

# **CSBE-SCGAB**

## **Procedures & Operations Manual**

Revised September 2017

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**CSBE/SCGAB**

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## 1 INTRODUCTION

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

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

## 2 COUNCIL OFFICERS

### 2.1 Duties of the President

- Chair meetings of the Council and the Annual General Meeting of the Society or appoint an officer of the Council to do so; work with the Society Manager to set the agendas for Council meetings to be distributed two weeks in advance.
- Oversee the carrying out of business arising from each Council meeting.
- Sign certificates of membership.
- Appoint administrative committees.
- Nominate or appoint members to represent CSBE/SCGAB on other societies, associations and agencies
- Review and renegotiate the terms of references for the Society Manager
- Jointly with the Local Arrangements Chair and the Society Manager, develop the agenda for the Banquet Program at the Annual General Meeting.
- Report on President's CSBE/SCGAB activities to the Council and the Annual General Meeting.
- Serve as an *ex officio* member of the ASABE Board of Trustees
- Report on CSBE/SCGAB activities to ASABE Executive Committee for information purposes on request.
- Communicate election results to persons who have been nominated for Council positions.

### 2.2 Duties of the Past President

- Serve as a member of Council for one year after serving as President, attend Council meetings.
- Chair the By-Laws Committee
- Chair the Nominating Committee.
- Serve as an *ex officio* member of the Awards Committee
- Review and report to Council the recent transactions of the Society's financial holdings.
- Chair the Advisory Council of Past Presidents.
- Maintain the CSBE/SCGAB Procedures and Operations Manual by preparing revised listings of Council and Committee memberships, and by adding new materials such as revisions to the By-Laws when approved by the Council.

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

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

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

- Serve as a member of Council for a two-year term and attend Council meetings
- Serve as a member of the Journal Editorial Board
- Serve as CSBE representative in the ASABE Meetings Council
- Consult with the regional director in respective region where the Annual General Meeting will be held two years from the last event and appoint Chair of LAC (Local Arrangements Committee) (subject to approval by Council) prior to Council meeting in August of the new Council year.
- Oversee activities (preparations, arrangements, technical program development, etc.) of the LACs responsible for hosting the next two Annual General Meetings, from the date of the last meeting.
- Work with the Society Manager to coordinate the student paper competition and awards at the Annual General Meeting.
- Serve on each LAC as an *ex officio* member, with full membership rights.

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

- Serve as a member of Council for a two-year term and attend Council meetings.
- Co-Chair the Membership Engagement Committee.
- Serve as CSBE representative on the ASABE Membership Council.
- Report to Council and to the Annual General Meeting on membership engagement activities.
- At the conclusion of the current fiscal year, submit to the Council a list of members whose fees have remained unpaid for the immediate past fiscal year and for any previous fiscal years.
- Act in the interests of members outside of Canada in the same manner as Regional Directors act for members in Canada.
- Send letter of congratulations to new members if outside Canada.
- To work with the Local Arrangement Committees (LAC) in developing and advertising of professional development courses at Annual General Meetings.
- Develop other services that may benefit members.
- Liaise with the university student advisors.
- Maintain membership list.
- Maintain contact with retired members.
- Work with the VP (Technical) to coordinate the student competitions and awards at the

Annual General Meeting.

- Coordinate the evaluation and selection of student awards
  - Be responsible for communicating to and obtaining from the department chair of each university Agricultural/Biological/Biosystems Engineering Department, or equivalent department, the name of the recipient(s) of the student award from that department as well as the report title and forward this information to the Awards Committee Chair and the Society Manager.

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

- Serve as a member of Council for a two-year term and attend Council meetings.
- Chair the Membership Engagement Committee.
- Receive reports from the Regional Directors and report to Council and to the Annual General Meeting on regional activities.
- Provide guidance and timely support to regional directors, while maintaining open and regular communication.
- Send letter of congratulations to new members if outside Canada.
- Take lead responsibility for publishing the CSBE/SCGAB Newsletter four times per year.
  - Receive information from Regional Directors and other members of CSBE/SCGAB to be included in the CSBE/SCGAB Newsletter.
  - Make decisions on content and basic layout.

