



**Canadian Acoustical Association/
*L'Association canadienne d'acoustique***

Operations Manual

Last revised October 2001

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Introduction

The primary functions of CAA are: (1) to publish Canadian Acoustics, (2) hold an Annual Conference, and (3) to give various Prizes and Awards to promote and encourage acoustics related activities in Canada.

This operations manual is intended to be a convenient compilation of how the various aspects of our business are usually run. This should be a great help to new members and should ensure some continuity in the evolution of our association. This manual must evolve with our association and some small updating will be required each year.

Our By-Laws define legal requirements for our Association because we are incorporated under the corporations act of Canada. However, there are many other details concerning how we operate that have developed over the years and have been found to be successful. This Operations Manual attempts to describe these details concerning how we have been running our organisation so that they will not be forgotten and so that new members can easily get familiar with our procedures. It should help to avoid re-inventing procedures and re-discovering important activities and help us to evolve in smooth continuous manner.

In addition to descriptions of various operational requirements, this manual includes copies of our by-laws, our awards brochure, guidelines for running an annual technical conference and a brief history of the Canadian Acoustical Association. If you think something should be added or updated please pass your request on to the current president of the Canadian Acoustical Association.

CAA History Summary

Year	Pres/Chair*	Secretary	Treasurer	Editor	Location	Meeting Host
1962					NRC, Ottawa	T. Northwood
1963	T. Northwood	T. Embleton			NRC, Ottawa	T. Northwood
1964	T. Northwood	T. Embleton			Northern Electric, Ottawa	R.H. Tanner
1965	T. Northwood	T. Embleton			U. of Toronto	D. Anderson, H. Ribner, G.
1966	H. Ribner	D. Anderson			McGill University	W. Bradley
1967	H. Ribner	D. Anderson			U. of Toronto	H. Ribner and D. Anderson
1968	H. Ribner	D. Anderson			NRC, Ottawa	T. Embleton
1969	R. Tanner	J. Piercy			Domtar, Montreal	C. Sherry
1970	R. Tanner	J. Piercy			UWO, London	J. Foreman
1971	J. Foreman	R. Donato			NRC, Ottawa	T. Embleton
1972	J. Foreman	R. Donato			McGill University	W. Bradley
1973	H. Jones	R. Donato		T. Embleton	NRC, Ottawa	J. Piercy
1974	H. Jones	R. Donato	E. Bolstad	T. Embleton	U. Of Alberta, Edmonton	W. Barss
1975	H. Jones	R. Donato	E. Bolstad	G. Faulkner	Ontario Hydro, Toronto	J. Manuel, A. Edwards
1976	H. Jones (Pres)	R. Donato	E. Bolstad	G. Faulkner	Vancouver	D. Whicker
1977	W. Bradley	C. Sherry	E. Bolstad	D. May	Ottawa	T. Embleton
1978	W. Bradley	J. Manuel	L. Russell	D. May	Halifax	L. Russell
1979	T. Northwood	J. Manuel	L. Russell	D. May	Windsor	Z. Reif
1980	T. Northwood	J. Manuel	L. Russell	D. May	Montreal	R. Héту
1981	T. Northwood	J. Manuel	L. Russell	D. Benwell	Edmonton	E. Bolstad
1982	T. Northwood	J. Manuel	J. Nicolas	D. Benwell	Toronto	J. Manuel
1983	C. Sherry	J. Manuel	J. Nicolas	D. Benwell	Vancouver	D. Whicker
1984	C. Sherry	D. Benwell	J. Nicolas	J. Bradley	Quebec City	J.G. Migneron
1985	C. Sherry	D. Benwell	T. Ho	J. Bradley	Ottawa	R. Halliwell
1986	C. Sherry	D. Benwell	C. Bulfone	J. Bradley	Toronto	(no meeting)
1987	S. Abel	M. Osman	C. Bulfone	R. Héту	Calgary	B. Dunn
1988	S. Abel	M. Osman	C. Andrew	R. Héту	Toronto	W. Sydenborgh
1989	S. Abel	M. Osman	C. Andrew	R. Héту	Halifax	R. Cyr
1990	B. Dunn	W. Sydenborgh	C. Andrew	M. Hodgson	Montreal	H. Forester
1991	B. Dunn	W. Sydenborgh	E. Bolstad	M. Hodgson	Edmonton	E. Bolstad
1992	D. Chapman	W. Sydenborgh	E. Bolstad	M. Hodgson	Vancouver	Barron Kennedy Inc
1993	D. Chapman	J. Hemingway	E. Bolstad	M. Hodgson	Toronto	S. Abel
1994	R. Héту	J. Hemingway	E. Bolstad	M. Hodgson	Ottawa	T. Nightingale
1995	J. Hemingway	T. Nightingale	S. Abel	M. Hodgson	Quebec City	B. Gosselin
1996	J. Hemingway	J. Bradley	S. Abel	M. Hodgson	Calgary	D. DeGagne
1997	J. Hemingway	J. Bradley	S. Abel	M. Hodgson	Windsor	R. Gaspar
1998	J. Bradley	T. Nightingale	J. Hemingway	M. Hodgson	London	D. Jamieson
1999	J. Bradley	T. Nightingale	D. Giusti	R. Ramakrishnan	Victroia	S. Dosso
2000	J. Bradley	T. Nightingale	D. Giusti	R. Ramakrishnan	Sherbrooke	N. Atalla
2001	J. Bradley	T. Nightingale	D. Giusti	R. Ramakrishnan	Toronto	D. Giusti
2002	J. Bradley	J.D. Quirt	D. Giusti	R. Ramakrishnan	Charlottetown	A. Cohen

