



# Executive Handbook

September 2025

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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 and revised by the Executive Committee, led by:

Stuart McGill (2000)

Peter Keir & Jack Callaghan (2012)

David Andrews (2013)

Salvatore Federico (2018)

Janie Wilson (2022)

Scott Brandon (2025)

## 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 backgrounds such as therapists, engineers, physicians, sport researchers and other biomechanists to discuss common data acquisition, modelling and interpretation problems.

## 1.3 CSB/SCB Logo

The official CSB/SCB 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, including post-doctoral scholars. Anyone who is eligible for a Student Membership may, alternatively, choose to obtain a Full Membership if they so desire.

All memberships are offered and renewed on a biennial basis. Memberships

are valid for a two year period from January 1 of each even-numbered year until December 31 of the following year (e.g. calendar years 2024 & 2025). Memberships are not pro-rated or extended beyond December 31.

**Membership Status, Renewal & Arrears:** Members are considered to be “in good standing” if they either i) currently hold a valid membership, or ii) held a valid membership for the prior biennial period (e.g. the current year is 2026, and the member held a valid membership for 2024&2025). Prior to renewal, Full Members who are not “in good standing” will be asked to pay arrears equal to one membership period. Exceptions to this arrears policy will be considered by the Treasurer/ Members Affairs Officer on a case-by-case basis. Student Members are exempt from this arrears policy. Any member who has missed more than one biennial period is welcome, but not required, to support the society by purchasing additional memberships in arrears 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/SCB 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/SCB at meetings of other societies, organizations, groups or agencies when such representation is required.
  - v) To act on behalf of CSB/SCB, when necessary, in response to events that demand immediate attention and for which there is insufficient 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/SCB awards.
  - iii) In coordination with the Conference Chairperson(s), to create and disseminate awards to awardees
  - iv) 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, manage and settle 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.
- a) In case there have been two or more co-chairpersons in the previous cycle, they will have one single vote in the Executive Committee.
- b) 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: 2 years, normally
- b) Responsibilities:
- c) To collect and write newsletter materials
- d) To produce a newsletter at least twice per year, one early in the year (spring),

- and one late in the year (fall)
- e) To maintain the CSB/SCB website
- f) To promote CSB/SCB activities and events to members and the public via social media
- g) Answer queries submitted through the website
- h) Maintain email list

## **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.
- c) Eligibility: restricted to Student Members

## **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 online payment accounts.
  - iii) Prepare membership reports for all Executive and membership meetings.
  - iv) Address website/online issues related to membership.
  - v) Electronically archive CSB/SCB documents.
  - vi) Submit annual paperwork to Industry Canada to maintain corporate status in November.
  - vii) Submit annual tax return in June.

## **9. Equity, Diversity, and Inclusivity (EDI) Officer**

- a) Term of Office: 2 years, normally
- b) Responsibilities:
  - i) Review and propose EDI-related improvements to policies and activities of the CSB/SCB
  - ii) Promote EDI in field of biomechanics
  - iii) Form and chair an EDI Subcommittee
  - iv) Ensure that all Awards adjudication committees contain an EDI Subcommittee member.

**10. Member(s)-at-Large**

- a) Term of Office: 2 years, normally
- b) 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 advertised 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.
3. Any member may nominate a candidate by providing the Secretary with the nomination and written consent of the candidate. Self-nominations are accepted. All nominees must be CSB/SCB Full Members in good standing, with the exception of Student Representatives who must be Student Members in good standing. Nominees for President will normally be, but are not restricted to, members of the current executive.
4. Nominations (including self-nominations) will take the form of a written expression of interest sent to the Secretary, including a paragraph outlining the member's involvement and contributions to the CSB/SCB and/or other related societies, and their interest in the particular position. Current Executive members wishing to run for another term or in another role should also indicate this in writing to the Secretary.
5. All nominees must be approved by the Executive
6. Election to the office will be by a simple majority vote of the responding members.
7. Each member in good standing has one vote for each Executive position.
8. Voting for the new Executive will normally be held electronically during the month prior to the General Meeting.
9. New and returning Executive members 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/SCB at meetings of other societies, organizations, groups or agencies when such representation is required.
- f) Act on behalf of the CSB/SCB, 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 Conference Sites