## **2.7 Duties of the Vice President (Industry)**

- Serve as a member of Council for a two-year term and attend Council meetings.
- Serve as member of the ASABE Standards Council.
- Liaise with industry in improving relations.
- Serve the interests of industrial members.
- Liaise with CSBE/SCGAB Foundation to raise industry funds/scholarships for students

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

- Serve as a member of Council for a two-year term and attend Council meetings.
- Serve as a member of the Membership Engagement Committee [By-law 22(c)].
- Carry out the duties of Council as detailed in By-Law 9.
- Develop and maintain a regional committee, of size and structure appropriate to the region, to support the activities of the CSBE. .
  - At least two other regional members should be recruited to work on information meetings, seminars or similar functions; newsletter information; and membership engagement.
  - The employment areas of government service, industry and academia should be represented on the committee.
  - The regional committee may put forward one or more candidates every two years to the Nominating Committee, to run in the Council elections for replacement of the Regional Director.
- Specific duties include:
  - Encourage suitable candidates from their respective regions to apply for membership;
  - Work with university representatives on student recruitment and other related activities. In particular, meet with students early in the academic year to make them

aware of CSBE/SCGAB and its objectives.

- Check membership lists regularly and inform the Society Manager/VP Membership of corrections and changes of address;
- Send letter of congratulations to new members, with copy to Vice-President (Regional);
- On receipt of list of unpaid members, make appropriate enquiries and notify Vice-President (Membership) of action taken and of results;
- Organize regional activities on an annual basis;
- Where applicable, serve on the LAC, or as the Chair of the LAC.
- Act as general contact person for CSBE/SCGAB in the region and as such, submit news items on CSBE/SCGAB members and CSBE/SCGAB activities in the region, and technical information, for the CSBE/SCGAB Newsletter four times annually.
- Submit an annual report of activities to Vice-President (Regional)/Society Manager one month prior to the Annual General Meeting.

## **2.9 Duties of the Society Manager**

- Serve as a **non-voting** member of Council appointed by Council and attend Council meetings.
- Coordinate the evaluation and selection of student awards, be responsible for communicating to and obtaining from the department chair of each university Agricultural/Biological/Biosystems Engineering Department, or equivalent department, the name of the recipient(s) of the student award from that department as well as the report
- Serve as the office liaison with affiliate societies
- File an annual summary with the Minister of Consumer and Corporate Affairs Canada.
- Preserve all documents of the Society except those assigned to other officers or committees.
- Carry out general secretarial duties including keeping of committee lists, bringing appropriate documents to meetings and correspondences.
- Record the minutes of Council meetings and the Annual General Meeting and distribute the minutes to Council members within one month of the meeting.
- Provide committee chairs with a list of their committee members and any necessary papers and instructions.
- Carry on correspondence for the Society.
- Serve as the office liaison with ASABE office.
- Report to the Council and the Annual General Meeting on election results.
- Receive reports from all committee chairs.
- Arrange for preparation of auditor's report for AGM.
- Receive all Bylaw changes but not responsible for making the changes.
- Publish and supply in quantity the Awards Booklet to the AGM.
- Print the CBE Journal and mail according to ASABE mailing list
- Act as a signing officer on the Society's financial accounts. This authority is to be reaffirmed by a motion from the floor at each Annual General Meeting.

## **2.10 Duties of the Treasurer**

- Serve as a **non-voting** member of Council appointed by Council and attend Council meetings.

