



# Executive Handbook

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# 1 Terms of Reference

Approved in Principle at the General Meeting in London, ON, 27 October 1980  
Adopted at the General Meeting in Kingston, ON, 1982,  
Updated by the Executive Committee, April 2000  
Revised 2012, 2013, 2018

## 1.1 Purpose

To foster research and the interchange of information in the biomechanics of human physical activity, as well as in all other fields of biomechanics.

## 1.2 Objectives

1. Promotion of biomechanics through intragroup and intergroup communications, meetings, symposia, research and publications at the regional and national level.
2. Facilitation of improvement in the quality and application of biomechanics research by bringing together people from diverse background such as therapists, engineers, physicians, sport researchers and other biomechanists to discuss common data acquisition, modelling and interpretation problems.

## 1.3 CSB Logo

The official CSB logo is composed of a red maple leaf, identical to that in the Canadian Flag, with a round inset in the centre, white background and black border, with the traditional “three exercising humans”. The logo is accompanied by the denomination of the Society in *Century Gothic* font, in three different versions:

1. full logo: the full names “Canadian Society for Biomechanics” and “Société Canadienne de Biomécanique” are at the left and right of the maple leaf, respectively
2. left-aligned logo: the full names “Canadian Society for Biomechanics” and “Société Canadienne de Biomécanique” are at the right of the maple leaf, the English on top of the French, and separated by a red horizontal line;
3. compact logo: the CSB and SCB acronyms are on the left and right, respectively, of the stem of the maple leaf.

The three versions of the official logo are available to the membership in the Archives section of the website, and should be used when acknowledging the Society in conference presentations.

## 1.4 Membership

A Full Membership in the Society is open to all who are interested or involved in biomechanics research and/or the interchange of information.

A Student Membership is open to anyone registered full or part-time in post-secondary studies. Those enrolled in a higher education program are eligible for a Full Membership if they so desire.

## 1.5 Executive Positions

### 1. President

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) To maintain communication within the Executive and call and arrange for meetings of the Executive at least once per year (via telephone or video conference).
  - ii) To maintain communication among members, principally through the CSB newsletter, via email and other social media outlets.
  - iii) To accept business items, form meeting agendas and chair business meetings.
  - iv) To represent (or delegate a representative of) CSB at meetings of other societies, organizations, groups or agencies when such representation is required.
  - v) To act on behalf of CSB, when necessary, in response to events that demand immediate attention and for which there is not time to call an Executive meeting.
  - vi) To draw up a list of nominees for Executive positions with the approval of the current Executive.
- c) The President nominee will normally be a member of the Executive of the previous two years.

### 2. Past President

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) To serve as an element of continuity in the Executive Committee, by collaborating with the President and helping with the transition to the new Executive Committee.
  - ii) To chair some of the award sub-committees, as specified in Section 3.

### 3. Secretary

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) To keep and circulate Executive and Society meeting minutes.
  - ii) To receive and process all applications for CSB awards.
  - iii) To arrange for and conduct elections of the Executive and referenda of the membership when required from time to time.

### 4. Conference Chairperson(s)

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) To see that the biennial conference is conducted.
  - ii) To be Program Chairperson for that conference:

- to organize a conference committee
- to receive, review and select papers, invite guest speakers and draw up a conference program
- iii) In consultation with the Treasurer/Members Affairs and the Secretary, arrange for cheque signing authority to expedite payment of bills associated with the conference.
- c) In case there are two or more co-chairpersons, they will have one single vote in the Executive Committee

### **5. Past Conference Chairperson (\*eligible for other Executive re-election)**

- a) Term of Office: 2 years, normally
- b) Responsibilities: To assist the Conference Chairperson
  - \*Should the Past Conference Chairperson be re-elected to another position, including Conference Chairperson, then another Member-at-Large position should be filled to keep a seven-person Executive.
- d) In case there have been two or more co-chairpersons in the previous cycle, they will have one single vote in the Executive Committee.
- e) The Past Conference Chairperson chairs the sub-committees for some of the awards, as indicated in Section 3.

### **6. Communications Officer**

- a) Term of Office: generally longer than a single 2 year term
- b) Responsibilities:
  - i) To collect and write newsletter materials
  - ii) To produce a newsletter at least twice per year, one early in the year (February or March), and one late in the year (August, September or October)
  - iii) To maintain the CSB website

### **7. Student Representatives**

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) Ensure that views of student members are adequately represented to the Executive
  - ii) Ensure that student members are kept informed of the Society's actions.
  - iii) Ensure that student members are aware of the different grants and awards available to them through the Society.
  - iv) Actively attempt to increase student enrolment and involvement in the Society.
  - v) Assist the President as required.

### **8. Treasurer/Members Affairs**

- a) Term of Office: generally longer than a single 2-year term to provide

continuity for the society, but to be reviewed by request of the Executive or the Secretary.

b) Responsibilities:

- i) Prepare financial reports for all Executive and membership meetings.
- ii) Maintain the bank and PayPal accounts.
- iii) Prepare membership reports for all Executive and membership meetings.
- iv) Address website/online issues related to membership.
- v) Electronically archive CSB documents.
- vi) Submit annual paperwork to Industry Canada to maintain corporate status in June.
- vii) Submit annual tax return in June.

## 9. Member(s)-at-Large

c) Term of Office: 2 years, normally

d) Responsibilities:

- i) To assist and participate in the decision-making processes of the Society.
- ii) To bring specific expertise for special initiatives that can be undertaken by the Society.