Arrange for future conference 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.
  - i) Meetings should generally be conducted via a conference call or online virtual platform.
- b) Prepare agendas for all meetings.
- c) It is recommended that:
  - i) The *first meeting* be held within six months of taking term.
  - ii) A *second meeting* should be held within six months of the conference.
  - iii) An *in-person meeting* should be held during the biennial conference. The President should inform the Conference Chairperson of this meeting so that an appropriate time and location can be arranged.
  - iv) *Additional meetings* can be scheduled as necessary.

**Nominees for Next Executive**

- a) Put out a call for 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.

**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) Introduction of the new Executive.
  - v) Visiting Scholar presentations
  - vi) Public expression of thanks to Conference Chairperson and conference committees.
  - vii) Recognition of past and current scholars
  - viii) Announce next conference (the incoming Conference Chairperson should provide a short report of plans to date).
  - ix) 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/SCB 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, Visiting Scholar Applications, and Other CSB/SCB Awards**

- 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. Applicants with incomplete applications will be notified and provided one week to re-submit.
- c) Complete applications will be sent to the members of the Executive or to respective award chairs for appraisal, review, and ranking.
- d) The Secretary will notify successful and unsuccessful applicants of results, arrange for any certificates or plaques to be sent to the winners, and coordinate with the Treasurer to ensure that monetary awards are sent to the winners

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

- a) Exchange all relevant material to the incoming officer.
- b) Archive all meeting in the society repository.

## 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/SCB membership and any other relevant organizations at least one year prior to the conference dates.
- c) Create and chair a local organizing committee to support conference planning, and create and appoint a chair for a local student committee to help in planning trainee events associated with the conference.
- d) Organize the scientific program: the Human Locomotion Symposium, the sessions for the Student Awards and the David Winter Early Career Investigator Award, the Keynote Lectures, and the regular (poster and slide) presentations.
- e) Organize the submission of abstracts and the scientific review of the abstracts.
- f) Organize the social events normally associated with the conference, i.e., the welcome reception and the banquet.
- g) Write grants and solicit sponsorship to support the expenses of the conference, including keeping registration costs reasonable.
- h) 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.
- i) Present details of organization and budget to the CSB/SCB Executive at the Executive meetings preceding the conference, or when requested to do so.
- j) In consultation with the Executive, seek external sponsorship for Society Awards including: Graduate New Investigator, President's, and David Winter Early Career Investigator Awards.

### Conference Notes

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

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

In case there are two or more co-chairpersons in the previous cycle, they will have one single vote in the Executive Committee. In case of internal disagreement among co-chairpersons regarding the exercise of their collective vote, the following rules shall apply:

- a) Even number of co-chairpersons: If the number of co-chairpersons is even and a consensus cannot be reached, any opposing votes shall cancel one another. In such case, the collective vote shall be nullified and recorded as an abstention.
- b) Odd number of co-chairpersons: If the number of co-chairpersons is odd, the collective vote shall reflect the majority position among them. The vote shall be recorded in accordance with the majority decision.

## **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 two or more co-chairpersons in the previous cycle, they will have one single vote in the Executive Committee. In case of internal disagreement among co-chairpersons regarding the exercise of their collective vote, the following rules shall apply:

- c) Even number of co-chairpersons: If the number of co-chairpersons is even and a consensus cannot be reached, any opposing votes shall cancel one another. In such case, the collective vote shall be nullified and recorded as an abstention.
- d) Odd number of co-chairpersons: If the number of co-chairpersons is odd, the collective vote shall reflect the majority position among them. The vote shall be recorded in accordance with the majority decision.

