supporting letters must be in 12 point font and no longer than two typewritten 8 ½ by 11 pages. The nominator is also responsible for a document, supporting the nominee, which should be limited to 1000 words. The nominator may obtain statistical information and biographical data from the nominee. The nominator is not required to be a member of CWSS/SCM. The nomination will stand

for three years. The nominator is encouraged to update support material in the 2nd and 3rd year of nomination.

The nomination package must include:

1. Name and address of nominee.
2. Education.
3. Work experience.
4. Professional and scientific affiliations detailing membership, offices held and committee work with particular emphasis on contributions to CWSS/SCM.
5. Honours, awards and invited presentations.
6. Significant professional accomplishments, including: products developed, processes developed, patents, publications, books, bulletins, brochures, etc., internal reports
7. Letters of support (3, including 2 from CWSS/SCM members) and supporting document by nominator.
8. Coordinates of nominator.
9. Names of two individuals (managers, supervisors, etc.) whom the nominee would like to have informed if he/she is granted the award.

PRIZE: The recipient will receive a plaque.

17.5 Excellence In Weed Science Award

SPONSOR: Corteva Agriscience.

OBJECTIVE: To recognize excellence among active scientists, educators, regulatory and extension personnel in the area of weed science in Canada. Their contributions must be judged to have had a major impact on weed science or the agricultural industry in Canada.

ELIGIBILITY: Individuals involved in any aspect of weed research, teaching, extension or regulation may be nominated. Nominees should have been active in weed science in Canada for a minimum of 10 years.

CRITERIA: Nominees will be evaluated on the basis of their contributions to Canadian agriculture as described in the nomination documents that should include:

1. Name of Nominee
2. Address
3. Present Position
4. Employment Record
5. Academic Credentials
6. Contributions to Weed Science and/or Agriculture in:
    - Research
    - Teaching
    - Extension
    - Leadership, Policy, Administration

7. Letters of support from three individuals qualified to evaluate the nominee's contributions.

Additional pertinent information should be included in an Appendix.

NOMINATION: May be submitted by any member of the CWSS/SCM. The nomination will stand for 3 years. The nominators are encouraged to update material in support of their nominees in the 2nd and 3rd year of nomination.

PRIZE: The recipient will receive a plaque.

17.6 CWSS/SCM Fellow

OBJECTIVE: To honour members of CWSS/SCM who have made outstanding contributions to weed science and to the CWSS/SCM throughout their careers.

NOMINATORS: Must be active members of CWSS/SCM and may nominate only one candidate per year.

ELIGIBILITY: Nominees for Fellow must be active members of the CWSS¬SCM at the time of their nomination and must have been active members for a total of at least 10 years. Normally, nominees will be in the later stages of their careers. Nominees must have made substantial contributions in more than one of the following areas:

1. Professional responsibilities and publications if applicable in such areas as research, education and/or extension.
2. Educational contributions other than publications.
3. Development or improvement of weed science programs, practices or products.
4. Service to CWSS/SCM.
5. Service to the profession outside of CWSS/SCM.
6. Other professional contributions.

NOMINATION

Preparation - Obtaining the nominee's assistance in compiling information is encouraged and will improve the accuracy and completeness of the documentation. Clearly identifying and evaluating the nominee's contributions to weed science is the most important part of the nomination, because nominations are ranked on this basis. It is the nominator's responsibility to coordinate the nomination and to assure that it is complete and submitted before the deadline. The nomination packet must be complete before sending to the Chair of the Scholarships and Awards Committee.

Format - Organize the nomination as shown in the enclosed outline. Type the nomination, single-spaced on 8.5 x 11- inch format, in 12 point font.

Supporting Letters - The nominator is responsible for soliciting supporting letters from at least 3 but not more than 5 active CWSS/SCM or WSSA members. These letters should be sent to the nominator as a paper copy or in a .pdf format for inclusion in the nomination packet.

Deserving nominees are recommended to the Executive Committee for Fellowship status by the CWSS/SCM Scholarships and Awards Committee. The Executive Committee gives final approval to all Fellowship awards.

One active member of the CWSS/SCM may be recognized as a fellow each year.

FORMAT FOR CWSS/SCM FELLOW NOMINATION

Title. Entitle the document, Nomination of _____for Election to Fellowship by the CWSS/SCM.