## 1.6 Election Procedures

1. The official Society year will run from 1 January to 31 December.
2. A call for nominations for the executive positions from the membership will be mailed three months prior to the General Meeting (to be held at the biennial conference). The call for nominations will be sent out by the President. Nominations will be returned no later than one month preceding the General Meeting. A slate of nominees will be drawn up by the executive so that there is at least one representative from each of the areas of Rehabilitation, Ergonomics, and Sport.
3. Any member may nominate a candidate by providing the Secretary with the nomination and written consent of the candidate.
4. Election to the office will be by a simple majority vote of the responding members.
5. Each member has one vote for each Executive position.
6. Voting for the new Executive will normally be held at the General Meeting. However, electronic voting may be used.
7. Any new Executive member will be officially proclaimed at the General Meeting.

## **2 Operation Guidelines**

## 2.1 President

### General Duties

- a) Oversee all activities of the Society.
- b) Chair all meetings.
- c) Respond promptly to all questions and correspondence directed to the Society.
- d) Maintain regular contact with the other Executive members concerning progress made on their respective tasks.
- e) Represent the CSB at meetings of other societies, organizations, groups or agencies when such representation is required.
- f) Act on behalf of the CSB, when necessary, in response to events that demand immediate attention and for which there is no time to call an Executive meeting.

### Newsletters

- a) Coordinate with the Communications Officer to ensure that two newsletters are produced each year.
- b) Prepare a President's message for each newsletter.
- c) Seek input from other Executive members.

### Future Meeting Sites

Arrange for future meetings sites. This should be done at least two years in advance of the conference.

### Executive Meetings

- a) Call Executive meetings at least once per year.

It is recommended that the *first meeting* be held within six months of taking term. It should be held at some central location or via a conference call.

*The second meeting* should be held within six months of the conference and can be conducted via a conference call.

*Additional meetings* can be called at the biennial conference or when deemed necessary. If an Executive meeting is to be held during the biennial conference, inform the Conference Chairperson so that an appropriate time can be designated and a room booked.

- b) Prepare agendas for all meetings.

### Nominees for Next Executive

- a) Put out a call of nominations three months prior to the biennial conference or organize a committee to put together a slate of nominees. For this purpose a



- current membership list can be obtained from the Treasurer/Members Affairs.
- b) Ensure that there is at least one representative from each of the four areas of Rehabilitation, Ergonomics, Sport and Tissues.
  - c) The nominee for president will normally be someone on the current Executive.
  - d) Get permission from individuals to stand for office.
  - e) Obtain approval of the Executive before presenting the list at the biennial General Meeting of the Society.

### **General Meeting**

- a) Call a General Meeting at the biennial conference. Inform the Conference Chairperson so that it can be included in the program.
- b) Prepare an agenda.
- c) Make sure respective members prepare necessary reports.
- d) Items to be covered in general meeting:
  - i) Approval of minutes of previous General Meeting
  - ii) Financial report.
  - iii) Membership report.
  - iv) Election of a new Executive.
  - v) Public expression of thanks to Conference Chairperson and conference committees.
  - vi) Announce next conference (the incoming Conference Chairperson should provide a short report of plans to date).
  - vii) Other business of general interest to Society members.

### **President's Remarks at the Biennial Conference**

These are usually about 10 minutes in length and are scheduled during the conference, preferably on the first day.

### **Letters of Appreciation**

At the end of term determine who would receive letters of appreciation in connection with their roles related to the conference or for special service during the Society.

### **End of Term**

- a) Organize all material and pass it on to the next President.
- b) Update the CSB Executive Handbook.

## **2.2 Past President**

### **General Duties**

- a) To facilitate the transition to the new Executive Committee, in close collaboration with the President.
- b) To serve as an element of continuity in the Society, by bringing the experience accumulated in the past mandates to the new Executive, and by being the “medium-term historical memory” of the Society.

### **Chairing of Award Sub-Committees**

- a) To serve as the Chair for some of the award sub-committees, as specified in Section 3.
- b) As the Chair of an award sub-committee, to appoint the other members of the sub-committee.

## **2.3 Secretary**

### **Initiation**

In January of the year the term is started, contact the outgoing Secretary to discuss operating procedures, the transfer of materials, etc.

### **Minutes**

- a) Keep minutes of the General Meeting and all Executive meetings held during your term. The individual(s) responsible for action on each item should be clearly indicated.
- b) Submit the minutes of the General Meeting for Executive approval at the next Executive meeting. (This meeting will probably be held sometime past the end of the Secretary's term.) The minutes will be published in the newsletter and submitted to the next General Meeting (by the next President).
- c) Circulate minutes of each Executive meeting to the Executive members within one month of the meeting. This will serve to remind members of responsibilities assigned to them at the meeting.
- d) Retain an electronic copy of all meeting minutes.

### **Processing of Conference Travel Grants and Travel Awards Applications**

- a) All travel grant and awards applications are to be sent to and received by the Secretary.
- b) The Secretary will check all applications for completeness and remove any that are incomplete.
- c) Complete applications will be sent to the members of the Executive for appraisal/ranking.
- d) The Secretary will notify successful and unsuccessful applicants of results.

### **Exchange of Office at the End of the Term**

- a) Exchange all relevant material to the incoming officer.
- b) Forward all meeting minutes to Treasurer/Members Affairs for archiving.

## 2.4 Conference Chairperson

### General Duty

The Conference Chairperson is responsible for all aspects of the organization of the biennial conference.

### Specific Duties

- a) Set the date and arrange the facilities for the conference.
- b) Arrange for the conference to be announced to the CSB membership and any other relevant organizations at least one year prior to the conference dates.
- c) Organize the scientific program: the Human Locomotion Symposium, the sessions for the Student Awards and the David Winter Young Investigator Award, the Keynote Lectures, and the regular (poster and slide) presentations.
- d) Organize the submission of abstracts and the scientific review of the abstracts.
- e) Organize the social events normally associated with the conference, i.e., the welcome reception and the banquet.
- f) Write grants and solicit sponsorship to support the expenses of the conference, including keeping registration costs reasonable.
- g) Organize the conference budget and record expenditures appropriately. Normally, a profitable or revenue-neutral budget is expected. Special efforts should be made to keep student fees reasonable. Any profits will be returned to the Society for use at the discretion of the Executive to support initiatives for the members of the Society.
- h) Present details of organization and budget to the CSB Executive at the Executive meetings preceding the conference, or when requested to do so.

