

## **Policies of the Commercial Seed Analysts Association of Canada Inc.**

### **Last Update May 2002**

Policies have been made in regards to the following:

a) **The Nomination Committee -**

That the Past President will be chairman for this committee and it will be their responsibility to canvas nominees for the Board of Directors from members who represent all regions of the country (i.e. East, Central, West)

Sept 24/91

b) **Workshops -**

That there be a workshop held as part of the General Meeting and Convention and that it be the responsibility of the 2<sup>nd</sup> Vice President to coordinate this event.

Amended Feb20/95

That any workshop or seed that would qualify towards the Continuing Education requirements be approved by the Board of Directors. Regional workshops will be held every year. Information on workshops will be advertised in the Newsletter

Amended Jan 20/95

That the Regional Directors will set their budget and costs to attend each workshop based on the needs of their workshop. The Workshop coordinator(s) will not be required to pay the workshop attendance fee.

Feb 1<sup>st</sup>/97

That the Staff of the Host Laboratory will not be required to pay the workshop registration fee. The Staff will be required to pay for any meals or other incidental cost.

May 28/98

The Executive Director and the Regional Directors will draft a written format for hosting and running a CSAAC workshop.

April 15/99

CSAAC Continuing Education Workshops –For a CSAAC workshop to be eligible as a CSAAC Continuing Education workshop it must be conducted according to the CSAAC Workshop Protocol. Any deviation to the Protocol must receive approval from the Board of Directors.

Nov. 29/00

That the Central and Western Regions will join together to host continuing education workshops. The schedule for the next three years will be 2003 Manitoba, 2004 Alberta and 2005 Saskatchewan.

May 23/02

c) **Winter Board Meeting**

That there be one Board of Director's meeting held mid-winter or early spring at a date convenient to the Board. This will be in addition to the Board Meeting held prior to the General Meeting and Convention. The Board members accommodations only will be covered for this meeting.

Amended, Feb20/95

That Board members will make their own hotel reservations and submit an invoice to the Executive Director for reimbursement. Board members who wish their own room with be reimburse for ½ the cost of the room. May 28<sup>th</sup>/98

That the next CSAAC Board of Director meetings will be held by conference call and are planned for July 31, October 30<sup>th</sup> 2002 and January 29<sup>th</sup>, 2003. The Board will meet as a group prior to the Annual Meeting July 2003 in Winnipeg, Manitoba. May 23/02

d) **Setting the Budget**

That is be the responsibility of each Board Member and Standing Committee Chairman to submit to the Executive Director their projected budget requirement by August 30<sup>th</sup> of each year. The budget will be approved by the Board of Directors at the first Board Meeting of each fiscal year.

Amended Feb 1<sup>st</sup>/97

e) **Standardization of Board Member Expenses**

That the following expenses shall be paid at: Photocopies 5 cents each, gas cost covered - not mileage.

Amended Jan 17/95

f) **Membership Fees**

That when applying for membership an application fee of \$50.00 be charged for all Senior and Associate Members. Active Associate Members applying for Senior Membership will not be required to pay the \$50 application fee.

Amended May/00

That the fees paid for Senior and Associate Inactive and Affiliate Membership shall allow the members to receive all News Letters, Flash News Flashes and other information as provided to Senior and Associate members.

Amended April 12/96

Monetary Penalty for Late Payment of Membership Dues – The monetary penalty for late payment of membership dues be set at 15% of the Membership Fees then due and payable.

May 28 /98

The membership fee for Research membership category shall be the same as the Senior and Associate member categories.

April 15 /99

The membership fee for Member Inactive category shall be the same as the Affiliate member category.

April 15 /99

The rate for CSAAC Inactive Membership shall be \$50 plus GST. Inactive Members will be entitled to receive the CSAAC Breaking Dormancy New Flash. Copies of other information will need to be requested from the CSAAC office. Nov 29/00

g) **Delegates-**

That the President delegates a representative for the area where the CSTA, CSGA and SCST conventions are being held. The costs of attendance of the Convention for the President or representative should be limited to registration only.

Jan 17/95

h) **Registration Fees**

That the Board of Directors should receive only “free gratis” registration when attending the General Meeting and Convention. This policy will remain in effect or adjusted as to the capacity of the Association to cover expenses

Amended Feb 20/95

i) **Convention Account-**

That a portion of the Convention Account (\$2,000) should be sent to the Convention Chairperson to facilitate convention arrangements and deposits.