## 2.6 Communications Officer

### General Duty

The Communications Officer is responsible for maintaining the CSB/SCB website, preparing the newsletter, responding to any queries submitted through the website, maintaining social media accounts, and organizing and sending any communications around conferences, awards and other events to membership.

### Set Dates for Publication as Follows

Newsletter publication will generally occur in May and November of the first year of term (non-conference year) and May and November of the following year (conference year). The logic of this is to have a newsletter approximately every six months, but staggered so that one will appear before the conference as a way of boosting attendance , and one will happen after the conference as a way of communicating and summarizing conference activities and turnover of the new executive.

### 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) If society business address has changed (e.g. with new signing officer, Treasurer/Members Affairs), include updated contact information in the newsletter

##### *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 Early Career Investigator Award
- e) Provide a summary of guidelines for David Winter Early Career 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/SCB 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/SCB Executive Handbook.

## **2.7 Student Representatives**

### **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.

### **General Responsibilities**

- a) Communicate with President and past Student Representatives to discuss operating procedures, transfer of materials and objectives to attain.
- b) For the student members, 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 in the Executive Handbook.
- e) Provide Communications Officer with information to print or post on the website.
- f) Attend, if possible, all meetings of the Executive and the Society. Attending the meetings provides an opportunity to meet members of the Society.
- g) At end-of-term, communicate with new Student Representative and President to ensure smooth transition of duties.

### **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 at the Biennial Conference**

- 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/SCB 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 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.
- d) Backup membership records on an annual basis

### **Income and Expenses**

- a) Deposit all monies in an account under the name of the Canadian Society for Biomechanics.
- b) Be responsible for all transactions to and from the CSB/SCB account. Outgoing transactions may include:
  - i) Reimbursing expenses of Executive members for activities related to the Society (with receipts).
  - ii) Winners of Student Awards, David Winter Early Career Investigator Award, Career Award, Conference Travel Awards
  - iii) Processing fee for Industry Canada.
  - iv) Membership and Web Hosting expenses
  - v) Regional biomechanics conference grants (typically \$2000 per conference, subject to funding availability).
- c) Manage online transactions and financial accounts. Currently, this involves maintaining the CSB/SCB Paypal account and periodically transferring funds to the bank account.
- d) Write/present a financial summary report annually for the Executive, and biennially at the General Meeting.
- e) Receive the financial report of the biennial conference from the Conference Chairperson.
- f) When sufficient funds are available, provide an interest-free loan to the Conference organizers (usually \$10,000) to help defray booking deposits

### **Government Requirements**

- a) File annual return and pay annual corporation registration fees, to Industry Canada, due 22 November.
- b) Prepare and submit annual income tax forms (T2-short, T1178 GIF1-short) to CRA (due 30 June).
  - i) Note: Tax requirements may change annually. If the society has/had >200k

in assets, additional forms (e.g. the Non-Profit Organization (NPO) Information Return (T1044)) may be required.

- c) Update list of registered Directors with Industry Canada. This should be completed as early as possible once the new term of office begins.

### **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/SCB Executive Handbook.
- c) Provide the President and Secretary with official documents 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) Letterhead of the Society.
- b) In coordination with the Communications Officer, ensure that past conference proceedings are backed up in the Society repository and available on the Society website

### **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 Membership system and give access to online payment (e.g. Paypal) and other CSB/SCB 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 Equity, Diversity, and Inclusivity (EDI) Officer**

### **General Responsibilities:**

- a) Review and propose EDI-related improvements to policies and activities of the CSB/SCB, including but not limited to:
  - a. Membership policies and procedures
  - b. Awards & Honours; nominations and selections
  - c. Communications
  - d. Conference activities (e.g. programming, scheduling, etc.)
  - e. Regional conference support
- b) Support researchers in applying EDI, anti-racism, and decolonizing principles to their research design and practice.
- c) Ensure that all Awards adjudication committees contain an EDI Subcommittee member. If the designated EDI Subcommittee member also serves on the Executive, they will serve as a voting member of the Awards adjudication committee. Otherwise, they will be appointed as a non-voting member.
- d) Form and chair an EDI sub-committee to support EDI-related initiatives