### Conference Notes

In principle, members of the CSB must have discounted registration, of at least half of the annual membership dues.

### Cases of Two or More Co-Chairpersons

In those cases in which there are two or more co-chairpersons, they will have *one* single vote in the Executive Committee.

## **2.5 Past Conference Chairperson**

### **General Duty**

The Past Conference Chairperson will assist the Conference Chair and Executive regarding all aspects of the organization of the biennial conference.

### **Specific Duties**

- a) Transfer copies of all documents and information related to the organization and planning of the biennial conference to the Conference Chairperson.
- b) Provide advice and guidance to the Conference Chairperson and Executive as necessary.
- c) Chair some of the award sub-committees, as specified in Section 3.

### **Cases of Two or More Co-Chairpersons**

In case there are have been two or more co-chairpersons in the previous cycle, they will have one single vote in the Executive Committee.

## 2.6 Communications Officer

### General Duty

The Communications Officer is responsible for maintaining the CSB website and preparing the on-line newsletter.

### Set Dates for Publication as Follows

May and November of first year of term (non-conference year) and May and November of following year (conference year). The logic of this is to have a newsletter approximately every six months, but staggered so that one will appear three months before the conference as a way of boosting attendance.

### Content of Newsletter

#### Regular Items:

- a) News and upcoming events.
- b) Description of the Society and list of current Executive members.
- c) Link to the membership webpage.
- d) President's message.
- e) Messages from other Executive members.
- f) Thesis abstracts and descriptions of graduate programs.
- g) Other items, letters, etc. can be included as deemed necessary by the Executive and the Communications Officer.

#### Special Items for Each Issue:

##### *May of non-conference year*

- a) Announcement of upcoming Executive meeting.
- b) Call for nominations for Career Award and provide a summary of the guidelines.
- c) Notice about change of address (email and postal) and communicate these to the Treasurer/Members Affairs.

##### *November of non-conference year*

- a) Report of Executive meeting.
- b) Report of conference plans.
- c) Call for papers.
- d) Call for applications for David Winter Young Investigator Award
- e) Provide a summary of guidelines for David Winter Young Investigator Award.
- f) Link to the membership page in which the membership list is available.
- g) Announce availability of previous proceedings.

##### *May of conference year*

- a) Call for Executive nominations.
- b) Provide conference update.
- c) Announce date and time of General Meeting at upcoming conference.

##### *November of conference year*

- a) Provide a conference report and announce award winners.

- b) Minutes from General Meeting.
- c) Membership report.
- d) Financial report.
- e) Announcement of new Executive request suggestions for next Executive meeting.
- f) Call for nominations for Career Award and provide a summary of the guidelines.

### **Newsletter Publication and Mailing**

- a) Prepare, typeset and post the newsletter on the CSB website.
- b) E-mail the newsletter to all members as indicated by the Treasurer/Members Affairs.

### **Solicitation of Membership Fees**

Membership fees will be solicited by e-mail in January of each year.

### **End of Term**

Update the Operation Guidelines for the Communications Officer in the CSB Executive Handbook.

## 2.7 Student Representatives

### Status

- a) Student representation functions within the Executive, collaborating with the President.
- b) Modifications to any existing (as well as any implementation of) activities and functions in the Society must be approved by the Executive.

### Objectives

- a) Further student involvement in the Society. As a liaison, ensure that all pertinent information from the students is conveyed to the Executive.
- b) Further student interaction as well as establish contacts among students for jobs and educational opportunities.
- c) Further student involvement at the biennial conference. Promote interaction and discussion among the participants.
- d) Further student participation for awards.
- e) Collaborate with the members of the Executive to further the interests of the Society. Ensure that all pertinent information is conveyed from the students to the Executive.

### Orientation

- a) Communicate with President and past Student Representatives to discuss operating procedures, transfer of materials and objectives to attain.
- b) For the students, serve as a channel of communication with the Executive.
- c) Collaborate with Program and Conference Chairpersons in organizing a student meeting during the biennial conference.
- d) Revise and update the Guidelines for Student Representatives.
- e) Provide Communications Officer with information to print or post on the website.
- f) Attend, if possible, all meetings of the Society. Attending the meetings provides an opportunity to meet members of the Society.
- g) Communicate with new Student Representative and President to ensure smooth transition of duties.

### Meetings of the Society

- a) Biennial conference. This conference provides an opportunity for members and non-members of the Society to communicate research. Attending the conference favours interaction among the participants.
- b) Executive meeting. This meeting is held during the biennial conference. Attending the meeting provides the Student Representatives the opportunity to communicate with the Executive members.
- c) General meeting. This meeting is held during the biennial conference. Attending the meeting informs on the financial situation of the Society.



**Biennial Conference**

- a) Ask the President to introduce the Student Representatives to the Society during the general meeting.
- b) Chair the student meeting.
- c) Collaborate and chair other student activities to be held during the conference.

**Student Meeting**

- a) Chair the student meeting.
- b) State past status, objectives and orientations for student representation in the Society.
- c) State future status, objectives and orientations for student representation in the Society.
- d) Open discussion on student representation in the Society.
- e) If possible, present new Student Representatives.

**Communication**

- a) Respond promptly to all correspondence from members of the Executive and other members of the Society.
- b) Maintain regular contact with the President concerning progress made on respective tasks.
- c) Write a message in each newsletter. The newsletter is usually published twice a year.
- d) Maintain the CSB Student LinkedIn profile.
- e) Write letters of appreciation to those who have collaborated and helped on respective tasks.