Jan 15/93

j) **Convention Funds**

That the convention funds will be handled by the Convention chairperson and a financial statement must be submitted to the Executive Director by Dec.30<sup>th</sup> of the same year.

Amended Jan17/95

k) **Executive Director**

That the Executive Director shall be paid an annual honorarium which will be paid in monthly increments. That a budget for administrative and travel expenses will be decided by the Board of Directors and reviewed annually. Dual cheque signing with Presidents or Presidents appointment will be required.

Jan 17/95

l) **Associate Membership**

That By-law 1 Section 1.b. will come in effect as of January 1<sup>st</sup> 1996. Any persons applying for Associate Membership after this date must meet the purity and germination crop group training and education requirements as outlined.

Jan 17/95

m) **News Letter Committee**

That the NewsLetter Committee will be known as a sub-committee of the Association. Their duties shall be to publish the Association NewsLetter twice yearly. All other public relation duties will become the responsibility of the Executive Director.

Jan 17/95

That the NewsLetter Committee be discontinued on a trial bases. The Breaking Dormancy New Flash Fax will be used to keep the Membership updated and informed on the activities of the Association.

Feb 1/ 97

n) **Requests for Donations**

That the CSAAC whenever possible and given the restraints of the annual Budget for Promotion , will continue to donate to related Seed Industry events that assist in the promotion of our Association.

Feb 1/97

o) **Advertisement in Breaking Dormancy News Flash Fax**

That the rate for advertisement in the Breaking Dormancy News Flash Fax shall be set at \$100 per ½ page and \$200 per full page. Based on space availability, small items of 2 or 3 lines would be allowed free of charge.

May 28/98

p) **Non-Return of Membership Seals**

That should an inactive member refuse to return their membership seal. the CSAAC will announce to the Seed Industry that the seal is no longer valid and that the person is no longer an active member of our Association.

May 28 /98

Invalid seals numbers with the past members name will be listed on the CSAAC website.

April 15 /99

q) **“Actively Engaged in Seed Testing”**

That the term “actively engaged in seed testing” will be defined as the member maintaining their continuing education requirements.

April 15/99

r) **Regional Director’s Duties**

That the duties of the Regional Directors shall be:

- 1) To act as a communication link between members in their respective regions and the Board of Directors of the CSAAC by:
  - a) Informing the Board of Directors of any provincial development , environmental issues, membership concerns , inquiries, misconduct, and unethical practices within the membership.
  - b) Relay information or concerns regarding their region from the CSAAC, CSGA and CSTA to the Board of Directors.
  - c) Determine the necessity of a regional workshop and assist in the planning of such.

- d) Facilitating in the scheduling of additional meetings, which could be held in conjunction with the CSGA, CSTA and other seed industry related meetings with members of the CSAAC to discuss related matters.
- 2. Regional Directors, as part of the Board of Directors, will receive all Board of Directors meeting minutes, industry related memos and news items that are of current concern and will circulate to members in their respective regions, otherwise all other information will be published in the CSAAC Newsletter.
- 3. Other duties/ responsibilities as requested by the National Director/President.  
Jan 17/95

- s) **Board of Director's Duties** - Along with the duties listed in the CSAAC bylaws, it is considered the duty of each Officer and Director to attend all duly called Board and Annual Meeting as within their means to do so.  
May /00

**t) Continuing Education – Association Participation Points**

Recognized activities that qualify for Association Participant Points include the following:

- 1 point – for each printable seed testing related article of 600 words or less submitted for use in Germination Magazine on behalf of CSAAC
- 1 point - for contributing an article of interest to the CSAAC New Flash Fax Breaking Dormancy- “Did You Know?”.
- 1 point – for serving on the CSAAC Board of Directors
- 1 point – for serving on a CSAAC Committee
- 1 point – for serving on the CSI Board of Directors
- 1 point - for serving on the ISST Board of Directors
- 1 point – for serving on an ISST Committee
- 1 point – for making a presentation at a CSAAC workshop
- 1 point – for assisting with preparing for a CSAAC workshop
- 1 point – for offering specialize training or information at a CSAAC workshop
- 1 point – for attending a related Seed Industry Meeting on behalf of CSAAC
- 1 point – for attending an approved Seed Industry related meeting
- 1 point – for assisting with a CSAAC display at a Seed Industry related Trade Show
- 1 point – for attending a SCST /AOSA/ ISTA Convention
- 1 point- for offering training or assistance to technical institutes e.g. Olds College
- 1 point – for participating in a CSAAC referee or research project

Additional Association Participation Points will be added to this list as approved by the CSAAC Board of Directors