* In 1976 the positon of Chair of the Association was changed to President

MILESTONES

- 1962 Tom Northwood calls first meeting of interested acousticians.
18 persons attended meeting held at NRC, Ottawa, on March 29, 1962.
- 1963 2nd meeting at NRC, Ottawa. Group adopts title: "Canadian Committee on Acoustics"
chair: Tom Northwood. secretary: Tony Embleton.
- 1964 3rd meeting at Northern Electric, Ottawa.
host: R.H. Tanner
- 1965 4th meeting at university of Toronto.
hosts: D. Anderson; H. Ribner; G. Henderson, K. Neely.
- 1966 5th meeting at McGill University, Montreal.
chair: H. Ribner secretary: D. Anderson
host: William Bradley.
- 1967 6th meeting at university of Toronto.
hosts: H Ribner & D Anderson.
- 1968 7th meeting at NRC Ottawa.
host: Acoustics Section, NRC Dept. of Physics.
- 1969 8th meeting at Domtar Ltd., Montreal.
chair: R. H. Tanner secretary: J.E. Piercy
host: Domtar labs, C.W. Sherry
- 1970 9th meeting at university of Western Ontario, London.
host: John Foreman.
- 1971 10th meeting at NRC, Ottawa.
chair: John Foreman secretary: Bob Donato
convenor: Tony Embleton.
- 1972 11th meeting at McGill University, Montreal.
convenor: William Bradley.
John Foreman initiates discussion on "where do we go from here?"
- 1973 1st issue of CCA newsletter "Acoustics and Noise Control in Canada". Editor: Tony
Embleton. Guest article by John Foreman asks "committee, association or society?"
letter ballot on proposed name change is circulated to membership.
12th meeting at NRC, Ottawa. chair: Hugh Jones
convenor: Joe Piercy secretary: Bob Donato
- 1974 13th meeting - Edmonton.
convenor: William Barss.
result of letter ballot announced. New name is,
"Canadian Acoustical Association/Association canadienne de l'acoustique"

- 1975 14th meeting - Toronto.
convenor: John Manuel.
host: Ontario Hydro labs Aubrey Edwards
newsletter circulation now exceeds 520 copies.
formation of regional chapters discussed.
Canada invited to join International/INCE.
- 1976 15th meeting - Vancouver.
convenor: Doug Whicker.
- Hugh Jones initiates process leading to CAA incorporation.
- 1977 Edgar Shaw represents Canada in meetings of International Committee on Acoustics,
Madrid, Spain, during 9th ICA.
- letters patent issued - April 22, 1977. New title is, "The Canadian Acoustical Association/
Association canadienne de l'acoustique."
- 16th meeting - Ottawa.
convenor: Tony Embleton.
- CAA members approve joining International/INCE.
Hugh Jones appointed CAA representative, pro tem.
- 1978 17th meeting - Halifax, N.S.
convenor: Les Russell.
- CAA is elected to full membership in I/INCE.
John Hemingway appointed CAA representative.
Tom Siddon, M.P., elected to house of commons, currently, Minister of National
Defence.
- 1979 18th meeting - Windsor, Ontario.
convenor: Zig Reif.
- a letter from Edgar Shaw is tabled at meeting suggesting possibility of Canada sponsoring
ICA 1986.
a study group is formed. Chair: Tom Northwood.
CAA newsletter format is changed and upgraded?????. First commercial advertisements
appear in newsletter.
- 1980 inaugural meeting of Toronto regional chapter -February, 1980.
Aubrey Edwards had promoted formation of regional chapter at 1975 CAA
meeting in Toronto.
Tom Northwood reported that study group had determined that it was feasible to
invite ICA to hold 1986 meeting in Canada.
CAA directors approve issuing formal invitation to ICA.
ad hoc committee appointed to present bid to ICA at Sydney, Australia, meeting, July

1980. 19th meeting - Montreal.
Convenor: R. Hétu.
Members endorse actions of ad hoc committee preparing bid to hold 12th ICA in 1986 in Canada.
- 1981 20th meeting - Edmonton.
convenor: E. Bolstad.
members approve formation of 12th ICA
organising committee, chair: Edgar Shaw.
- 1982 CAA journal renamed *Canadian Acoustics/acoustique canadienne*
joint CAA/OMOE noise training course held in Toronto.
44 trainees successfully complete technology course.
21st meeting - Toronto. convenor: John Manuel.
12th ICA planning committee formed.
chair, executive committee: Edgar Shaw
chair, technical committee: Tony Embleton, secretary-general: John Manuel
- 1983 newsletter format changed. Journal now has new title -
"Canadian Acoustics/Acoustique canadienne"
- 22nd meeting - Vancouver, B.C.
convenor: Doug Whicker.
organising committee announces successful bid at ICA meeting in Paris, France.
Canada will host the 12th ICA in Toronto in July, 1986.
Revenue Canada designates CAA as a charitable organisation.
- 1984 23rd meeting - Quebec City.
convenor: J.G. Migneron.
12th ICA first circular - notice distributed worldwide.
- 1985 24th meeting - Ottawa.
convenor: Robin Halliwell.
- organising committee reports on planning for 12th ICA in Toronto and concurrent specialised meetings in Halifax, Montreal, Vancouver and Hartford, Mass.
(Catgut Acoustical Society)
- Revenue Canada allows tax free status for ICA funding.
- 1986 25th business meeting only at ICA Toronto.
chair: Sharon Abel, secretary: Moustafa Osman
meeting held concurrently with 12th ICA and exhibition.
this ICA judged to be best yet. specialised meetings in other centres also successful.
- 1987 Canadian Acoustics celebrates first 15 years of continuous
publication. Special issue, volume 15 no. 3, July 1987.
26th meeting - Calgary. convenor: Bruce Dunn