### **EDI Sub-committee**

- a) Any Member is eligible to participate as part of the EDI sub-committee.
- b) The EDI officer, in consultation with the Executive, should advertise for sub-committee members and form a committee of an appropriate size, typically 3-10 members, and ideally including diverse representation across demographic groups present within the Society.
- c) The subcommittee will:
  - a. Review the Society Handbook and Constitution materials with an EDI lens. Where appropriate, the committee will make suggestions around more inclusive actions, language and wording.
  - b. Explore activities to promote and foster a culture of inclusion in the Society, with a focus on promotion of underrepresented and marginalized groups by encouraging their early involvement in biomechanics at the “grass roots level”.
  - c. Create opportunities for learning/sharing thoughts and ideas about EDI principles pertaining to the field of biomechanics, including hiring, highly qualified personnel (HQP) recruitment, advancement, mentorship.
  - d. Develop a repository for EDI-related resources for members.

### **End of Term**

- a) Provide EDI-related documents and records to incoming EDI Officer
- b) Update Executive Handbook

## **2.10 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/SCB 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

*NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.*

### 3.1 Graduate New Investigator Awards

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

#### Award Name

These awards will always be referred to as the “CSB/SCB Graduate New Investigator Awards”. Conference organizers may choose to offer sponsorship of the award to potential conference sponsors. In cases where the awards are sponsored, they will be referred to as the “CSB Graduate New Investigator Awards, sponsored by (sponsor)”. The sponsor’s name will not replace, come before, or be combined with CSB/SCB.

#### 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/SCB or at the CSB/SCB-affiliated conferences (e.g. North American Congress on Biomechanics, NACOB, or World Congress of Biomechanics, WCB):

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/SCB or CSB/SCB-affiliated conference. Each applicant may submit only one abstract to the New Investigator competition.

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/SCB competition. The awards are typically offered by an external sponsor.

#### Eligibility

- a) The student is a member of the CSB/SCB.
- 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, and the CSB/SCB internal deadline for supporting materials. The research submitted was conducted for a thesis or project while the student was enrolled in a Masters/Doctoral degree program.
- e) The application for the award is submitted for the CSB/SCB CSB/SCB-affiliated 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 (excluding any parental or other official leaves of absence).

- f) The student's supervisor signs the award submission form (see also below under **Application Package**) stating that:
  - i) the experimental design or theoretical research and the execution of the research and paper are essentially the student's, even on a multi-authored abstract.
  - ii) the research was completed while the student was a CSB/SCB member and/or was enrolled in a Master's/Doctoral degree program at a Canadian institution.

### **Deadline for Application**

The abstract and application deadlines for the award coincide with the deadline for submission of the abstracts to the biennial conference. The CSB/SCB will accept accompanying application documentation up to one week following the abstract deadline. Applicants with incomplete applications will be notified and provided one week to re-submit.

### **Application Package**

Applicants will submit all required additional documentation listed below to the CSB/SCB Secretary, no later than the deadline stated above. **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 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 include:

- a) A letter addressed to the Secretary indicating which award the competitor is applying for.
- b) A statement from the student's supervisor stating that:
  - i) the experimental design or theoretical research and the execution of the research and paper are essentially the student's, even on a multi-authored abstract.
  - ii) the research was completed while the student was a CSB/SCB member and/or was enrolled in a Master's/Doctoral degree program at a Canadian institution.
- c) A **copy** of the abstract that has been submitted for presentation at the CSB/SCB 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/SCB Executive will appoint another of its members as the Chair.
- b) Once the application packages are received, the Chair will appoint a Master’s Committee and a Doctoral Committee comprised of established researchers who represent the variety of disciplinary backgrounds of the CSB/SCB membership, and who have no conflicts of interest in adjudicating.
- c) 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 cash prize, usually in the amount of \$750 and sponsored by an external party.