- Submit a budget to the Council and subsequently to the membership at the AGM.
- Ensure Auditor's Report is prepared and available at Annual General Meeting.
- .
- Monitor and analyze the financial status and financial procedures of the Society to ensure its fiscal health
- Correspond with Financial Institution re bank account issues or the Nesbitt account.
- **Act as a signing officer on the Society's financial accounts. This authority is to be reaffirmed by a motion from the floor at each Annual General Meeting.**

### **2.11 Duties of the Webmaster**

- Serve as a **non-voting** member of Council and attend Council meetings.
- Manage and maintain the Society website along with the web server and services (hosting, domains, databases, emails, files, ftp accounts, security certificate, elections software).
- Manage and maintain Society online social network activities.
- Manage and maintain Annual General Meeting, Special Meeting and Regional Activities websites (information, online registration and paper submission system).
- Communicate announcements to Society members (mailing list).
- Report election results to the Council and the Annual Business Meeting.
- Manage/Oversee the Pay Pal account during Conference registration
- Report any web related issues to Council.

### **2.12 Duties of Chair of the Journal Editorial Board**

- Serve as a **non-voting** member of Council and attend Council meetings.
- Responsible for the appointment of members to the Journal Editorial Board on the recommendation of the Section Editors
- Update the Open Journal System (OJS) for processing the manuscripts.
- Receive and acknowledge receipt of manuscript through the OJS system.
- Check manuscripts for correct format (abstract, figures, etc.).
- Assign Section Editor who will be responsible for assigning the manuscript to reviewers/Editorial board members.
- Assist the Section Editor in the event of a conflicting review.
- Send the abstract for translation once the Section Editor accepts the paper.
- Carry out a grammar and reference check.
- Obtain the DOI for all the references in the manuscript from the DOI database.
- Type-set the manuscript and finalize the galley proof.
- Send the galley proof to the corresponding author for checking.
- Finalize the proof and assign volume and page numbers.
- Submit final proof to CSBE/SCGAB office together with completed form with pertinent data such as date of receipt of manuscript, name of person to communicate with, translation and page charges, and whether or not the manuscript is a paper or note.
- Publish the manuscript online to the Journal website by inputting the abstracting data and uploading the .pdf file.
- Register the published paper with the CrossRef and get a DOI number for the paper.
- Compile all the papers into a volume and prepare the table of contents and cover pages for



the print version.

- Send the print-ready file to the Society Manager for printing and distribution.
- Prepare report for Annual General Meeting.
- Ensure decisions of the Editorial Policy Board are communicated to CSBE/SCGAB office.
- Upon request from the authors, provide consent, on behalf of the CSBE/SCGAB Council, to publish materials from the papers.
- Send information to databases and indexing services upon request for an update.

### **3 MEMBERSHIP PROCEDURES**

#### **3.1 Processing Applications for Membership in CSBE/SCGAB**

- Applicant completes and mails Application Form to:

**CSBE-SCGAB  
C/O  
Department of Biosystems Engineering  
University of Manitoba,  
Winnipeg, MB, R3T 5V6  
CADADA**

Phone: 780-487-2648; Email: [manager@csbe-scgab.ca](mailto:manager@csbe-scgab.ca)

- OR Applicant completes the membership form on the website as per instructions
- ASABE issues a membership card. Informs CSBE/SCGAB office when card has been issued.
- For new members, CSBE/SCGAB Society Manager issues Membership Certificate signed by the President
- Vice-President (Regional) sends letter of congratulations to new member if outside Canada, with a copy to Vice-President (Membership).
- Regional Director sends letter of congratulations to new member, with copy to Vice-President (Membership).

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

- Each summer Vice President (Membership) prepares an article regarding the various membership grades for inclusion in the fall newsletter.
- ASABE, in early fall of each year, sends invoices for dues to all CSBE/SCGAB members for upcoming year. Payments can be sent CSBE/SCGAB office or the member can complete the membership form online.
- By February 15th each year, sends second notice of fees owing to members who have not yet made payment.