1988	27 th meeting - Toronto. convenor: Winston Sydenborgh,	technical program: A. Behar
1989	28 th meeting - Halifax. convenor: Bob Cyr,	technical program: A.J. Cohen
1990	29 th meeting - Montreal. convenor: H. Forester.	technical program: F. Laville
1991	30 th meeting - Edmonton. chair: D. Chapman convenor: E. Bolstad.	technical program: G. Faulkner
1992	31 st meeting - Vancouver. secretary: John Hemingway convenor: Barron Kennedy inc.	technical program: P. Zakarauskas
1993	32 nd meeting - Toronto. convenor: Sharon Abel	technical program: M. Osman
1994	33 rd meeting, Ottawa. convenor: Trevor Nightingale.	technical chair: J. Bradley
1995	34 th meeting Quebec City convenor: Blaise Gosselin	technical chair: A. Berry
1996	35 th meeting Calgary convenor: David de Gagne	technical chair: E. Slawinski
1997	36 th meeting Windsor convenor: Robert Gaspar	technical chair: R. Ramakrishnan
1998	37 th meeting London convenor: Don Jamieson	technical chair: M. Cheesman
1999	38 th meeting Victoria convenor: Stan Dosso	technical chair:
2000	first CAA by law changes approved. 39 th meeting Sherbrooke convenor: Nourredine Atalla	technical chair: Alain Berry
2001	40 th meeting Alliston convenor: Dalial Giusti	technical chairs: T. Kelsal & A. Behar
2002	41 st meeting: Charlottetown convenor:	technical chair:

CAA milestones initially prepared by: John Manuel, Toronto, September 1993.

(Text of original Letters Patent for the Canadian Acoustical Association)

Consumer and
Corporate Affairs

Consommation et
Corporations

Canada
Corporations Act

Loi canadienne
sur les corporations

CANADA

LETTERS PATENT

WHEREAS an application has been filed to incorporate a Corporation Under the name

THE CANADIAN ACOUSTICAL ASSOCIATION -

L'ASSOCIATION CANADIENNE DE L'ACOUSTIQUE

THEREFORE the Minister of Consumer and Corporate Affairs, by virtue of the powers vested in him by the Canada Corporations Act, constitutes the applicants and such persons as may hereafter become members in the corporation hereby created, a body corporate and politic in Accordance with the provisions of the said Act. A copy of the said application is attached hereto and forms part hereof.

Date of Letters Patent - April 22, 1977.

GIVEN under the seal of office of the Minister of Consumer and Corporate Affairs.

(signature)

for the Minister of Consumer
and Corporate Affairs

Recorded 14th June, 1977
Film 418 Document 266

(official seal)

(signature)

Deputy Registrar General of Canada

**APPLICATION FOR INCORPORATION OF A
CORPORATION WITHOUT
SHARE CAPITAL UNDER PART II OF THE CANADA
CORPORATIONS ACT**

To the Minister of Consumer and Corporate Affairs of Canada.

I

The undersigned hereby apply to the Minister of Consumer and Corporate Affairs for the grant of a charter by letters patent under the provisions of Part II of the Canada Corporations Act constituting the undersigned, and such, others as may become members of the Corporation thereby created, a body corporate and politic under the name of

THE CANADIAN ACOUSTICAL ASSOCIATION

L'ASSOCIATION CANADIENNE DE L'ACOUSTIQUE

The undersigned have satisfied themselves and are assured that the proposed name under which incorporation is sought is not the same or similar to the name under which any other company, society, association or firm, in existence is carrying on business in Canada or is incorporated under the laws of Canada or any province thereof or so nearly resembles the same as to be calculated to deceive and that it is not a name which is otherwise on public grounds objectionable.

II

The applicants are individuals of the full age of twenty-one years with power under law to contract. The name, the place of residence and the calling of each of the applicants are as follows:

EUGENE H. BOLSTAD	5903 - 109B Avenue, Edmonton, Alberta. Consulting Engineer.
C. WILLIAM BRADLEY	3550 Ridgewood Ave., Montreal, Quebec. Consulting Engineer.
ROBERT J. DONATO	P. O. Box 893 157 Church Street, Almonte, Ontario. Senior Research Officer

GARY FAULKNER
1161 - 36 Avenue,
Edmonton, Alberta.
University Professor.

HUGH W. JONES
5300 Vicary Place,
Calgary, Alberta.
Physicist.

JOHN MANUEL
44 Charles St. West,
Apt. 5007,
Toronto, Ontario.
Engineer.

CAMERON SHERRY
445 Bellevue Ave.,
Dorion, Quebec.
Engineer.