**Disclosure**

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

### 3.2 David Winter Early Career Investigator Award

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

The David Winter Early Career Investigator Award is based on an evaluation of the latest 6 years of the applicant's career. The recipient of the David Winter Early Career 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.

#### Award Name

These awards will always be referred to as the "CSB/SCB David Winter Early Career Investigator Award". Conference organizers may choose to offer sponsorship of the award to potential conference sponsors. In cases where the awards are sponsored, they will be referred to as the "CSB/SCB David Winter Early Career Investigator Award, sponsored by (sponsor)". The sponsor's name will not replace, come before, or be combined with CSB/SCB.

#### Awards Available

One award is normally given at the conference. However, the 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 competition.

#### Eligibility

An applicant is eligible to receive the David Winter Early Career Investigator Award if:

- a) The applicant is a member of the CSB/SCB;
- b) The applicant has not won the David Winter Early Career Investigator Award 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;
- d) The research submitted for evaluation was at least partially conducted whilst the applicant was a CSB/SCB member and/or conducted at a Canadian Institution. The applicant will be within 6 years (prior to January 1 of the conference year) of completing a doctoral degree (excluding any parental or other official leaves of absence).
- e) The applicant must demonstrate commitment in participation in the CSB/SCB or CSB/SCB-affiliated conference by submitting an abstract, which they will present if accepted; since the award 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 abstract submission deadline for the CSB/SCB or CSB/SCB-affiliated Conference at which the award is to be conferred.

### **Application Package**

Applicants will submit all required additional documentation listed below to the CSB/SCB Secretary.

The documentation 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/SCB;
- b) A letter that outlines the applicant's history of participation within the CSB/SCB, where and when the research was conducted, and that the conceptual and experimental designs and execution of the research are essentially the applicant's;
- 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/SCB 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.
- d) A **copy** of the abstract that has been submitted for presentation at the CSB/SCB 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 Early Career 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/SCB Executive will appoint another of its members as the Chair.
- b) Once the application packages are received, the Chair will appoint a Committee of established researchers who represent the variety of disciplinary backgrounds of the CSB/SCB membership and with no conflict of interest in adjudicating. At least one committee member, besides the Chair, must be a CSB/SCB Executive member.
- c) The winner of the David Winter Early Career Investigator Award will be selected based on the submitted application package and will be given a 30-minute plenary talk in a podium session at the CSB/SCB or CSB/SCB-affiliated

conference to present his/her research.

**Prize**

The recipient of the David Winter Early Career Investigator Award will be given an award certificate and a cash prize, usually in the amount of \$1500 and sponsored by an external party.

**Disclosure**

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

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

**NOTE:** Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.

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 they feel that there is a tie.

#### **Eligibility**

- a) The first author of the winning poster is a Student Member of the CSB/SCB.
- b) The winner has not won the same award previously.
- c) The first author personally makes the presentation at the conference and is available to receive the award personally at the awards ceremony.

#### **Application**

None needed: all posters presented by first authors who are CSB/SCB Student Members 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 their 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, members of the Executive, or Scholars 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(s) of the President's Award will be given a certificate highlighting their achievement and will receive a cash prize, usually in the amount of \$500 and sponsored by an external party.

#### **Disclosure**

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

### 3.4 Conference Travel Grants

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary (secretary@csb-scb.com) if you have any questions or concerns.**

This grant is available to undergraduate, Master's, and PhD student members of the CSB/SCB to offset the cost of, and facilitate travel to, CSB/SCB CSB/SCB-affiliated conferences. Awards will be determined based on financial need, and the number and amount of awards will be decided by the Executive based on budget allowances. Questions regarding eligibility or the application procedures should be sent to the CSB/SCB Secretary.