Nominee. Include name, date and place of birth, mailing address (with postal code), telephone and Fax numbers (with area code), and e-mail address (if available).

Nominator. Include your typewritten name and signature, mailing address (with postal code), telephone and Fax numbers (with area code), and e-mail address.

Qualifications of Nominee:

1. Degrees received. Give field, date, and institution for each degree.
2. Honours and Awards. Cite Fellow (or similar) recognition by other scientific societies, titles and awards of merit for exceptional contributions within a company or institution, and distinguished lectureships (invited). This item does not refer to meetings attended, junkets, etc.
3. Professional positions held in academia and/or industry. Give years, geographical location, company or institution and clearly state nature of his/her work and responsibility.
4. Where applicable, list refereed publications including books authored and chapters in books in order from earliest to most recent. Give complete title, date, publisher, number of pages.
5. List major technical publications.
6. Major Extension and non-technical publications. Cite major extension publications and major non-technical papers, written and indicate career numbers. (These should be publications that had a major impact on the understanding of weed science by user groups or by the general public). Indicate total number of publications.
7. Educational contributions. List multiple credit courses the candidate has taught in weed science or agriculture and other contributions to teaching such as graduate student supervision.
8. Extension contributions. Cite exceptional and outstanding programs developed to further weed science. Do not include normal program work; this award is for meritorious service.
9. Research contributions. Describe in your own words the specific, original ideas from this nominee's research which has been important to weed science. If the nominee has research responsibilities, for what original research contributions should he/she be honored?
10. List contributions the candidate has made to agriculture in other lands.
11. Professional contributions outside of weed science. List contributions in other scientific fields.
12. List elected offices or major posts held in CWSS/SCM.
13. List elected offices or major posts held in other national and international scientific and industry organizations.
14. Provide a citation of no more than 1 typed (double-spaced, 12 point) suitable for use at the award presentation, assuming a successful nomination.

Evaluation. The Nominator should identify the contributions on which the nomination is based.

Explain why the nominee is not only an outstanding professional in his or her organization or region but also a national or international leader with respect to contributions to weed science. Describe particular contributions or accomplishments which qualify the nominee for the award.

PRIZE: The recipient will receive a plaque.

17.7 CWSS/SCM Presidential Meritorious Service Award

OBJECTIVE: To recognize members of our society who have made a significant contribution and/or provided long-standing service to the betterment of our Society.

ELIGIBILITY: The President, in consultation with the Past-President, may confer the Presidential Meritorious Service Award if in his/her opinion, a member of the Society has demonstrated distinguished service. All members of CWSS/SCM are eligible for nomination for this award and may include members retiring from the Society or members leaving for other professional opportunities. The nominee(s) for this award must be approved by the CWSS-SCM executive. Although the award is conferred by the President, CWSS-SCM members are encouraged to recommend deserving candidates to the President. Generally, the award will be limited to 1 recipient each year; however, exceptions can be made with Executive approval.

PRIZE: The recipient will receive a plaque.

17.8 Canadian Journal of Plant Science Outstanding Weed Science Paper Award

Rationale: The Canadian Journal of Plant Science (CJPS) is the CWSS sponsored journal. The establishment of this award will help to encourage the CWSS membership to choose CJPS for publication of their research. This will also help increase our profile within the journal while potentially increasing the quality of the weed science manuscripts that are submitted.

Prize: $500 (using funds provided by Canadian Science Publishing); plaque. One (1) award for the best manuscript; discretion to the committee to assign an honourable mention.

Criteria/Eligibility for award:

- In order for a manuscript to be considered for this award it must be accepted and “in press” within the September to September calendar year between committee meetings.
- The manuscript must be published in the Weed Science section of the journal.
- No requirement for authors to be CWSS members.
- No restrictions on the same author/authors winning the award in successive years.
- Manuscripts in the format of full research papers, and reviews will be considered.
- Manuscripts are judged on the relevance of the topic to Canadian Weed Science; novelty of research/topic; quality of writing; etc.
- Decisions on winners are made by consensus committee vote.
- The committee may recommend that no award be given for a calendar year if there is consensus feeling that none of the published manuscripts are worthy of receipt.