DOUGLAS JAMES WHICKER
302 - 2726 Spruce St.,
Vancouver, British Columbia,
Engineer.

The said EUGENE H. BOLSTAD, C. WILLIAM BRADLEY, ROBERT J. DONATO, GARY FAULKNER, HUGH W. JONES, JOHN MANUEL, CAMERON SHERRY, DOUGLAS JAMES WHICKER will be the first directors of the Corporation.

III

The objects of the Corporation are:

- (a) the fostering of a high standard of scientific, engineering and medical endeavour in all the branches of acoustics in Canada
- (b) the encouraging of liaison between individuals, governments and other organisations engaged in activities relating to acoustics and
- (c) the dissemination of knowledge relating to acoustics and its applications,

It is not the purpose of the Association to seek to establish the professional status of its members, believing this is the concern of other organisations,

It may, however, give special recognition or awards to individuals who in the opinion of the board of directors of the Association, are particularly meritorious,

THE CANADIAN ACOUSTICAL ASSOCIATION/ L'ASSOCIATION CANADIENNE D'ACOUSTIQUE

BY-LAW NO. 1

CORPORATE SEAL

1. The seal of the Corporation shall be in such form as shall be prescribed by the directors of the Corporation.

CONDITIONS OF MEMBERSHIP

2. Membership in the corporation shall be available to all persons interested in furthering the objectives of the corporation and whose applications for admission as members have received the approval of the board of directors.
3. A charge shall be made for membership and shall be levied upon all members.
4. Any member may withdraw from the corporation by delivering to the corporation a written resignation and lodging a copy of the same with the secretary of the corporation.
5. Any member may be required to resign by a vote of three-quarters of the members at an annual meeting.

HEAD OFFICE

6. The head office of the corporation shall be located at the City of Ottawa in the Province of Ontario, Canada, at the place therein where the business of the corporation may from time to time be carried on.
7. The corporation may establish such other offices and agencies elsewhere within Canada as the board of directors may deem expedient by resolution.

BOARD OF DIRECTORS

8. The property and business of the corporation shall be managed by a board of eleven directors of whom a majority shall constitute a quorum. Three of the directors shall include: the president, the treasurer, and the executive secretary. The board of directors may on literature of the corporation be designated as a board of governors.
9. Directors, other than those serving as the president, the treasurer or the executive secretary, shall be eligible for re-election at the annual meeting of members for terms of service which do not exceed six continuous years.
10. The office of director shall be automatically vacated
 - (a) if a director shall resign his office by delivering a written resignation to the secretary of the corporation,
 - (b) if he is found to be a lunatic or becomes of unsound mind,
 - (c) if he becomes bankrupt or suspends payments or compounds with his creditors,
 - (d) if at the annual meeting or special general meeting of members a resolution is passed by three-quarters of the members present at the meeting that he be removed from office,
 - (e) on death;

provided that if any vacancy shall occur for any reason in this paragraph contained, the directors may by resolution fill the vacancy with a person in good standing on the books of the corporation as a member.

11. Meetings of the board of directors may be held at any time and place to be determined by the directors provided that five days notice of such meeting shall be sent in writing to each director. No formal notice shall be necessary if all directors are present at the meeting or waive notice thereof in writing.
12. Directors, as such, shall not receive any stated remuneration for their services.
13. A retiring director shall remain in office until the dissolution or adjournment of the meeting at which his successor is elected. A director shall hold office until the next annual meeting of members following his election or appointment.
14. The directors may exercise all such powers of the corporation as are not by the Canada Corporations Act or by these by-laws required to be exercised by the members at general meetings.
15. Upon election at the first annual meeting of members, the board of directors then elected shall replace the provisional directors named in the letters patent of the corporation.
16. A majority of the directors shall have power to authorize expenditures on behalf of the corporation from time to time and may delegate by resolution to an officer or officers of the corporation the right to employ and pay salaries to employees. The directors shall have the power to make expenditures for the purpose of furthering the objects of the corporation. The directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund.
17. The board of directors shall take such steps as they may deem requisite to enable the corporation to receive donations and benefits for the purpose of furthering the objects of the corporation.

OFFICERS

18. The officers of the corporation shall be a president, immediate past president, executive secretary, editor, treasurer, the convenors of the next and last annual meeting of the Association and such other officers as the board of directors may by by-law determine. The offices of executive secretary and treasurer may not be held by the same person. The officers shall not receive any remuneration for their services.
19. The president and other officers, apart from the immediate past president and the convenors of the next and last annual meeting, shall be elected at the annual meeting of members.
20. There may be such honorary officer or officers as the board of directors may from time to time consider advisable and they shall hold office for such period of time as may be prescribed by the board.
21. The board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board at the time of such appointment.
22. The officers of the corporation shall hold office for one year and/or until their successors are elected or appointed in their stead. The president, treasurer and executive secretary shall also be directors of the corporation with all of the responsibilities of directors as well as those responsibilities of their executive position.

DUTIES OF OFFICERS

23. The president shall be the chief executive officer of the corporation. He shall preside at all meetings of the corporation and of the board of directors. He shall have the general and active management of the business of the corporation. He shall see that all orders and resolutions of the board are carried into effect and he with the executive secretary or other officer appointed by the board for the purpose shall sign all by-laws and other documents requiring the signatures of the officers of the corporation.