- By March 15th each year, sends a complete membership list to CSBE/SCGAB VP Membership with notation of unpaid members.
- CSBE/SCGAB VP Membership r, on receipt of March list of unpaid members, sends list of unpaid members to Vice-President (Regional) and Regional Directors for follow-up.
- Regional Director, on receipt of list of unpaid members, makes appropriate enquiries and notifies Vice-President (Membership) and Vice-President (Regional) of action taken and of results.
- ASABE, prior to April 1 each year, sends a third notice for dues to unpaid members with a warning that unpaid members will be removed from the roster after April 1.
- ASABE, by June 15th of each year, sends statement of membership numbers and grades to CSBE/SCGAB VP Membership

### **3.3 Procedures Related to Student Members**

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

### **3.4 Procedures related to Member Emeritus**

- Vice President (Membership) reviews membership listing annually and attempts to identify current and/or past members that qualify for “member emeritus” status. These members or past members are invited by the Vice President (Membership) to consider that membership status if they wish (all membership rights and privileges except voting).
- Once the application has been processed similar to all other member applications, the CSBE-SCGAB Society Manager issues a “membership emeritus” certificate and informs the Vice President (Membership) and Regional Director of the new member designation “member emeritus”.

- Regional Director sends letter of congratulations to recipient of new designation with copy to Vice President (Membership).

## 4 COMMITTEES

### 4.1 Membership Engagement Committee

**Composition:** "There shall be a Membership Engagement Committee consisting of the Regional Directors, with the Vice-President (Regional) as Chair, and the Vice-President (Membership) as Co-Chair."

***Terms of Reference/Duties***

- To enhance visibility of the society to recruit members
- To encourage and facilitate the conduct of regional activities
- To assist university representatives in recruiting student members.
- To prepare or direct the preparation of information for recruitment.
- To oversee the advertising of professional development and other services to members
- To maintain contact with our retired members

Each Regional Director should prepare a plan of activities for the year for his/her region, to be approved by the Committee, and a seed fund of \$1,000 is available to each Regional Director to implement their activities.

**See Membership Engagement Committee Activity Manual for more details**

### 4.2 Awards Committee

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

Each committee member serves a three-year term. The Vice Chair and the Secretary are elected by the Committee after end of term, Chair becomes Past-Chair, and Vice-Chair becomes Chair.

**Duties:**

- To solicit nominations for and select the recipients of the following Society awards:
  - Maple Leaf Award
  - The John Clark Award
  - CSBE/SCGAB Industrial Award
  - Young Engineer of the Year Award
  - The Glenn Downing Award
  - The John Turnbull Award
  - The Jim Beamish Award
- To edit citations for recipients of CSBE/SCGAB awards, and make arrangements for the presentation ceremony.
- To coordinate with the CSBE/SCGAB Society Manager to ensure the material is used for

other purposes especially the CSBE/SCGAB Newsletter and posting the Award Winners and Fellow members on the website.

- To consider and propose to CSBE/SCGAB Council new awards or other methods of recognition of members.

### **Awards Selection Criteria**

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

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

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

Nominations for awards shall:

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

### **Committee Procedures**

- Individual members of the committee shall provide a) a ranked rating; or b) abstain from voting; or c) reject the nomination, for each candidate for an award.
- The Chair shall tally the votes, and return the results to the members for consideration. Members of the committee may change their vote for a second or subsequent round.
- The decisions of the committee shall be sent to the President by the deadline date.
- The President shall inform the nominees of their award and that the Awards committee will be in contact in regard to publicity.
- The committee shall send the suggested citation to each award winner and request any

revisions he/she wishes to make.

- The committee shall send a publicity release form to each award winner, requesting name and address details for publicizing the award and a suitable photograph for such publicity and for the awards ceremony at the Annual General Meeting.
- The committee shall inform nominators of actions taken on their nomination. For unsuccessful nominations, nominators will be advised that the nomination will be kept for the subsequent year only. For nominations that were considered unsuccessfully the second time, nominators will be advised that a completely new nomination would be required at the next nomination period.