**Verifications**

- a) Check that the Student Representatives' names appear on the agenda for those meetings to be attended.
- b) Check that a student meeting has been scheduled during the biennial conference.
- c) Check all correspondence for incorrect information and provide the appropriate information when available.

## 2.8 Treasurer/Members Affairs

### Membership

- a) Be familiar with the online membership database (Joomla) and be able to do the following – pull current membership statistics, create new membership payment options each year, make admin changes to membership status as the need arises.
- b) Write/present a membership summary report for each newsletter, Executive meeting and biennial General Meeting.
- c) Liaise with the Conference Chairperson to ensure memberships declared during the registration process for the biennial conference are active, and are not in arrears.

### Income and Expenses

- a) Deposit all monies in an account under the name of the Canadian Society for Biomechanics and get a chequebook.
- b) Be responsible for all cheques payable to and from the CSB account. Cheques payable from the account include:
  - i) Reimbursing expenses of Executive members for activities related to the Society (with receipts).
  - ii) Winners of Student Awards, David Winter Young Investigator Award, Career Award, Conference Travel Awards
  - iii) Processing fee for Industry Canada.
  - iv) Regional biomechanics conference grants (typically \$500).
- c) Maintain the CSB Paypal account and periodically transfer funds here (from membership subscriptions) to the bank account. Use this account to pay Openwire quarterly fees. Keep a float of approximately \$1,000 in this account.
- d) Write/present a financial summary report for each Executive Meeting and biennial General Meeting.
- e) Receive the financial report of the biennial conference from the Conference Chairperson.

### Government Requirements

- a) Pay annual corporation registration fees, to Industry Canada, due 1 June.
- b) Prepare and send income tax report (T2 form) and the Non-Profit Organization (NPO) Information Return (T1044) due 1 June.

### Other Duties

- a) Respond to enquiries regarding memberships, conference proceedings and injunctions.
- b) Periodically update the Operation Guidelines for the Treasurer/Members Affairs in the CSB Executive Handbook.
- c) Provide the President and Secretary with official papers of the Society.

**Documents and Objects to Keep**For historical purpose:

- a) One copy of the General and Executive Meetings.
- b) One copy of each conference proceeding and other publications.
- c) Copies of old flyers, pin, card format, etc. that have some relevance to the Society's history.

For legal purpose:

- a. The original letter patent.
- b. One copy of Executive Handbook.
- c. Original contract with the bank.
- d. Copy of annual incorporation, tax report, and statement of bank account for 6 years.

For Treasurer/Members Affairs:

- a. Copy of the original form with the heading of the Society.
- b. Seal of the Society.
  - c. Three copies (3) of old proceedings of the last but one conference and all other previous proceedings.

**End of Term**

- a) Prepare an interim financial report covering the period from the General Meeting to the end of term.
- b) Close bank account and send closing balance to new Treasurer/ Members Affairs.
- c) Instruct new Treasurer/Members Affairs on using the Joomla system and give access to Paypal and CSB Gmail accounts.
- d) Send electronic letterhead to new Treasurer/Members Affairs and any remaining paper historical documents.
- e) Explain processes for Industry Canada and Income Tax reporting.

## **2.9 Member(s)-at-Large**

The Members-at-Large assist and participate in the decision-making processes of the Society, and can be appointed in the various award sub-committees.

Moreover, from time to time, the CSB will undertake special initiatives that require specific expertise. Examples include establishing special funds for future endowments and special conferences. Members-at-Large may be elected according to election procedures to facilitate these initiatives.

## **3 Awards and Grants Guidelines**

### 3.1 Graduate New Investigator Awards

#### Awards Available

Two awards will normally be given to graduate students for high quality biomechanics research submitted for presentation at the biennial conference of the CSB or at the North American Congress on Biomechanics (NACOB):

1. the Masters Student Award;
2. the Doctoral Student Award;

Both awards are based on the abstract submitted to and the presentation delivered at the CSB or NACOB conference.

The Awards Committee has the right to confer no award in a category if the best applicant's submission is judged to be of unsatisfactory quality for the standards of the CSB competition. The awards are typically offered by an external sponsor.

#### Eligibility

- a) The student is a member of the CSB.
- b) The student has not won the same award previously (i.e., in the same category: a PhD student who has previously won the award in the MSc category is eligible)
- c) The student is the first author of the submitted research, personally makes the presentation at the conference and is available to receive the award personally at the awards ceremony.
- d) The student meets the conference deadlines for submission of the abstract.
- e) The research submitted was conducted for a thesis or project while the student was enrolled in a Masters/Doctoral degree program.
- f) The application for the award is submitted for the CSB conference which is before or immediately follows the date of the student's graduation, i.e., since the conference is biennial, an application might be submitted nearly two years following the student's graduation date and still be eligible.
- g) The student's supervisor writes an accompanying letter (see also below under **Application Package**) stating that the experimental design or theoretical research, execution of the research and paper are essentially the student's, even on a multi-authored abstract.

#### Deadline for Application

Coincides with the deadline for submission of the abstracts to the biennial conference.

#### Application Package

Competitors will submit all required additional documentation listed below to the Secretary and to the Conference Chairperson, no later than the deadline stated on the call for abstracts. **Applications will not be considered for the awards if**

**the accompanying documentation is not provided.** Please note that, although a **copy** of the competing abstract is required as part of the application package, the abstract **must** have been submitted via the CSB conference website, complying with the formatting guidelines and with the submission deadline. Naturally, the abstract may be accepted for presentation even if it is not a finalist paper in a competition.