17.9 **CWSS-SCM Outstanding Early Career Professional Award**

Background: This award is given in commemoration of CWSS-SCM members who have passed away over the years, in recognition of their memory and their years of commitment to the CWSS-SCM. We stand on the shoulders of those who came before us in our profession. This award helps us to recognize those starting out in the world of weed science while remembering and honoring those who have mentored and inspired us.

Objective: The award is intended for early career professionals who have demonstrated originality and creativity, made notable contributions to weed science, and shown potential for continued excellence.

Eligibility: To be eligible for this award, the applicant/nominee must be a member of the CWSS-SCM. Nominees are eligible for consideration for the 'Outstanding Early Career Professional Award' if they have demonstrated accomplishments in the field of weed science for no more than ten (10) years since the completion of their terminal degree, exclusive of any medical or parental leaves of absence. Eligible professionals include members from universities, government, and industry who specialize in research, teaching, extension, and regulation of weed-related topics.

Nomination Procedure: The nomination package should be emailed to the CWSS-SCM Awards and Scholarships Committee chair and must be complete and formatted as a single PDF file. A complete package consists of a cover letter, curriculum vitae, and 2-4 letters of support.

Nomination Package

Nominee Information:

- Name
- Address
- Phone number
- Email address

Nominator Information:

- Name
- Phone number
- Email address

A. Cover Letter This letter must highlight the nominee's contributions to weed science and their service to CWSS-SCM.

B. Curriculum Vitae (CV) The CV must include work experience along with any acknowledgments or awards received that indicate the influence of the nominee's career to date on weed science. Note: A list of all publications, presentations, meetings, etc., is not required.

C. Supporting Evaluation Letters Two to four letters of support for the nominee are required. Letters must be no more than two pages of single-spaced text. Nominators have the flexibility to select support sources based on areas of the nominee's career that demonstrate the appropriateness of the nominee's eligibility for this award. For example, support sources may include:

- A fellow faculty member or coworker
- A professional weed scientist not employed at the same location
- The nominee's immediate supervisor or department chairperson
- A former student, extension personnel, research assistant, or consultant

Nomination package submitted to: Chair, CWSS-SCM Awards and Scholarships Committee

Deadline: October 1

The Early Career Professional Award consists of a plaque and $1000.

18 OTHER AWARDS

18.1 Best Student Presentation Awards

SPONSOR: BAYER CROPSCIENCE

These awards are given in recognition of the best student oral presentations at the CWSS/SCM annual meeting. All CWSS/SCM student members giving an oral presentation will be automatically considered for this award. The winning presentations will be selected by a panel of judges appointed by the Local Arrangements Committee.

1st place: $500
2nd place: $300
3rd place: $200

18.2 Best Poster Awards

SPONSOR: BASF CANADA, INC.

OBJECTIVE: To recognize excellence in research and the effective presentation of research results.

This award is to recognize the three best posters presented at the CWSS/SCM annual meeting. All posters presented by members of the CWSS/SCM are automatically eligible for this award. The winning posters will be selected by a panel of judges chosen by the Local Arrangements Committee. The awards consist of a cash prize and a plaque presented to the senior author.

1st place: $500
2nd place: $300
3rd place: $200

18.3 CWSS/SCM Photo Contest

SPONSOR: Corteva Agriscience

One (or both) of the Members-at-Large are in charge of the photo contest.

OBJECTIVE: To encourage CWSS/SCM members to hone their photographic skills and to make excellent weed and weed management images available for use by CWSS/SCM members and in CWSS/SCM publications.

Pictures will be judged on their originality, visual quality, subject relevance and impact. The three best photos submitted in each of three categories will be recognized. First, second and third place winning photos will be selected by a panel of judges selected by the Photo Contest Coordinator of the LAC. Judges have discretion to disqualify photos deemed to be inappropriate for the category.

Categories:

There are three main categories that members of CWSS-SCM can submit photos under:

1. Agriculture and Forestry: includes general agriculture and forestry pictures in which an individual botanical subject is not the prime theme of the image. For example: production activities (seeding, spraying, cutting, cropping, etc.), forestry activities or general views (landscapes, sites, etc.). The strongest entries in this category will have an obvious tie to agriculture or forestry, as opposed to just being nice landscapes.

2. Weeds: includes pictures of plants (patches, whole individual or parts) considered as weeds. Images should demonstrate morphologic characteristics and/or weed invasion/competition. For example, weed dispersal, vetch on evergreen, soybean field with common ragweed, resistant vs. susceptible, etc.