Committee members – see website

### **4.3 Fellows Committee**

**Composition:** "There shall be a Fellows Committee consisting of a Chair, Past-Chair, Vice-Chair, Secretary and two additional members in good standing, and the Past President and the Awards Officer who shall be *ex officio* members of the Committee. The Fellows Committee shall act as the Nominations Committee for election of members as Fellows by the Council." [By-Laws 3(c) and 22(e)].

Each committee member serves a three-year term. The Vice Chair and the Secretary are elected by the Committee. After end of term, Chair becomes Past-Chair, and Vice-Chair becomes Chair.

#### **FELLOW**

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

Nomination as a Fellow may be made to the Fellows Committee by ten members in good standing. The Fellows Committee shall act as the nominating committee for election of members as Fellows by the Council and make recommendations to the Council. To be elected, a nominee must be unanimously approved by the Council [By-Law 3(c)].

#### ***Guidelines for Fellows Nomination***

- Nominations for Fellow shall be submitted to the Chair of the Fellows Committee on or before January 31.
  - A) Submit Name & Contact Information, Nominator and supporting statements from 5 active members of CSBE-SCGAB
  - B) The nominator provides a letter of support outlining the reason the nominee deserves to be considered as Fellow

**Please include in supporting letter of the nominee when possible:**

1. Education
2. Professional experience
  - Affiliation/Institution
  - Position/Contribution(s)
4. Technical Society Memberships, Activities and Noteworthy Service
  - Society/Activity/Noteworthy Service - Significant Contribution(s)
5. Professional Recognition (Honours, Awards, Prizes, Honorary Degrees, etc.)
6. Specific Outstanding Engineering Accomplishments

- C) If the nomination is recommended by the Fellows Committee to the Council, and the Council elects the nominee, the CSBE-SCGAB President will congratulate the candidate.
- D) The nominator will prepare a 100-word citation in collaboration with the candidate and submit to the Society Manager.

**CSBE/SCGAB Fellows committee – see website**

#### **4.4 Journal Editorial Board**

*Composition:* "There shall be a Journal Editorial Board consisting of a Chair and at least five other members including the VP (Technical) (*ex officio*). The Chair of the Board shall be appointed for a three-year term after having served one or more terms as a member of the Board. A member of the Board shall be appointed for three years with the opportunity of being reappointed for one additional term." [By-Law 22(f)]

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

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

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

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

- Review manuscript returned from reviewers/Associate Editors.
- Submit reviews and decisions to the authors.
- Accept or reject manuscripts for publication in Canadian Biosystems Engineering / Le génie des biosystèmes au Canada.

- Submit copies of correspondence to the Editor so a record of the disposal of manuscripts can be maintained.
- Submit accepted manuscripts to the Editor with all pertinent data and related information.

**Editor and Associate Section Editors (2013-2014)**

The *Editor* of the journal is Ranjan Sri Ranjan. (Tel: 204-474-9344; fax: 204-275-7512; sri.ranjan@umanitoba.ca) Mailing address for the Editor is:

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

**CBE Editorial members – see website**

Four additional members will be selected in each of the eight Sections to serve as Members of the Editorial Board to ensure that the reviews of the manuscripts assigned to them by the Editor/Section Editor are completed in a timely manner not exceeding six weeks. To improve the turn around time, the Members of the Editorial Board will be responsible for reviewing the papers assigned to them either themselves or by canvassing another reviewer.

#### **4.5 Bylaws Committee**

**Composition:** "There shall be a Bylaws Committee consisting of the immediate Past-President as Chair, the past Past-President and President-Elect and additional members as required, to be appointed by the President."

**Duties:**

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

#### **4.6 Nominating Committee**

**Composition:** "There shall be a Nominating Committee consisting of the immediate Past-President as Chair, the President-Elect, the Past-Past-President and two members appointed by the President from outside the Council." [By-Law 22(h)]

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

The Committee shall ensure that the nomination and voting process is transparent, equitable, and expeditious and, with the assistance of the Webmaster, is implemented using appropriate technologies and means of communications in order to engage the membership to the greatest degree possible.