#### Eligibility

- a) Must be a CSB/SCB student member and be pursuing biomechanics research.
- b) Must be registered as a full-time undergraduate, Master's or Doctoral student.
- c) 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/SCB Secretary at least 2 months prior to the beginning of the conference.

#### Application Package

- a) CSB/SCB Conference Travel Grant Application Form (available on the CSB/SCB website under the Awards section).
- b) A copy of the applicant's abstract.
- c) A one-page letter outlining why the applicant requires these funds and how the travel experience will benefit him/her.
- d) A brief letter of support from the applicant's supervisor confirming:
  - o The student made significant contributions to the research work represented by the submitted abstract
  - o The student is, or has been, primarily funded from their laboratory

#### 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/SCB 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 and verification of conference registration, a award will be sent to the awardee(s).
- e) Applicants will be informed of the funding decision 1 month before the start of the conference.

### 3.5 Graduate Student Visiting Scholar Awards

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

The CSB/SCB 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/SCB website under the Awards section.

The purpose of the award is to support two graduate students, one in a Master's program and one in a Doctoral 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/SCB Executive within one month after the trip is completed, and included in the next CSB/SCB Newsletter. Additionally, the student(s) will be invited to present a brief summary of their experience during the General Meeting at the next CSB/SCB or CSB/SCB-affiliated conference.

#### Eligibility

- a) Student must be in an Master's degree or a PhD program pursuing biomechanics research.
- b) Student must be a member of CSB/SCB.
- c) Student's supervisor must be a member of CSB/SCB.
- d) Destination supervisor should normally be a member of CSB/SCB; when the destination supervisor is not a member of CSB/SCB 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/SCB website under the Awards section) plus other documents to the CSB/SCB Secretary by 1 May. If no applications are received by the deadline, late applications may be considered at the discretion of the Executive.

#### Application Package

- a) Completed application form (available on the CSB/SCB 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/SCB member at the time of application; the letter should also elaborate on the applicant's supervisor's contributions to the CSB/SCB.

### **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/SCB Executive will appoint another of its members as the Chair.
- b) The Chair will appoint two members of the CSB/SCB 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/SCB Executive for disbursing the funds and administering the funding.
- e) The applicants will be notified by 1 June of the status of their applications. Late applicants will be notified within 1 month of their application.
- f) The successful applicant(s) will be required to submit a report to the CSB/SCB 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/SCB meeting during a special session.

### **Criteria**

- a) How well the proposed activity fits within the mandate of CSB/SCB (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

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

The CSB/SCB 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 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/SCB Secretary no later than 6 months prior to the start date of the CSB/SCB or CSB/SCB-affiliated conference. A call for career award nominations should be sent to members at least 6 weeks prior to the submission deadline.

#### 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, involvement and participation in CSB/SCB activities, and trainee supervision
- d) Copies of the most significant journal publications of the nominee (a maximum of five).

- e) (optional) Letters of support from leading Canadian or International researchers in biomechanics; Letters of support from current or past students

### **Adjudication Procedures**

- a) The evaluation committee is chaired by the President, or appointed by the President, and is composed of all the (non-student) members of the Executive Committee of the CSB/SCB, excluding anyone with a conflict of interest. This committee may consult with past presidents of the Society, will select a candidate for the award. Note that 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. 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.
- d) CSB/SCB Career Award winners will be notified of the award at least two months prior to the start of the biennial conference.

### 3.7 Scholars of the Canadian Society for Biomechanics

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

Scholars (formerly “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. Note that current and future Career Award winners will automatically be awarded Scholar status. 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 (excluding any parental or other official leaves of absence).
- b) Attended at least three biennial meetings of the Society during the past ten years (excluding any parental or other official leaves of absence).
- 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) Recommendation for advancement to Scholar status in writing from two current Scholars of the Society

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

Applications to become a CSB/SCB Scholar must be received by the CSB/SCB Secretary at least 6 months prior to the start of the biennial conference.