3. Research in Action: includes pictures of research activity whether it be in the lab, or in the field.

People's Choice Award: the CWSS-SCM membership will be invited to cast on-line ballots to select an overall People's Choice award from all submitted photos from the three main categories.

Contest Rules:

1. Entries must be digital images in either jpg or gif format. Images must be large enough to produce an 8x10 print (3 megapixels). If using a phone camera, check to ensure that it will produce a file of 3 megapixels or more.

2. Photos can be uploaded through the Annual Meeting registration process, accessed through the CWSS/SCM website. Photos can be uploaded during initial registration for the Annual Meeting and can be changed or uploaded later.

3. If photos are submitted by email, each picture must be identified as: category_number_name_of_picture_name_of_photographer (e.g., 2_giant_ragweed_John_Smith.jpg). The filename must not contain spaces; underscores are to be used to separate words in the filename. The name of the picture should help to "tell the story".

4. Cropping of pictures to improve composition is allowed, but photos should contain the original content only.

5. Members of CWSS/SCM can submit a maximum of 3 pictures per category.

6. Entrants agree to give non-exclusive rights of use of their photos to the CWSS/SCM.

Prizes: 1st place: $100, 2nd place: $50, 3rd place: $25, in each of three categories. $100 for the People's Choice award.

Appendix

Appendix I – Template for BOD meeting agenda

Board of Directors Meeting
General Agenda

1.0 Call to Order (President)
2.0 Approval of Minutes of last meeting
- **2.1** Business arising from last minutes (President)

3.0 Approval of Agenda (President)
4.0 Committee Reports
- **4.1** Awards (Research Rep)
- **4.2** Biology of Canadian Weeds (Publications Director)
- **4.3** Finance (Treasurer)
- **4.4** Membership (CFIA Regulatory Rep)
- **4.5** Nominations (Past President)
- **4.6** Program Sections (1st VP)
- **4.7** Publications (Publications Director)
- **4.8** Sponsorship (CropLife Canada Reps)
- **4.9** Communications (Extension Rep)

5.0 Delegate Reports
- **5.1** WSSA (WSSA Rep)
- **5.2** CSP (CSP Delegate)
- **5.3** Plant Canada (Plant Canada Rep)

6.0 Annual Meeting
- **6.1** LAC 20XX (Current LAC Chair)
- **6.2** LAC 20XX (Upcoming LAC Chair)

7.0 New Business
8.0 Executive Assistant's Report (Executive Assistant)
9.0 Adjournment (President)

Appendix II – CWSS/SCM Calendar of Operational Dates and Events.

Date	Activity	Responsibility
December	Thank you letters to industry sponsors, local arrangements, outgoing chair, retired board members/working group and committee chairs, etc.	Past-president
	All materials for the Annual Meeting Proceedings sent to Executive Assistant.	Program Section, Working Group and Committee chairs, Secretary
	Poll membership for symposium/workshop ideas, compiled by Executive Assistant, sent to board for approval, then sent to LAC Chair.	Executive Assistant
	Winning photographs posted on website.	Executive Assistant
	Renew (or suspend) agreement for publishing the Canadian Journal of Plant Science with the Agricultural Institute of Canada	President
	Conduct a survey following the annual meeting to solicit feedback from the membership.	Membership Committee
January	Send out first notice for membership renewal.	Executive Assistant
	Sponsorship campaign presented by CropLife representative to the board for approval. Sponsorship campaign initiated by CropLife Canada representatives.	CLC Reps
	BOD approval of symposium/workshops topics and communication to LAC Chair.	BOD, Executive Assistant
	Coordinate with Webmaster to ensure website is updated with correct sponsors and type of recognition (ex. platinum have logo on front page of website and a hotlink is established) for that calendar year. This same information is to be used for each newsletter published in calendar year.	CLC Representatives
	Check and confirm list of National sponsors who will be contacted	CLC Representative on LAC