#### **4.7 Local Arrangements Committee**

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

Two years ahead to determine the location and committee chair.

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

**Program:**

- Provide liaison between AIC Conference Program Committee and the CSBE/SCGAB Vice-President (Technical) who is responsible for the CSBE/SCGAB technical program through the Technical Committee Chairs. On those occasions when CSBE/SCGAB meets jointly with ASABE, liaison will also be with ASABE through its meetings and conferences manager.



- Arrange for any CSBE/SCGAB tours. Joint tours or sessions with other affiliated societies are encouraged.
- Obtain the AIC document "Responsibilities of Affiliated Societies" and follow it to ensure that all pertinent matters are being taken care of by either the Local Arrangements Chair or the Vice-President (Technical).
- Proofread the CSBE/SCGAB portion of the printed AIC program. If possible, try to proofread the material a second time after original errors have been corrected.

### **Rooms:**

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

### **Signs:**

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

### **Banquet:**

Make arrangements for the CSBE/SCGAB Banquet. This includes booking a Banquet room, negotiating items and cost, arranging for pre-banquet gathering, entertainment, guest speaker and table gifts if desired, printing the menu and tickets, arranging transportation to the Banquet if required, providing table decorations, numbering and selling Banquet tickets, and arranging for a photographer for the awards presentation. Consider a fee for the speaker and gratuities for the catering crew, complimentary tickets, and transportation as required for speaker and other Banquet guests. Plan Banquet program with the President well in advance. Consult with the CSBE/SCGAB Awards Committee Chair regarding details of the awards presentation ceremony. Consider a special table for awardees. Ensure student award winners have not been overlooked. If the Banquet is to be partially sponsored, arrangements should be made early so that acknowledgement can be made in the printed menu. Remember to provide complimentary tickets.

### **Registration:**

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

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

**Attendance:**

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

**Accounts:**

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

**Displays:**

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

**General:**

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

**Reports:**

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

#### **4.8 Advisory Council of Past Presidents**

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

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

**Meetings:** There is no requirement for the Advisory Council to meet, nor to have a fixed agenda.

Most of the work will be done via the telephone, email, fax, or regular mail. An opportunity for the Past Presidents to meet and have lunch together at the Annual Conference will be encouraged.

**Terms of Reference:**

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

## **5 STUDENT COMPETITIONS**

### **5.1 CSBE/SCGAB Undergraduate and Graduate Student Competitions**

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

Two graduate student competitions, namely (1) *Masters and doctoral thesis award competition* and (2) *Graduate student paper competition*, are organized to encourage innovation and excellence in Biosystems, Biological and Environmental Engineering and recognize our most promising graduate student members. A brief overview of these competitions is given below.

The CSBE/SCGAB Society Manager will circulate detailed and specific guidelines each year for the competitions. Contestants should consult these guidelines before completing their submission packages.

### **5.2 CSBE/SCGAB Undergraduate Thesis Award**

**Eligibility**

The CSBE/SCGAB Undergraduate Thesis Award is to recognize excellence in undergraduate student research in fields represented by the Society. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must: have completed an undergraduate-level thesis at a Canadian University during the 12-month period ending April 30th, and be a student member of the Society.

**Award Value:** \$100

**Deadline**

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

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

### **Eligibility**

The CSBE/SCGAB Undergraduate Design Project Award is to recognize excellence in the development of engineering design skills in solving problems related to biological systems. Individual or team projects are eligible. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient(s) must: have completed a design project at a Canadian University during the 12-month period ending April 30<sup>th</sup>, and be a student member of the Society.

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

### **Deadline**

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

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

### **Eligibility**

The CSBE/SCGAB Graduate Thesis Award (M.Sc. Category) is to recognize excellence in graduate student research in fields represented by the Society. The award will be presented in odd-numbered years in recognition of M.Sc. theses completed in the two-year period ending April 30<sup>th</sup> of the odd-numbered year. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must: have completed a Master's thesis at a Canadian University during the 2-year period ending April 30<sup>th</sup> of an odd-numbered year, and be a student member of the Society.