The documentation must be submitted to the Secretary as well as to the Conference Chairperson and will include:

- a) A letter addressed to the Secretary and the Conference Chairperson indicating which award the competitor is applying for;
- b) A statement of degree enrolment;
- c) A letter written by the student's supervisor stating that the experimental design or theoretical study and the execution of the research and of the conference abstract are essentially the student's; the applicant must attach this letter to the package;
- d) A **copy** of the abstract that has been submitted for presentation at the CSB or NACOB conference via the conference website.

### **Adjudication Procedures**

- a) The Chair of the Graduate New Investigator Awards Committee is the Past President. Hereafter, these are called "Chair" and "Committee", respectively. Should the Past President have a conflict of interest, the CSB Executive will appoint another of its members as the Chair.
- b) Once the application packages are received, the Chair will appoint a Committee of senior researchers who represent the variety of disciplinary backgrounds of the CSB membership.
- c) People related as supervisor or by other close affiliation are not eligible committee members.
- d) A short list of three finalists for the Masters Award and three finalists for the Doctoral Award will be made and a special awards session will be held at the conference. The final award decision will be based on both the submitted conference abstract and several aspects of the oral presentation (including organization, effectiveness, speech, content, and how questions are answered).

### **Prizes**

Recipients of each award will be given an award certificate and a 500 dollar cash prize from the external sponsor.

### **Disclosure**

The names of the judges should be made known at, but not before, the awards presentation at the biennial conference.

### 3.2 David Winter Young Investigator Award

The David Winter Young Investigator Award (YIA) is based on an evaluation of the latest 6 years of the applicant's career. The recipient of the David Winter Young Investigator Award should have a history of participation in the Society's activities, reflecting the pride that late Professor Dave Winter had in the Society. The YIA is offered by an external sponsor.

#### Awards Available

One award is normally given at the conference. However, the YIA Committee has the right to confer no award if the best applicant's submission is judged to be of unsatisfactory quality for the standards of the YIA competition.

#### Eligibility

An applicant is eligible to receive the YIA if:

- a) The applicant is a member of the CSB;
- b) The applicant has not won the YIA previously;
- c) The applicant holds a postdoctoral fellowship, tenure track faculty position (typically at the pre-tenure stage), non-academic industrial position, and/or any research appointment recognized by NSERC's eligibility guidelines;
- d) The research submitted for evaluation was conducted within 6 years prior to the year of the conference and within 6 years of completing a doctoral degree;
- e) The applicant must demonstrate commitment in participation in the CSB or NACOB conference by submitting an abstract, which he/she will present if accepted; since the YIA is career-based (and not abstract-based) the abstract will not be evaluated as part of the application package.

#### Deadline for Application

The application must be submitted no later than the deadline for the CSB Conference (or NACOB Congress) that immediately follows the 6-year anniversary of the applicant's graduation from a doctoral program.

#### Application Package

Competitors will submit all required additional documentation listed below to the CSB Secretary. **Applications will not be considered if the accompanying documentation is not provided.**

The documentation to be submitted to the CSB Secretary will include:

- a) A two-page description of the research conducted by the applicant in the past 6 years, including recent progress, anticipated significance, most significant contribution to the field of biomechanics, and the participant's involvement in the CSB;
- b) A letter that outlines where and when the research was conducted, and that the conceptual and experimental designs and execution of the research are



- essentially the applicants;
- c) A maximum of five PDF papers and/or submitted manuscripts that best exemplify the applicant's research in the past 6 years;
  - d) A current and complete **Curriculum Vitae**;
  - e) **Three letters of support** for the candidate are required. At least one of the letters should come from a CSB member. These letters can be written by individuals such as current Department Heads, Deans, workplace managers, and research collaborators. At least one of the letters should be from a recognized expert in the field that is independent from the candidate and his/her former research supervisors.
  - e) A **copy** of the abstract that has been submitted for presentation at the CSB or NACOB conference via the conference website; the abstract will not be evaluated per se, but will be considered as part of the applicant's research in the past 6 years.

### **Adjudication Procedures**

- a) The Chair of the David Winter Young Investigator Award Committee is the Past President. Hereafter, these are called "Chair" and "Committee", respectively. Should the Past President have a conflict of interest, the CSB Executive will appoint another of its members as the Chair.
- b) Once the application packages for the YIA are received, the Chair will appoint a Committee of senior researchers who represent the variety of disciplinary backgrounds of the CSB membership. At least one committee member, besides the Chair, must be a CSB Executive member.
- c) People related as supervisor or by other close affiliation are not eligible committee members.
- d) The winner of the David Winter Young Investigator Award will be selected based on the submitted application package and will be given a 30-minute plenary talk in a podium session to present his/her research.

### **Prize**

The recipient of the David Winter Young Investigator Award will be given an award certificate and a 1000 dollar cash prize from the external sponsor.

### **Disclosure**

The names of the judges should be made known at, but not before, the awards presentation at the biennial conference.

### **3.3 President's Award**

The President's Award is given to the best poster presented at the biennial conference.

#### **Awards Available**

Normally, one award will be given out by the President at the biennial conference. Multiple awards or no award may be given out, at the discretion of the President, if he/she feels that there is a tie, or if there is no eligible poster that clearly stands above the others. In case a single award is given out, this will be sponsored by an external sponsor. In the case of multiple awards, one will be sponsored by the external sponsor and the remaining ones by the CSB.

#### **Eligibility**

- a) The competitor is a member of the CSB.
- b) The competitor has not won the same award previously.
- c) The competitor is the first author, personally makes the presentation at the conference and is available to receive the award personally at the awards ceremony.
- d) The competitor meets the conference deadlines for submission of the abstract.
- e) The research has not been previously presented at any national or international congress.

#### **Application**

None needed: all posters presented by the first author are evaluated for the President's Award.