24. The past president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as shall from time to time be imposed upon him by the board. He will prepare a list of candidates for presentation to the Annual General Meeting for consideration by that meeting prior to the conducting of elections.
25. The treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the corporation and in such depositories as may be designated by the board of directors from time to time. He shall disburse the funds of the corporation as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the president and directors at the regular meeting of the board, or whenever they may require it, an account of all his transactions as treasurer and of the financial position of the corporation. He shall also perform such other duties as may from time to time be determined by the board.
26. The executive secretary shall attend all sessions of the board and all meetings of the members and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. When the business of the Association is conducted by the directors by mail he will similarly act as clerk and keep records. He shall give or cause to be given notice of all meetings of the members and of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or president, under whose supervision he shall be. He shall be custodian of the seal of the corporation, which he shall deliver only when authorized by a resolution of the board to do so and to such person or persons as may be named in the resolution.

EXECUTIVE COMMITTEE

27. The board of directors may from time to time elect from among its number an executive committee consisting of such number of members, not less than two, as the board of directors may by resolution determine. Each member of the executive committee shall serve during the pleasure of the board and, in any event, only so long as he shall be a director. The board of directors may fill vacancies in the executive committee by election from among its number. Whenever a vacancy shall exist in the executive committee, the remaining members may exercise all its power so long as a quorum remains in office.
28. During the intervals between the meetings of the board of directors the executive committee shall possess and may exercise (subject to any regulations which the directors may from time to time impose) all the powers of the board of directors in the management and direction of the affairs of the company (save and except only such acts as must by law be performed by the directors themselves) in such manner as the executive committee shall deem best for the interests of the corporation in all cases in which specific directions shall not have been given by the board of directors.
29. Subject to any regulations imposed from time to time by the board of directors, the executive committee shall have power to fix its quorum at not less than a majority of its members and may fix its own rules of procedure from time to time.
30. Meetings of the executive committee may be held at the head office of the company or at any other place in or outside Canada. The executive committee shall keep minutes of its meetings in which shall be recorded all action taken by it, which minutes shall be submitted as soon as practicable to the board of directors.

MEETINGS

31. The annual meeting of the members of the corporation shall be held at the head office of the corporation or elsewhere in Canada as the board of directors may designate. At such meeting the members shall elect a board of directors and the officers and shall receive a report of the directors and the officers.

32. Twenty-eight days prior written notice shall be given to each member of any annual or special general meeting of members. Twelve members present in person at the meeting shall constitute a quorum. Each member present at a meeting shall have the right to exercise one vote.

AMENDMENT OF BY-LAWS

33. The by-laws of the corporation may be repealed or amended by by-laws enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds of the members at a general meeting duly called for the purpose of considering the said by-law, provided that the enactment, repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs has been obtained. Such amendments shall be presented to the next annual meeting of the Association for its consideration.
34. A member may appoint as his proxy any other member to vote at any annual or special general meeting provided such appointment is made in writing and the secretary of the Association is so informed.
35. At all meetings of members of the corporation every question shall be determined by a majority of the votes cast at the meeting unless otherwise specifically provided by the Canada Corporations Act or by these by-laws.
36. The financial year of the corporation shall be the year starting on 1st September.

AUDITORS

37. The members shall at each annual meeting appoint an auditor to audit the accounts of the corporation to hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of auditor. The remuneration, if any, of the auditor shall be fixed by the board of directors.

SIGNATURE AND CERTIFICATION OF DOCUMENTS

38. Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any two of the president, immediate past president, secretary or treasurer and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The directors shall have power from time to time by by-law to appoint an officer or officers on behalf of the corporation either to sign contracts, documents and instruments in writing. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

RULES AND REGULATIONS

39. The board of directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the corporation when they shall be confirmed, and in default of confirmation at such annual meeting of members shall at and from that time cease to have force and effect.
40. In these by-laws the singular shall include the plural and the plural the singular; the masculine shall include the feminine.
41. In these by-laws, the word "corporation" is deemed to refer to the Association.

(This revision of the by-laws was sanctioned by the members, 29 September 2000, and approved by Industry Canada, 20 October, 2000)

Duties of Officers

(Typical current duties in addition to those specified in the By-Laws)

President

- Responsible for calling and presiding over meetings of the Board of Directors and the annual general business meeting of the Association.
- Coordinates and encourages all activities necessary to promote the interests of the Association.
- Annually revises this operations manual.

Past President

- Responsible for preparing a list of candidates for new officers and directors of the Association at the annual general meeting.

Treasurer

- Receives each month cheques and updated list of members, old and new, including amounts paid.
- Receives and deposits cheques to CAA account, after verifying purpose of payment, individual name, company and amount. Keeps books of payments, divided as per annual returns and separates membership, sustaining subscribers, Canadian Acoustics, other.
- Responsible for monitoring the Association's funds in separate operating and capital accounts.
- Submits books for annual audit August 31 each year.
- Prepares a summary statement of accounts up to August 31 each year and presents them to the meeting of the Board of Directors and to the annual general meeting of the members both normally held in October each year.

Executive Secretary

- Receives applications for membership and adds them to the computer list so that the list is always up-to-date.
- Forwards cheques to treasurer together with updated lists of members, old and new, including amounts paid. Monthly. (Treasurer would check information.)
- Generates mailing labels and sends to the editor for each issue of the Canadian Acoustics.
- In January sends out bulk mailing for membership renewals to membership requesting annual payment and verification of addresses and other personal information.
- Sends receipts (keeps copy), to members who have enclosed a stamped self-addressed envelope.