February	Let LAC know of any room requirements for meetings (board meetings, strategic planning meetings) Divide list of sponsors between CropLife reps and begin creating customized letters and "negative billing" invoices. Refer to Sponsorship Platform chart for levels and to 2012 CWSS National Sponsorship Annual Meeting Awards chart for specific items.	Executive Assistant – in consultation with BOD CLC Representatives
March	Early March - A call for the Travel Enrichment Experience Award to be sent out. Applications due March 31st Board approval of agenda for Annual Meeting. LAC Chair submission of the plenary session including plenary speakers and general program ready to go up on website. Seek approval of board for plenary speaker. Upon approval, program posted to web by Executive Assistant. March Newsletter distributed to membership Email customized sponsorship letter to each National sponsor. Include .pdf "negative billing" invoice of proposed sponsorship items for convenience.	Executive Assistant BOD LAC Chair, BOD, Executive Assistant Executive Assistant CLC Representatives
April	Travel Enrichment Award applications are reviewed and recommendations sent to the BOD for approval, prior to announcement of winners	Chair, Scholarships & Awards Committee
May	Early May - Travel Enrichment Award winners notified and advised to coordinate travel with hosts for the current calendar year. Prior to deadline (May 31), follow-up with any sponsors who have not confirmed their contributions.	Chair, Scholarships & Awards Committee CLC Representatives
June	Request for award nominations - send a reminder for award nominees June Newsletter distributed to membership.	Executive Assistant, Scholarships and Awards Committee Executive Assistant

	Annual Meeting program posted on website. First general email to membership about the program for the Annual Meeting Start advertising program wider than current membership CWSS/SCM – focus on provincial interest groups such as CCA, invasive weed council, appropriate government departments and ministries, etc.	Executive Assistant LAC, Executive Assistant, with help of BOD LAC, Executive Assistant, with help of BOD
August	August 1: Post registration package on website Calls for presentations and posters in the Program Sections – on website and by email Prepare registration form for Annual meeting Online title registration for posters, oral presentations, graduate student presentations and provincial/regulatory reports will be available starting August 15. Notice sent to membership and posted on website.	Executive Assistant Executive Assistant, in conjunction with LAC Executive Assistant Set up by Executive Assistant, then submitted directly by author
September	Advertisements of Annual Meeting in the form of emails sent to CSSS, CSA, local CCAs, etc. September Newsletter distributed to membership September 15: Title submission deadline for posters, oral presentations, graduate student presentations and provincial/regulatory reports September 30: Send titles to program section chairs and to graduate student chair (copy to Program Committee Chair) Follow-up with any sponsors who have still not yet confirmed their final contributions. Set final deadline of October 25	Executive Assistant with LAC and BOD Executive Assistant Executive Assistant CLC Representatives
October	October 1: Award nominations to Chair of Scholarships and Awards Committee. Remind all program section chairs to send agendas to Executive Assistant for posting on web site.	First Vice-President

	Submit requests for plaques, etc., to Executive Assistant. Send out third general email about the Annual meeting Provide itemized list of sponsorship items and levels for each sponsor to LAC person responsible for meeting signage and setting up PowerPoint's with scrolling sponsors for plenary session and awards lunch. Provide sponsorship levels to Executive Assistant for inclusion on back page of Annual Meeting book. Notify Local Arrangements Chair of sponsors and levels so they can ensure the respective chair of the Plenary Session and the Business Meeting know who to acknowledge. One of the CropLife Reps should acknowledge the Platinum, Gold and Silver sponsors at the Industry reception.	Chair of Scholarships and Awards Committee Executive Assistant CLC Representatives CLC Representatives CLC Representatives
October 15	Annual Meeting Program sent to Executive Assistant for posting on web. Award recipients confirmed by Board of Directors, based on recommendation from Scholarships and Awards Committee. Deadline for submission of abstracts, provincial/regulatory reports. Deadline for commercial displays Start of submission of photo contest entries	LAC Chair BOD
October 20	Early conference Registration Deadline	LAC
October 31	(Three weeks in advance of Annual Meeting) Award recipients (successful and unsuccessful); company sponsors notified and sent biographies of recipients; send awards list to Executive Assistant; finalize program for Awards Banquet. Order award plaques (need two weeks for actually making plaques and one week of time to pick them up (lee-way for weather).	Chair of Scholarships and Awards Committee Executive Assistant

	Review of the proposed budget and revenue generation; presented to Board for approval Deadline for photo contest entries.	Coordinated between LAC and treasurer
November – 2 weeks before Annual Meeting	Post annual meeting agenda on web site. Invitation of Plenary Session Speakers to dinner held by Board Executive (the night before the Plenary Session) Remind resolutions committee co-chairs to seek resolutions at the upcoming meeting.	Executive Assistant Executive Assistant, President Second Vice-President
Late November	Annual Meeting Let all major companies know when we are having our meeting with intention of companies planning their annual meetings in conjunction or around ours.	 CLC Representatives

Appendix III – CWSS/SCM Publications Policies.