#### **Adjudication Procedures**

The President will view all posters that are eligible for the competition and evaluate them based on characteristics at his/her discretion. Characteristics may include overall layout and design of the poster, innovation, impact of results and insights based on any interactions with the poster author(s). The President may enlist the help of Past Presidents of the Society in attendance at the conference to provide their input regarding the posters eligible for the award. The decision on whose poster will win the award will ultimately rest with the President.

#### **Prizes**

The recipient of the President's Award will be given a certificate highlighting their achievement and will receive a cheque in the amount of \$500.

#### **Disclosure**

The names of any persons helping the President during judging should be made known, but not before, the awards presentation at the conference.

### **3.4 Conference Travel Grants**

This grant is available to undergraduate, MSc and PhD student members of the CSB to offset the cost of, and facilitate travel to, CSB or NACOB conferences. A maximum of 20 awards will be given out for \$300 each. Awards will be determined based on financial need. Questions regarding eligibility or the application procedures should be sent to the CSB Secretary.

#### **Eligibility**

- a) Must be a CSB member and be pursuing biomechanics research.
- b) Must be registered as a full-time undergraduate, masters or doctoral student.
- c) Financial need must be demonstrated.
- d) Must have an abstract accepted for presentation (podium or poster) at the conference and be the presenting author.

#### **Deadline for Application**

Applicants must submit their application package to the CSB Secretary at least 2 months prior to the beginning of the conference.

#### **Application Package**

- a) CSB Conference Travel Grant Application Form (available on the CSB website under the Awards section).
- b) A one-page letter outlining why the applicant requires these funds and how the travel experience will benefit him/her.
- c) A one-page letter of support from the applicant's supervisor outlining the specific contribution(s) of the student to the study.
- d) A copy of the applicant's abstract.

#### **Adjudication Procedures**

- a) The Chair of the Conference Travel Grants Committee is the Past Conference Chairperson. Hereafter, these are called "Chair" and "Committee", respectively.
- b) Once the application packages are received, the Chair will appoint a Committee composed of members of the CSB Executive.
- c) The review of the applications will be split among the members of the Committee in such a way that conflict of interest is avoided (i.e., a Committee member shall not review his/her own students' applications).
- d) Upon approval of the travel grant, a cheque will be mailed to the awardee(s).
- e) Awardee(s) must submit a one-page report of their experience to the CSB Secretary no later than one month following the end of the conference.
- f) The report will be posted on the CSB website and included in the next newsletter.
- g) Applicants will be informed of the funding decision 1 month before the start of the conference.



### **3.5 Graduate Student Travel Awards**

The CSB membership approved two (2) awards in the amount of up to \$3000.00 each to be given out annually. The application form may be found on the CSB website under the Awards section.

The purpose of the grant is to support two graduate students, one in an MSc program and one in a PhD program, to travel to another laboratory to facilitate expanding their research experience, and to promote cross-fertilization between laboratories. A report on the accomplishments during the trip will be submitted to the CSB Executive within one month after the trip is completed.

#### **Eligibility**

- a) Student must be in an MSc degree or a PhD program pursuing biomechanics research.
- b) Student must be a member of CSB.
- c) Student's supervisor must be a member of CSB.
- d) Destination supervisor must be a member of CSB; when the destination supervisor is not a member of CSB and/or when the laboratory is outside Canada, a case must be made as to why this laboratory is the best destination.

#### **Deadline for Application**

Applicants must submit their completed application form (available on the CSB website under the Awards section) plus other documents to the CSB Secretary by 1 May.

#### **Application Package**

- a) Completed application form (available on the CSB website under the Awards section).
- b) Three-page proposal that includes the purpose of the visit, timetable, activities to be involved, the total budget for the visit (including other financial assistance, etc.).
- c) Curriculum vitae of the applicant: 2-3 pages in length (including list of publications, presentations, current grade point average, memberships in professional societies and any other relevant information).
- d) Document from the host institution verifying support for the visit.
- e) A recommendation letter of support for the travel from the applicant's supervisor who must also be a CSB member at the time of application; the letter should also elaborate on the applicant's supervisor's contributions to the CSB.

#### **Adjudication Procedures**

- a) The Chair of the Graduate Student Travel Awards Committee is the Past

President in non-conference years (i.e., odd years) and the Past Conference Chairperson in conference years (i.e., even years). Hereafter, these are called “Chair” and “Committee”, respectively. Should the Past President or Past Conference Chairperson have a conflict of interest, the CSB Executive will appoint another of its members as the Chair.

- b) The Chair will appoint two members of the CSB Executive to form an evaluating subcommittee, which will evaluate the applications using the criteria stated below.
- c) The three Committee members will review and rank all applications independently; the Chair will then initiate a conference call to make a final decision;
- d) An attempt will be made to make a decision by consensus; otherwise, it will be a majority vote; a recommendation will be made to the CSB Executive for disbursing the funds and administering the funding.
- e) The applicants will be notified by 1 June of the status of their applications.
- f) The successful applicant(s) will be required to submit a report to the CSB Executive on the accomplishments and the budget within one month after completing the trip.
- g) The successful applicant(s) will be required to present a report of their work at the next CSB meeting during a special session.

### **Criteria**

- a) How well the proposed activity fits within the mandate of CSB (see Section 1.1).
- b) Quality of the applicant with respect to academic indicators (CV, academic standing, presentations or publications and letter of support).
- c) Quality of the proposed activity.
- d) Need for the exchange (e.g., equipment not available, learning a new measurement or analytical technique, availability of a specific study population etc.).
- e) Eligibility.
- f) Feasibility of student achieving proposed goals.

### **3.6 Canadian Society for Biomechanics Career Award**

The CSB Career Award is the highest honour conferred by the Society and is reserved to those individuals who have given exemplary contribution to the field of biomechanics and its promotion in Canada.