#### **Application Package**

Submission should include the following:

- a) Cover letter indicating length of involvement with CSB/SCB, how many previous conferences attended, number of abstracts presented at previous CSB/SCB and/or CSB/SCB-affiliated conferences, number of first author biomechanics publications, and the names of two current Scholars of CSB/SCB who are willing to support advancement to scholar status.
- b) An up-to-date curriculum vitae, including the full list of the nominee’s publications, grants, involvement in and participation in CSB/SCB activities, and trainee supervision

**Adjudication Procedures**

All applications are to be submitted to the CSB/SCB Secretary by an established deadline no later than 6 months prior to the biennial conference. The Scholar evaluation committee is chaired by the CSB/SCB President and is composed of all the (non-student) members of the Executive Committee of the CSB/SCB, excluding any members with a conflict of interest. This committee may also consult with past presidents of the Society if necessary. Scholars will be notified at least two months prior to the biennial conference and all CSB/SCB Scholars (past and new) will be acknowledged for their contributions to our society at the biennial conferences.

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

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

### 3.8 CSB/SCB Biomechanics Capacity Building Grants

**NOTE: Awards and Grants Guidelines are currently under review in 2025. Please check our website for the latest guidelines prior to submitting any applications. Contact the Secretary ([secretary@csb-scb.com](mailto:secretary@csb-scb.com)) if you have any questions or concerns.**

#### Awards Available

Awards are available to support proposals for initiatives that support capacity-building of biomechanics in Canada including: i) the design and/or delivery of education and training opportunities that promote collaborative and accessible training, ii) the design and/or delivery of biomechanics promotional and engagement activities.

Awards of up to \$5000 will be considered and applications may be submitted for consideration at any time. The number of awards awarded per year will be dependent on existing funding, and may fluctuate. The committee will evaluate each award application as a stand-alone proposal for suitability toward the overall objectives of CSB/SCB and this initiative.

#### Eligibility

- a) The primary applicant is a member of the CSB/SCB in good standing.
- b) The primary applicant can submit a maximum of one application per year.
- c) The funding awarded will be used directly to support the development or delivery of described educational or promotional activity that supports capacity building of the field of biomechanics in Canada. (Note that international collaborative programs are also eligible.)
- d) Funding can be requested to be used as matching funding for a larger initiative.

#### Application Process and Evaluation

- a) The applicants will prepare and submit an application to the CSB/SCB Secretary including the following items:
  - i) Description of the proposed program and outcomes,
  - ii) Timeline and milestones,
  - iii) Roles and responsibilities, and
  - iv) Proposed budget.
- b) The Award committee is chaired by the President, or appointed by the President, and is composed of all the members of the Executive Committee of the CSB/SCB, excluding anyone with a conflict of interest.
- c) The awards committee will evaluate if the proposed educational, training, promotional or engagement activity or program enhances the biomechanics in Canada.
- d) Priority will be given to proposals that enhance capacity building of biomechanics in Canada and align with the priorities of equity, diversity, inclusivity and accessibility.

**Deadline for Application**

There is no deadline to apply for this grant. Proposals will be evaluated annually on a first come, first serve basis.

**Disclosure and Promotion**

The CSB/SCB will assist in promoting successful grant applications through its communication channels (website, social media, email). Recipients must acknowledge CSB/SCB support in all promotions and activities.

## **4 Conference Location and Chair Selection**

### **4.1 Conference Location and Conference Chair Selection Process**

The location and chairperson(s) for the next biennial CSB/SCB conference will be decided no later than the current biennial conference, and ideally announced at the current conference.

A call for applications to host a biennial CSB/SCB conference will be made by the President via the Communications Officer at least three months prior to the current biennial conference via email, social media and within the spring newsletter.