- Picks up mail from Post Office Box and forwards or responds. If not in the Toronto area, appoints someone to check CAA mail box on at least weekly basis.
- Circulates I-INCE Newsletter upon receipt.
- Other bulk mailings by specific request.
- Answers routine correspondence.
- Completes and submits Annual Summary Forms (under Section 133 of the Canada Corporation Act) as required for all Corporations (March 31).
- Takes minutes at Annual General Meeting and submits to Canadian Acoustics in time to publish in December issue.
- Prepares new letterhead as required.

Editor in Chief

- Leads team to publish Canadian Acoustics on a quarterly basis. (issues are published in March, June, September and December).
- Appoints editors and other assistants to help with the running of the journal.
- Editors would typically include: an assistant editor to assist with encouraging submissions and the reviewing them, an advertising editor (responsible for encouraging advertising in the Journal) and a news editor (responsible for organising the content of the news section of the Journal).
- Ensures that the net cost of publishing the journal (Costs – revenues) is acceptable with respect to the Association's finances.
- Updates membership application form (with input from officers and membership chairman).
- Sets publication revenue fee charges such as: sustaining subscriber fees, and advertising rates.
- Forwards bills and revenues properly identified and promptly to Treasurer.

Conference Convenor

In addition to the key points summarised here, organisers of our annual technical conference should carefully follow the detailed hints and guidelines included later in this manual.

- Assembles committee consisting of the convenor, a technical chair and others to organise the meeting.
- Together with this committee develops a general plan one year in advance and a more detailed plan six months in advance for approval by the Board of Directors.
- Makes sure that session organiser are selected in a timely manner.
- Makes sure that the conference is widely advertised with realistic deadlines. (i.e. as late as possible).
- Does not expect papers to be submitted without personal encouragement.
- Shortly after the completion of the conference, sends an account of revenues and expenses to the Treasurer.

Awards Coordinator

The position of Awards Coordinator was formed about 8 years ago in order to keep track of the awards, as the number of these continues to grow. The awards coordinator's duties include:

- Ensures that the awards are advertised by a mailing each year. (to date this mailing has been conducted by the membership chair). Ideally this should be done in January.
- Should ensure that the list to whom the mailing is sent is representative.
- Prior to the annual meeting, determines the outcome of the competitions.
- Reports the outcome at the annual meeting, or preferably, has the director or executive member or board representative in charge of each award report the outcome to the annual meeting. In some cases the awards are announced at the banquet. Student presentation awards are usually given at the end of the annual meeting]
- Ensures that there is a board member or director in charge of each award, who provides the treasurer with a complete name and address and social security number etc. in order that a cheque can be written.
- Provides the directors with any other information on the awards program.
- At the present time, the awards coordinator is a director could be an appointed officer of CAA.

The Board of Directors

Duties of Directors

- Directors are responsible for managing the affairs of the Association as specified in the By-Laws.
- Directors are expected to attend two board of directors' meetings each year.
- Each year each director is expected to either be responsible for the submission of a paper to Canadian Acoustics (usually by another author) or for the organisation of a session at the annual technical conference.
- Work individually or in committees to determine the recipients of various prizes.
- Promote the interests of CAA where ever possible.

Meetings of the Board of Directors

Meetings of the Board of Directors are currently held twice per year. One meeting is held immediately prior to the annual general meeting during the annual technical conference in October. The other Board of Directors meeting is held in May so that plans for the October conference can be reviewed.

International Affiliations

CAA has affiliations with several international acoustical organisations. To be effectively represented CAA must appoint representatives who can attend these international meetings. These appointees should be reviewed annually.

I-INCE, International Institute for Noise Control Engineering

I-INCE is an association of acoustical and noise control societies. CAA is a member and pays an annual fee to I-INCE. As a result CAA is entitled to send a representative to I-INCE business meetings.

ICA, International Congress on Acoustics

In 1997 ICA re-organised to a new format similar to I-INCE. Its governing body consists of representatives of various acoustical societies. CAA is a member and pays an annual fee to ICA. CAA is entitled to two voting members at ICA business meetings.

WCU, World Congress on Ultrasonics

For a number of years Hugh Jones represented CAA on the WCU steering committee. He has recently retired from this position.

Organizational Timelines for the Annual CAA Conference

Although conference organisers are encouraged to try new ideas, the following guide gives items that should normally be addressed and the approximate times when action is required.

Obviously, there are many more details than can be given in a simple guide such as this. If you have any doubts or questions, ask someone involved in the organisation of a previous conference.

Oct – Dec One Year Before

1) Define the Conference Team

At the very least you will require a conference chair, a technical chair, and someone to coordinate the exhibitors. A larger organizing team does not necessarily mean the conference will be a bigger success. The most important thing is to assemble an enthusiastic group that works well together and make sure each person's responsibilities are clearly defined.