The following statements are the current policy on CWSS/SCM owned copyright materials. The statements referring to “permission” and “fees” should be included in all of the Society’s printed and electronic materials, including the website.

Permission is granted for any individual or institution to make a single copy of any Society publication solely for personal research purposes, provided complete credit is given to the original source. All CWSS/SCM copyrighted materials are not to be used for any redistribution or commercial purposes without explicit permission in writing from the Society.

Fees for delivery by CWSS/SCM of a single article or abstract: $10 for a single page, and $20 for more than one page. Creating duplicates from copies in collections outside the CWSS/SCM is permitted without charge.

Appendix IV – Score Sheet for Graduate Student Presentations.

Evaluation For Student Oral Presentation
Canadian Weed Science Society
Adapted from University of Saskatchewan Soils and Crops Workshop Evaluations

Candidate:_____

Judge:_____

	Poor	Below Average	Average	Above Average	Excellent
Development of Subject 50%					
Introduction: Concise description of problem and its context; originality of research	0	2.5	5	7.5	10
Methods: Appropriate methods presented; unusual methods explained; appropriate statistical design	0	2.5	5	7.5	10
Results: Logical flow to results; importance of specific results to overall objectives apparent	0	2.5	5	7.5	10
Discussion: Interpretation consistent with results; significance of results emphasized	0	2.5	5	7.5	10
Conclusions & Questions: Achievement of stated objectives stressed; handling of questions	0	2.5	5	7.5	10
Delivery of Paper 50%					
Visual Aids: Clarity and conciseness of aids; illustrations clear and simple	0	2.5	5	7.5	10
Language: Good grammar and word selection	0	2.5	5	7.5	10
Platform Style: Gestures, enthusiasm, adequate volume	0	2.5	5	7.5	10

Timing: Effective use of time, adherence to schedule	0	2.5	5	7.5	10

Overall Rating:_____

Appendix V – Sample Agenda for Board of Directors Meeting that Follows the Annual Meeting.

CWSS-SCM
Board of Directors Meeting
Day, Month Date, Year
City, Province
12:00 – 15:00
(lunch in room, ordered for 12:00)

1.0 Call to order: 12:30 pm (President)
2.0 Introductions (President)
3.0 Approval of the Agenda (President)
4.0 Special guests section if requested
5.0 Review of the (YEAR) Annual Meeting (LAC Chair)
- 5.1 Dinner with Speakers
- 5.2 Attendee meet and greet
- 5.3 Plenary Session
- 5.4 Graduate Students
  - 5.4.1 Meet and greet
  - 5.4.2 Presentations
- 5.5 Workshops
- 5.6 Program Sections
  - 5.6.1 Biology and ecology/Noxious, Invasive weeds
  - 5.6.2 Cereals, oilseeds and pulses
  - 5.6.3 Horticulture and special crops
  - 5.6.4 Corn, soybean and edible beans
  - 5.6.5 Forage, Rangeland, Forestry and Industrial Vegetation Management
  - 5.6.6 Provincial Reports and Regulatory Updates
- 5.7 Poster Session
- 5.8 Industry Reception
- 5.9 Awards Banquet
- 5.10 Annual Business Meeting
- 5.11 Venue
- 5.12 Audio & Visuals
- 5.13 Health Breaks
- 5.14 Sponsorship
- 5.15 Undergraduate Initiative (1st Vice President)

6.0 Letters of Thank-you (Past President)
7.0 Annual Meeting Exit Survey (Past President)
8.0 CWSS-SCM responsibilities – (President)
- 8.1 Board
- 8.2 Committee members/Board representatives
- 8.3 Program sections – Chairs and Vice Chairs

9.0 Board Meetings (President)
- 9.1 Schedule - January, March, June, September and October

10.0 Communications to membership
- 10.1 Newsletter – Feb, June, October
- 10.2 Email from Awards Committee in August – Research Representative

11.0 Strategic Planning Report (Past President/President)
- 11.1 Outstanding Work List (Past President/President)
- 11.2 Send bylaws and MOP to new board members (Executive Assistant)

12.0 Next CWSS-SCM Annual Meeting CITY, PROVINCE (President/1st Vice President)

13.0 Adjournment (President)

Appendix VI – Sample Agenda for the Annual Business Meeting.