Applications to host the biennial conference will include:

- a) Cover letter by proposed chairperson(s) indicating their interest in hosting, where the conference would be located, who would be involved in the local organizing committee, and any additional or specific information on host location that would make it an ideal location for a CSB/SCB conference (local environment for social/travel appeal, ease of transportation for members, local support funding, engaged scientific community, part of Canada that has not hosted a CSB/SCB conference or not recently hosted).
- b) Any supporting documentation on potential venues for hosting the conference.
- c) Any letters of support from members of the local scientific community, CSB/SCB members, members or partner organizations and institutions of the local community.

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

**1973-1974 - First CSB/SCB, 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/SCB 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/SCB - 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/SCB - 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/SCB - 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/SCB - 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/SCB - 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/SCB - 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/SCB - 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/SCB - 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/SCB (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/SCB (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/SCB (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/SCB - 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/SCB - 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/SCB (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/SCB - 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/SCB - 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/SCB (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/SCB - 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/SCB - 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      |

**2018-2020 – Twenty-first CSB/SCB - Montreal, QC (virtual conference in May, 2021)**

|                         |                                    |
|-------------------------|------------------------------------|
| President:              | Andrew Laing                       |
| Secretary:              | Janessa Drake                      |
| Treasurer:              | Grant Handrigan                    |
| Conference Co-Chair:    | Shawn Robbins                      |
| Conference Co-Chair:    | Natalia Nuna/Rachid Aoussouli      |
| Past President:         | Salvatore Federico                 |
| Communications:         | Scott Brandon                      |
| Past Conference Chair:  | Janie Astephen Wilson/Scott Landry |
| Member at Large:        | Stacey Acker                       |
| Member at Large:        | Michael Holmes                     |
| Student Representative: | Heather Johnston                   |
| Student Representative: | Kevin Boldt                        |

**2020-2022 – Twenty-second CSB/SCB (NACOB) – Ottawa, ON**

|                         |                                |
|-------------------------|--------------------------------|
| President:              | Janie Astephen Wilson          |
| Secretary:              | Stacey Acker                   |
| Treasurer:              | Scott Brandon                  |
| Conference Co-Chair:    | Ryan Graham                    |
| Conference Co-Chair:    | Dan Benoit                     |
| Past President:         | Andrew Laing                   |
| Communications:         | Janessa Drake                  |
| Past Conference Chair:  | Shawn Robbins/Rachid Aoussouli |
| Member at Large:        | Sam Veres                      |
| Member at Large:        | Diana DeCarvalho               |
| Student Representative: | Jackie Zehr                    |
| Student Representative: | Franziska Onasch               |

**2022-2024 – Twenty-third CSB/SCB – Edmonton, AB**

|                         |                        |
|-------------------------|------------------------|
| President:              | Janessa Drake          |
| Secretary:              | Stacey Acker           |
| Treasurer:              | Scott Brandon          |
| Conference Co-Chair:    | Lindsey Westover       |
| Conference Co-Chair:    | Samer Adeeb            |
| Past President:         | Janie Astephen Wilson  |
| Communications:         | Shawn Robbins          |
| Past Conference Chair:  | Ryan Graham/Dan Benoit |
| Member at Large:        | Gillian Hatfield       |
| Member at Large:        | Diana DeCarvalho       |
| Student Representative: | Jerome Outerleys       |

Student Representative: Olena Klashen

**2025 & 2026 – Twenty-fourth CSB/SCB (WCB)– Vancouver, BC**

|                         |                   |
|-------------------------|-------------------|
| President:              | Scott Brandon     |
| Secretary:              | Michele Ladouceur |
| Treasurer:              | Gillian Hatfield  |
| WCB Conference Liaison: | Walter Herzog     |
| WCB Conference Liaison: | Andrew Laing      |
| Past President:         | Janessa Drake     |
| Communications:         | Shawn Robbins     |
| Past Conference Chair:  | Lindsey Westover  |
| Member at Large:        | Michelle Cardoso  |
| Member at Large:        | Shawn Beaudette   |
| Student Representative: | Daniel Cousins    |
| Student Representative: | Dhairya Desai     |
| EDI Officer:            | Lori Ann Vallis   |