**Award Value:** \$200

### **Deadline**

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

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

### **Eligibility**

The CSBE/SCGAB Graduate Thesis Award (Ph.D. Category) is to recognize excellence in graduate student research in fields represented by the Society. The award will be presented in even-numbered years in recognition of Ph.D. theses completed in the two-year period ending April 30<sup>th</sup> of the even-numbered year. Each eligible university will identify their recipient of the Award. These names will be sent for recognition at the annual banquet. To qualify, the recipient must: have completed a Doctoral thesis at a Canadian University during the 2-year period ending April 30<sup>th</sup> of an even-numbered year, and be a student member of the Society.

**Award Value:** \$200

**Deadline**

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

**CSBE/SCGAB Student competition (Oral and Poster Presentation)**

The CSBE/SCGAB Local Organizing Committee will arrange for two student competitions: “Best Oral Presentation” and “Best Poster Presentation”. Students attending conference should declare their intent to enter to the Society Manager ([manager@csbe-scgab.ca](mailto:manager@csbe-scgab.ca)) 2 weeks prior to the AGM and Conference. Please indicate your paper ID# and whether you wish to compete in the oral or poster competition.

Judges, selected from CSBE/SCGAB members attending the conference, will utilize a standardized scoring sheet to provide results to the Student Competition Leader and the CSBE/SCGAB Society Manager. Cash awards (\$200, First; \$150 Second; \$100 Third) and certificates will be presented.

The areas used to evaluate presentations will be as follows:

Oral presentation

- Organization
- Delivery
- Use of visual aids
- Content and responsiveness to audience

Poster presentation

- Organization of material
- Image content and quality
- Written word
- Presentation/overall content
- Question and answer effectiveness

**6 ACCOUNTING AND BANKING**

- **Banking:** CSBE/SCGAB Head Office will maintain a chartered bank or credit union account in the name of The Canadian Society for Bioengineering/La Société Canadienne de Génie Agroalimentaire et de Bioingénierie. The account will serve as an operating account under the responsibility and sole control of the Society Manager.
- CSBE/SCGAB Head Office will maintain a detailed computerized record of all financial transactions, including monthly reconciliation with the bank statements. Any discrepancy shall be resolved using appropriate accounting practices with a written report provided to the treasurer.

- CSBE/SCGAB Head Office will submit interim financial statements to every council member not less than 7 days prior to Council meetings. Standard cash flow and balance sheet reports shall be provided to the CSBE/SCGAB treasurer at least once each quarter. Additional reports or records shall be provided upon Council request.
- CSBE/SCGAB Head Office shall not operate under a deficit except with the prior approval of Council. Decisions regarding use of funds outside of the approved pro forma budget shall be made jointly by the Society Manager and the CSBE/SCGAB Treasurer. Council shall be informed in writing of the scope and reason for the deviation.
- Signing Officers for the CSBE/SCGAB Operating Account shall be the Society Manager and the Treasurer. At each Annual General Meeting, there shall be a motion from the floor that the Treasurer and the Society Manager be the signing authorities until the next Annual General Meeting.
- Signing officers for the Nesbitt account: Treasurer, Society Manager, Dr. G. Clark, Dr. Q. Zhang)
- Auditors for CSBE/SCGAB Books are appointed by the CSBE/SCGAB at the Annual General Meeting. Audited statements for the previous period shall be provided to Council, shall be published in the minutes of the Annual General Meeting and shall be made available to all members upon request.

## **7 CSBE/SCGAB JOURNAL OPERATION**

- CSBE/SCGAB Head Office and/or ASABE Office will issue invoices to subscribers and maintain a record of subscriptions paid, as agreed to from time to time.
- All details related to services, supplies and costs of the CSBE/SCGAB Journal shall be included in a Journal Agreement between CSBE/SCGAB and the head office contractor. This agreement will be reviewed annually and changed as required.