CWSS-SCM Annual Business Meeting
Day, Month Date, Year
City, Province

Call to Order

1.0 Approval of the agenda (President)
2.0 Acceptance of Minutes of the YEAR Business meeting (Secretary)
3.0 Business arising from the minutes (President)
4.0 President's Report (President)
- 4.1 Strategic Plan
- 4.2 Executive Assistant Report (Executive Assistant)
- 4.3 Bylaws (PMRA Regulatory Representative)

5.0 First Vice-President's Report (1st Vice President)
- 5.1 Program sections
- 5.2 Plant Canada
- 5.3 CJPS Report (Publications Director)
- 5.4 Reports and Publications Committee (Publications Director)

6.0 Second Vice-President's Report (2nd Vice President)
- 6.1 WSSA Report
- 6.2 Scholarships and Awards (Research Representative)
- 6.3 Membership (CFIA Regulatory Representative)
- 6.4 Nominations and Elections (Past President)
- 6.5 Communications (Communications Director)
- 6.6 Graduate Students (Graduate Student Representative)

7.0 Treasurer's report (Treasurer)
- 7.1 Sponsorship (CropLife Canada Representatives)
- 7.2 Motion to appoint auditors

8.0 Local Arrangements current year(Current LAC Chair)

9.0 Local Arrangements next year, City (Upcoming LAC Chair)
- 9.1 Local Arrangements following year – Nov, City
- 9.2 Local Arrangements following year – Nov, City

10.0 Resolutions (Members at Large)
11.0 Installation of New President (President)
12.0 Adjournment (1st Vice President, a.k.a. new President)

Appendix VII –Photo Contest Judging Criteria.

1. Subject Matter (25)
    - Appropriate to category?
    - Creativity?

2. Composition (25)
    - Are your eyes drawn to the main subject?
    - Have any distracting elements been avoided or minimized?

3. How Technically Correct is the Photograph? (25)
    - Have the following been optimized?
        i. Depth of field. Is the subject in sharp focus? Are distracting background elements blurred to reduce distraction?
        ii. Colour. Are the colours natural?
        iii. Exposure. Is it correct? No under or over exposed areas?

4. Do You Like This Photograph? (25)
    - Does it have “impact”?
    - Does it “tell the story”?
    - Does it really impress you?

Appendix VIII – Sample Poster Contest Judging Sheet.

Scientific Category

Criteria	**Components**	**Points**	**Totals**
A. Research Concept	Originality	5	
	Relevance to weed science	5	
	Total A		
B. Experimental Quality	Design	10	
	Methods	10	
	Results	15	
	Conclusions	15	
	Total B		
C. Poster Quality and Presentation	Tables, figures, graphics	10	
	Organization and general appearance	10	
	Appropriateness of poster style for research concept	5	
	Clarity	10	
	Author's attendance	5	
	Total C		
Total Points (/100)			

Extension Category

Criteria	**Components**	**Points**	**Totals**
A. Topic	Originality	10	
	Relevance to weed science	10	
	Quality of information	15	
	Conclusions	15	
	Total A		
B. Poster Quality and Presentation	Tables, figures, graphics	10	
	General appearance	10	
	Organization	10	
	Clarity	15	
	Author's attendance	5	
	Total B		
Total Points (/100)			

Appendix IX – Sample Score Sheet for M.Sc. Student Scholarships

Scholarship Committee Member
:

Category	Suggested maximum score	M.Sc. Candidate	
		1	2
Academic			
- Marks/Grades	20		
- Publications/Presentations	8		
- Extension activity	5		
Research subject			
- Rationale & Objectives	10		
- Methodology	5		
- Impact/Originality	10		
- Relevance to weed science	10		
- Writing skills	5		
Other			
- Work experience in weed science	5		
- Extra curricular activities	5		
Scholarship/Awards	7		
Letters of reference	10		
Total	100	0	0

Appendix X – Sample Score Sheet for Ph.D. Student Scholarships.