2) Select and Book the Conference Space

There are no hard and fast recommendations that can be made with the possible exception that you must feel comfortable with the hotel or convention center. You will have to work very closely with them once the conference begins. The following are desirable features to strive for when selecting the meeting room space:

- a) All meeting rooms and the exhibition space are all on the same level and in close proximity;
- b) Meeting room cost is reasonable;
- c) Willingness to negotiate lower meeting room rates based on anticipated food and bar services as well as room nights picked-up by CAA delegates (negotiate small increments on a pro-rated scale);
- d) Guaranteed CAA delegate rate would be as low as or lower than that obtainable by a person registering at the last minute without corporate discount.

3) Present plan to BoD at October meeting

Jan – Mar Conference Year

4) Define the number of conference days and number of sessions

A two or two and a half day conference with three parallel sessions has worked well in past. Structure the conference such that:

- e) Registration fee for non-members includes one-year membership for next calendar year (make sure that they fill out an application form and return completed forms to the CAA Secretary.);
- f) Registration fees include lunches, banquet and any other social events;
- g) Remember that in addition to the symposium there are other events that must be coordinated. They are:
 - i) CAA BoD meeting - it is usually held on the evening of the first night of the conference.
 - ii) CSA Z107 Standards Meeting - traditionally this has been held immediately following the CAA BoD meeting.
 - iii) Presentation of Student Awards - this may happen at the Banquet or the AGM at the Organizer's discretion.

- iv) Annual General Meeting - this is best held on the second day of the conference to ensure maximum attendance.
- v) Banquet – the most appropriate time slot for this is on the evening of the second day of the conference after the annual general meeting.

5) Solicit Special Session Chairs

It is very important to select individuals that are enthusiastic and well known (perhaps not afraid to call in a few favours, too). Suggest a minimum number of papers. The success of the conference depends on the session chairs doing their job and attracting papers. You MUST routinely check on the progress of the session chairs. Don't expect anything to happen spontaneously!

6) Estimate Total Registration and Number of Room Nights

Previous conferences have shown a reasonable correlation between the number of papers (i.e., number of papers solicited by session chairs) and total attendance. With an estimate of paper commitments from the session chairs it is possible to estimate total registration, and the average number of rooms booked each night of the conference. It should be noted that the organization of the sessions may have an impact on the number of persons at the conference (and staying in the conference hotel) on any one day. For example, it is possible that persons interested in sessions on the last two days of a three day conference would not arrive until the evening of the first day (missing lunch the first day and would need one less night in the hotel).

7) Solicit plenary speaker(s), if desired

8) Solicit university professors to get their students involved

Promote student awards and travel subsidies. CAA Secretary will provide mailing labels of members associated with a university.

9) Begin Conference publicity in Canadian Acoustics

The March issue of Canadian Acoustics should have the first announcement of conference location, venue, list the special sessions, names of the session organisers as well as a general call for papers. The Journal deadline for material is usually 2 months ahead of the mailing date but check with the Editor.

10) Begin organizing technical tours and seminars associated with the conference

After the March issue of Canadian Acoustics, some people may come forward wishing to present a seminar or technical tour. In the past many seminars have been cancelled due to lack of attendance. Before agreeing to promote a seminar, request an outline of the material to be presented, description of the target audience, and whether or not they have access to a mailing list of potentially interested persons. This minor formality may be enough to assess the sincerity and capability of the groups wishing to put on the seminars with CAA support. Avoid committing any financial support for seminars that are out of the control of the meeting organisation committee.

11) Determine the deadline for receipt of abstracts

Setting the deadline too early has been a serious problem. July 1 should be fine as abstracts are only 200 words and are basically only required for determining the sessions in which they should be presented.

12) Determine the deadline for submission of one or two page summary papers

This deadline is “hard” as technically the papers must be at the editor by 15 August for the September issue of Canadian Acoustics. (Verify this date with the Editor). Thus, mid to late July should be OK. This leaves about two weeks to organize the papers and finalize the sessions.

April – June Conference Year

13) Check on the progress of the Session Chairs

Remove and replace those that are non-performing.

14) Determine the registration fee schedule

15) In June issue of Canadian Acoustics place another call for papers

Depending on the actual date of printing of the Journal, it may not be too late to remind members of the July 1 abstract deadline. If it is, you have the option of accepting late submissions. It may also be worthwhile to have an exhibition announcement. Publish registration fees. Check Journal deadline with Editor.

16) Obtain a list of past conference exhibitors

(CAA Secretary will begin compiling a list beginning with Toronto 1993.) Solicit exhibition space in the form of a display table in the coffee area. Traditionally, the exhibition ran the length of the conference. However, many exhibitors have indicated that this is too long and that they would prefer a one day exhibition in which there would be a session devoted to short 10 minute product presentations.

17) Book A/V equipment for the conference

18) Hire entertainment for the banquet if desired

19) Seed Money

At the May BOD the Treasurer will give the organizing committee \$2000 seed money. Open a bank account.

July – Sept Conference Year

20) Assess the number of abstracts. If warranted, make a last minute push for more papers

Allocate a presentation slot for each paper and send out a notice of abstract acceptance. In the acceptance clearly indicate when the summary paper is due. (CAA Secretary to investigate posting Word and WordPerfect templates on CAA homepage).

21) Select lunch and banquet menus with the hotel

22) Publish a Conference Programme and Summary Papers in September issue of Canadian Acoustics

23) Print

- a) name tags;
- b) lunch and banquet tickets;
- c) receipt forms;
- d) room signs.