## **8 CSBE/SCGAB NEWSLETTER PREPARATION**

**Sources of Information:** It is the responsibility of the Regional Directors to collect and forward information for the newsletter from their respective regions. A request for this information should be sent to them approximately three weeks before the material is required. Requests for newsletter information should also be sent to other members of CSBE/SCGAB Council and to student advisors at the universities. An occasional general invitation in the Newsletter should also be made to the membership to submit technical notes, etc., for publication.

### **Responsibility:**

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

- Takes lead responsibility for publishing the CSBE/SCGAB Newsletter four times per year.
- Requests and receives information from Regional Directors and other members of

CSBE/SCGAB to be included in the CSBE/SCGAB Newsletter.

### CSBE/SCGAB Newsletter Contents

- **Editorial Comment:** Each newsletter should contain an editorial on some aspect of agricultural, food, or biological engineering or Society matters. At least two editorials yearly should deal with the activities, policies and plans of the Society, and should be authored by the President, President-Elect or the Past President. Other editorials on relevant topics such as education, professional or technical matters should be sought from other members of Council and from interested individual members.
- Council members are requested to advise the editor of suitable and timely topics and potential authors for follow up.
- **New members:** New members will be listed.
- **Society News:** Each issue of the newsletter should contain information on Society business, council and committee activities, and other information about the Society. This information will likely come only from Council members; they are requested to forward to the editor any such information or ideas for publication. Regional news includes activities of Society members from each region, and constitutes the backbone of the newsletter. Regional Directors are requested to keep an ongoing watch for such news, and to endeavor to obtain adequate coverage of member activities in industry, university and government circles. The editor will contact Regional Directors requesting regional news prior to each newsletter being prepared. Information on member activities should be substantive, i.e., should deal with achievements more so than activities. Activities that are mentioned should be in the context of the member making a significant contribution to an event, not just listing that a member attended the event. Changes in employment status and promotions are newsworthy. A strong effort must be made to include news of bioengineering, biological and agricultural engineering students at each of the universities. Each Regional Director is requested to ensure that information on club and individual activities, award winners and other achievements is gathered through the student advisor at each university. Each newsletter should include information on events coming up in the next three months of both regional and national interest. Calls for conference papers and other announcements of interest to the membership are also to be included. Regional Directors are asked to forward routinely such information to the newsletter editor.
- Information concerning jobs in bioengineering may be published in the newsletter. Such information should be forwarded directly to the editor.
- **Publications Available:** This section is intended to list all new publications, bulletins, journals, etc., which pertain to bioengineering, biological and agricultural engineering, and to provide information on the title and/or content, the cost, and where such publications can be obtained. Both Canadian and relevant foreign publications will be included. A special effort will be made to include technical bulletins prepared by the federal or provincial governments which would be of interest to agricultural, food, and biological engineers across Canada. Regional Directors are requested to forward information on any such material originating in their region, and all council members are asked to forward information on any readily available publication of interest which they come across.
- **Technical Notes:** This section is intended to keep society members informed of technical projects, research findings, new and ongoing technical programs of interest to Canadian agricultural, food, and biological engineers. Efforts will be made to include such information on work going on in government, universities and in industry. Regional

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

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

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

- Include Newsletter Deadlines in CSBE/SCGAB email notices that are distributed to all CSBE/SCGAB Regional Directors and officers. Request all information in preferred email format, i.e., MS Word.
- Organize responses and input as follows:
  - Editorial
  - New members
  - Society news
  - Regional news - Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia
  - Student news
  - Upcoming events/Announcements
  - Employment opportunities
  - Publications available
  - Technical notes
  - Industry news
- Wordprocess and format text (MS Publisher).
- Provide website ready copy (pdf file) to the Webmaster for posting to the web site.