Scholarship Committee Member :

Category	Suggested maximum score	PhD Candidate	
		1	2
Academic			
- Marks/Grades	20		
- Publications/Presentations	10		
- Extension activity	5		
Research Project			
- Rationale & Objectives	10		
- Methodology	5		
- Impact/Originality	10		
- Relevance to weed science	10		
- Writing skills	5		
Other			
- Work experience in weed science	5		
- Extra curricular activities	5		
Scholarships/Awards	7		
Letters of reference	8		
Total	100	0	0

Appendix XI – CWSS/SCM Social Media Policies.

Policy

This policy provides guidance for member use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedures

The following principles apply to professional use of social media on behalf of the society by its members, employees, board members and volunteers. This policy also applies to personal use of social media by members of the Executive Committee when referencing the society.

- Members and employees need to know and adhere to the CWSS/SCM Social Media Policy, Manual of Operating Procedures, and Bylaws when using social media in reference to the society.

- Members and employees should be aware of the effect their actions may have on their images, as well as that of the society. The information that employees post or publish may be public information for a long time.

- Members and employees should be aware that the membership, Board and Executive Committee may observe content and information made available through social media. Employees should use their best judgment in posting material that is not inappropriate, harmful or contentious to the society or the membership.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Additionally, members should not include personal opinions or assume that their opinions are shared by the entire membership.

- Members or employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential members should check with the Executive Committee or the Communications Committee.

- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members or employees should refer these inquiries to the Executive Committee.

- If members or employees encounter a situation while using social media that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and seek the advice of the Executive Committee.

- Members or employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers. Additionally, members and employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

- Members and employees shall not use the Society's social media for personal use or personal gain (i.e. self-promotion, advertising for money, etc.).

- Violation of this policy may result in blocking the member or employee from using the Society's social media, and possible revocation of membership, depending on the severity of the violation.

- While all members are free to reference the Society and dialog about its information and content, official social media releases providing the stance of the Society on issues/topics must be approved by the Executive Committee and/or the Executive Assistant.

- General social media posts by volunteer members and employees should pertain to the Society's activities, member accomplishments, novel weed science news, annual meeting information, and other non-contentious issues, and can occur without approval by the Executive Committee as long as it is within the bounds of the previous clauses.

Appendix XII – CWSS/SCM Travel Enrichment Experience Application Form

[Send all applications in a single .pdf document to the CWSS/SCM Scholarships and Awards Chair by April 01, 202X]

1. Applicant Name: _____
2. Selection of Host Institution for the CWSS/SCM Travel Enrichment Experience"

   First Choice: _____

   Second Choice: _____

   Third Choice: _____

3. Cover Letter (max 1 page):
4. CV Summary (max 1 page):
5. Graduate and Undergraduate Academic Transcripts: (unofficial copies are acceptable)
6. Two letters of support (max 1 page, each):

Appendix XIII – CWSS/SCM Permanent LAC Structure , Roles, and Responsibilities

Role	Candidates	New task of board member	Recruited by LAC chairs
LAC chairs	Local, ideally two		X
Registration	Exec. Assistant		
National sponsorship (2)	East and West national sponsorship reps		
Local sponsorship (2) and commercial displays	Est and West CropLife reps	Company names to be submitted by LAC chairs	
Industry reception	Est and West CropLife reps recruit person	Recruited by CropLife reps	
Hotel communications	LAC		X
Program	Exec. Assistant + LAC chair		
Plenary session	Selection of person by LAC Chairs	Send invitation to membership in January (deadline February)	
Continuing education workshop (+ CEU credits	Selection of person by LAC Chairs	Send invitation to membership in January (deadline February)	
Grad student presentations	New “section chair”		
Awards banquet	Awards rep		

Poster session	Member at Large East	New task	
Communication and App	Publications rep		
Photo contest and photographer	Member at large West	New task	
Audio visual (A/V)	LAC		X
Translation	When in Québec		
Media and Local publicity	Communications rep	New task	
Pre-conference tours	LAC		X
Budget	Treasurer	New task	
LAC oversight (first vice president)	First vice-president		
Former LAC chair	Former LAC chair		
Grad student rep	Grad student rep		
Undergraduate program	Second VP		