#### **Eligibility**

- a) Nominations can be put forward by any regular (i.e., non-student) member of the Society.
- b) The person nominated should be a recognized leader in their field, in terms of all of the three parameters below:
  - An outstanding researcher: in terms of national and international impact of their research publications;
  - An outstanding mentor: in terms of the quality and impact of the training provided to undergraduate students, graduate students and postdocs;
  - An outstanding promoter of Biomechanics: the person nominated must have been active in advancing and promoting knowledge in the area of biomechanics, in Canada in particular.
- c) The nominations proposed should also include the names of other leading researchers who could be contacted for their opinion and comments regarding the nominee. An up-to-date CV plus copies of the significant papers of the nominee should also be provided.

#### **Deadline for Submission of Nominations**

Nominations must be received by the CSB Secretary by 28 February prior to the biennial conference.

#### **Application Package**

- a) A nomination letter from one or more nominators (non-student members of the Society);
- b) Names of other leading Canadian and international researchers, who can be contacted for their opinion and comments regarding the nominee;
- c) An up-to-date curriculum vitae, including the full list of the nominee's publications, grants, and completed trainees have done pilot experiments and have learnt the techniques and can operate "independently" now because of the excellent support;
- d) Copies of the most significant journal publications of the nominee (a maximum of five).

#### **Adjudication Procedures**

- a) The evaluation committee is chaired by the President and is composed of all the (non-student) members of the Executive Committee of the CSB. This committee, in conjunction with past presidents of the Society, will select a

candidate for the award. However, an award will not necessarily be given at every conference.

- b) Should there be members of the Executive Committee who have been former trainees (or supervisors) of the candidate, they will be considered, by default, in conflict of interest and will not vote.
- c) The award itself consists of a certificate or plaque, which is intended to represent the work of the recipient. In addition, the recipient will give a keynote address at the biennial conference of the Society. The recipient will attend the conference as a guest of the Society.



### **3.7 Fellows of the Canadian Society for Biomechanics**

Fellows of the Canadian Society for Biomechanics shall have demonstrated high standards of academic development and a commitment to the goals and long-range activities of the Society. They will also have:

- a) Been a member of the Society for eight consecutive years (up to two of which may have been earned as a student member) immediately prior to applying for Fellowship.
- b) Attended at least three biennial meetings of the Society during the past ten years.
- c) Published at least eight full papers on biomechanics as principal author in peer reviewed indexed journals of national or international distribution, in addition ten publications from any combination of invited book chapters or co-authored refereed publications.
- d) Authorship of at least ten papers at biennial meetings of the Society (authorship includes being presenter or supervisor of the research).
- e) Received recommendation for advancement to Fellow status in writing from two current Fellows of the Society (self-nomination is not permitted).

Current and future Career Award winners will automatically be elevated to Fellow status.

Fellows must maintain active status in the society and pay dues annually.

All applications are to be submitted to the CSB Secretary, and the corresponding application form is available on the CSB website under the Awards section.

## **4 List of Past Executives and Conference Locations**

**1973-1974 - First CSB, Edmonton, AB**

President	Robert Jensen
Vice-President	Robert Norman
Secretary-Treasurer	Jacques Samson
Member at large	Doris Miller
Member at large	Barry Thompson

**1974-1976**

President	Keith Hayes
Vice-President	Jacques Samson
Secretary-Treasurer	Pierre Lagassé
Member at Large	Dave Winter
Member at Large	René Therrien

**1976-1978**

President	Pierre Lagassé
Vice-President	?
Secretary-Treasurer	Micheline Gagnon
Member at Large	?
Member at Large	?

**1978-1980 - Special CSB Conference - Locomotion I - London, ON**

President	Robert Norman
Secretary-Treasurer	Micheline Gagnon
Member at large	Dave Dainty
Member at large	Art Quanbury
Member at large	Dave Winter

**1980-1982 - Second CSB - Locomotion II - Kingston, ON**

President	Dave Dainty
Secretary-Treasurer	Art Quanbury
Conference Chair	Gavin Reid
Past Conference Chair	Dave Winter
Newsletter Editor	Karen Robinson
Secretariat	University of Ottawa

**1982-1984 - Third CSB - Locomotion III - Winnipeg, MB**

President	Art Quanbury
Secretary-Treasurer	Eric Sprigings
Conference Chair	Sandy Thornton-Trump
Past Conference Chair	Gavin Reid
Newsletter Editor	Karen Robinson
Secretariat	University of Ottawa

**1984-1986 - Fourth CSB - Locomotion IV (with NACOB) - Montréal, QC**

President	Gavin Reid
Secretary-Treasurer	Carol Richards
Conference Chair	Micheline Gagnon
Past Conference Chair	Sandy Thornton-Trump
Newsletter Editor	Sue Tupling
Secretariat	Queens University

**1986-1988 - Fifth CSB - Locomotion V - Ottawa, ON**

President	Micheline Gagnon
Secretary-Treasurer	Aftab Patla
Conference Chair	Gordon Robertson
Past Conference Chair	Micheline Gagnon
Member at Large	Carol Richards
Newsletter Editor	Tim Bryant
Secretariat	Gavin Reid

**1988-1990 - Sixth CSB - Locomotion VI - Quebec City, QC**

President	Aftab Patla
Secretary-Treasurer	Carol Putnam
Conference Chair	Carol Richards
Past Conference Chair	Gordon Robertson
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

**1990-1992 - Seventh CSB - Locomotion VII (with NACOB II) - Chicago, IL, USA**

President	Carol Putnam
Secretary-Treasurer	Walter Herzog
Conference Chair	Richard Wells
Past Conference Chair	Carol Richards
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

**1992-1994 - Eighth CSB - Calgary, AB**

President	Mario Lafortune
Secretary-Treasurer	Jacques Bobet
Conference Chair	Walter Herzog
Past Conference Chair	Richard Wells
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

**1994-1996 - Ninth CSB - Burnaby, BC**

President	Walter Herzog
Secretary-Treasurer	Denis Gravel
Conference Chair	Andy Hoffer
Past Conference Chair	Walter Herzog
Member at large	Stuart McGill
Newsletter Editor	Geneviève Dumas
Secretariat	Tim Bryant

**1996-1998 - Tenth CSB (with NACOB III) - Waterloo, ON**

President	Tim Bryant
Secretary-Treasurer	Janice Eng
Conference Chair	Stuart McGill
Newsletter Editor	Tim Bryant
Student Representative	Lisa Brereton
Secretariat	Denis Gravel

**1998-2000 - Eleventh CSB (with SB XXV) - Montréal, QC**

President	Stuart McGill
Secretary-Treasurer	Janice Eng
Conference Chair	François Prince
Member at Large	Tim Bryant
Member at Large	Janet Ronsky
Member at Large	Cheryl Kozey
Members Affairs	Denis Gravel
Communications	Gordon Robertson
Student Representative	Blake McGowan
Student Representative	Greg Wohl

**2000-2002 - Twelfth CSB (with WCB IV, ASB XXVI) - Calgary, AB**

President	François Prince
Secretary-Treasurer	Stephen Prentice
Member at Large	Tim Bryant
Member at Large	Ron Zernicke
Member at Large	Cheryl Kozey
Member at Large	Joe Hamill
Members Affairs	Darren Stefanyshan
Communications	Gordon Robertson
Student Representative	Marilyn Powers
WCB Liaison Officer	Janet Ronsky

**2002-2004 - Thirteenth CSB - Halifax, NS**

President	Ron Zernicke
Secretary-Treasurer	Stephen Prentice
Conference Chair	Cheryl Kozey
Past President	François Prince
Communications	Gordon Robertson
Member affairs	Darren J. Stefanyshyn
Member at Large	Joe Hamill
Member at Large	Janet Ronsky
Student Representative	Heather Butler
Student Representative	Jennifer Durkin

**2004-2006 - Fourteenth CSB - Waterloo, ON**

President	Stephen Prentice
Secretary-Treasurer	Jennifer Durkin
Conference Chair	Jack Callaghan
Past President	Ron Zernicke
Communications	Gordon Robertson
Member affairs	Darren J. Stefanyshyn
Past Conference Chair	Cheryl Kozey
Member at Large	Kevin Deluzio
Member at Large	Sylvie Nadeau
Student Representative	Janie Astephan
Student Representative	Nadine Dunk

**2006-2008 - Fifteenth CSB (and NACOB IV) - Ann Arbor, MI, USA**

President	Jack Callaghan
Secretary-Treasurer	David Andrews
Conference Chair	David Andrews
Past President	Stephen Prentice
Communications	Peter Keir
Member affairs	Jennifer Durkin
Past Conference Chair	Jack Callaghan
Member at Large	Kevin Deluzio
Member at Large	Sylvie Nadeau
Member at Large	Wayne Albert
Student Representatives	Doug Bourne
Student Representatives	Steven Fischer

**2008-2010 - Sixteenth CSB - Kingston, ON**

President	Peter Keir
Secretary-Treasurer	Wayne Albert
Conference Chair	Pat Costigan
Past President	Jack Callaghan
Communications	Stephen Perry
Member affairs	Jennifer Durkin
Past Conference Chair	David Andrews
Member at Large	Sylvain Grenier
Member at Large	Sylvie Nadeau
Student Representative	Sarah Manske
Student Representative	Evelyn Anaka

**2010-2012 - Seventeenth CSB - Burnaby, BC**

President	David Andrews
Secretary-Treasurer	Salvatore Federico
Conference Chair	Stephen Robinovitch
Past President	Peter Keir
Communications	Stephen Perry
Member affairs	Andrea Clark
Past Conference Chair	Pat Costigan
Member at Large	Graham E. Caldwell
Member at Large	Cyril Duclos
Student Representative	Chad Gooyers
Student Representative	Evelyn Anaka

**2012-2014 - Eighteenth CSB (with NACOB V and WCB) - Boston, MA, USA**

President	Stephen Robinovitch
Secretary	Salvatore Federico
Conference Chair	Clark Dickerson
Past President	David Andrews
Communications	Sylvain Grenier
Treasurer/Member affairs	Andrea Clark
Past Conference Chair	Max Donelan
Member at Large	Andrew Laing
Member at Large	Cyril Duclos
Student Representative	Scott Brandon
Student Representative	Ed Cambridge

**2014-2016 - Nineteenth CSB - Hamilton, ON**

President:	Clark Dickerson
Secretary:	Salvatore Federico
Treasurer:	Grant Handrigan
Conference Chair:	Peter Keir
Past President:	Stephen Robinovitch
Communications:	Michael Holmes
Past Conference Chair:	Clark Dickerson
Member at Large:	Andrew Laing
Member at Large:	Stephen Brown
Member at Large:	Janessa Drake
Student Representative:	Alison McDonald
Student Representative:	Tara Diesbourg

**2016-2018 - Twentieth CSB - Halifax, NS**

President:	Salvatore Federico
Secretary:	Andrew Laing
Treasurer:	Grant Handrigan
Conference Co-Chair:	Janie Astephen Wilson
Conference Co-Chair:	Scott Landry
Past President:	Clark Dickerson
Communications:	Michael Holmes
Past Conference Chair:	Peter Keir
Member at Large:	Stephen Brown
Member at Large:	Janessa Drake
Student Representative:	Elora Brenneman
Student Representative:	Brock Laschowski