October Conference Month

24) Find volunteers for registration desk

25) Provide food service for BoD and CSA meetings if required

26) Estimate number of lunches

Each day use the number of persons registered at 10:00 am that morning (usually the hotel needs two hours advance notice). Remember the hotel will prepare, as a matter of course, 5% more food than is requested at no extra charge unless it is used.

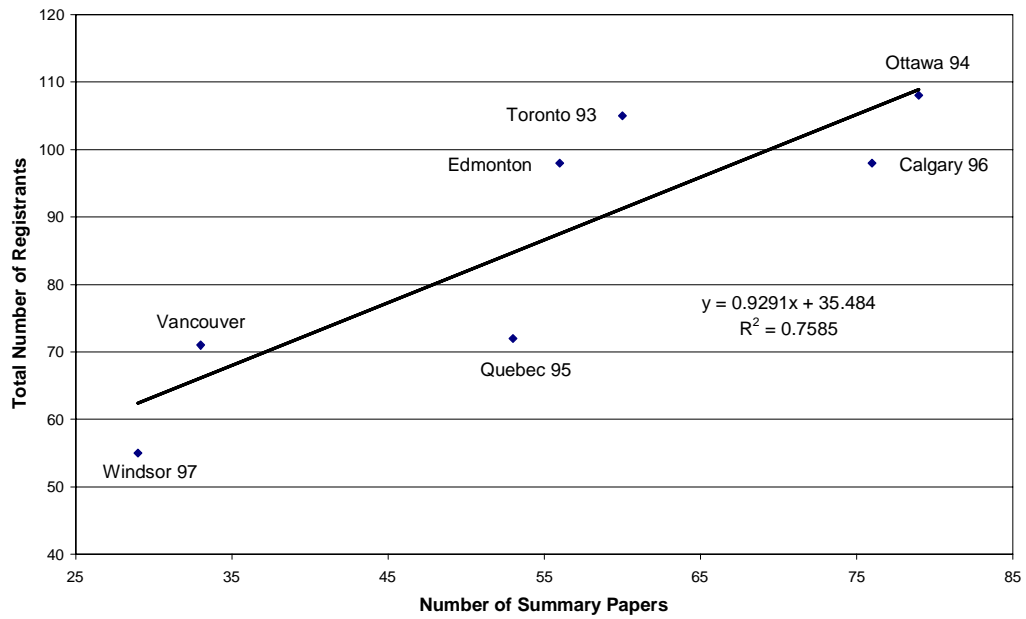
27) Use the latest possible registration numbers for banquet orders

28) Prepare post Conference report

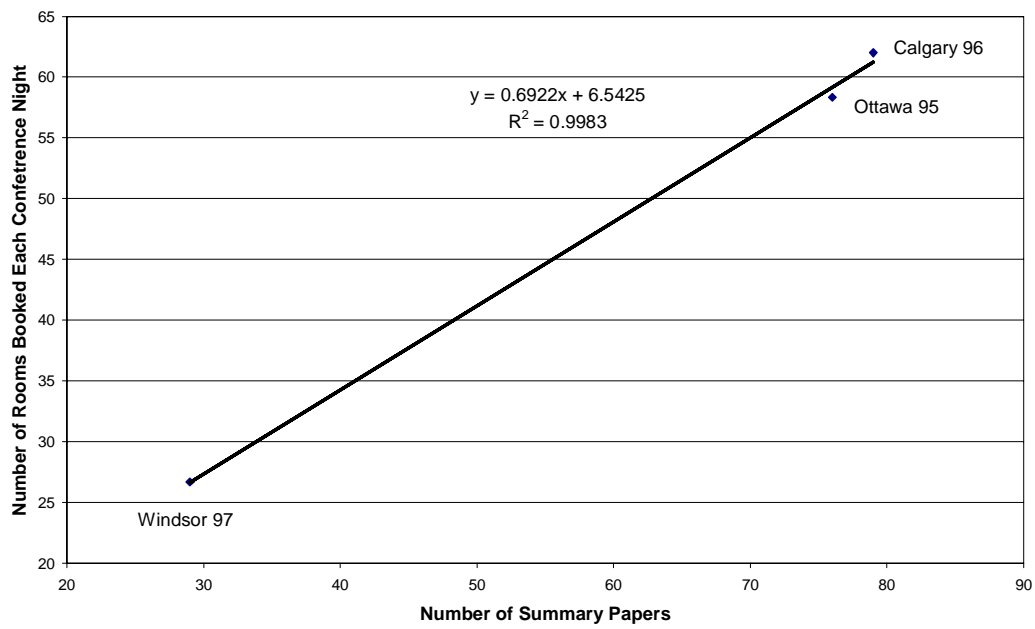
To aid future organizers the CAA Secretary will continue to compile conference information. Please ensure that your report has the following:

- a) Number of registrants by category;
- b) Registration fees by category;
- c) Number of papers presented;
- d) Number of summary papers submitted to Canadian Acoustics;
- e) Number of parallel sessions;
- f) Number of room nights taken by delegates in the conference hotel;
- g) Exhibition fee, number of tables taken, and a list of company names and addresses;
- h) Dates used for abstract and summary paper deadlines;
- i) Financial information for accounting purposes;
- j) Any other information that you feel might aid future organizers.

CAA Conf. Projection



Number of Rooms Booked Each Night as a Function of Summary Papers



Recommendations Compiled from Conference Reports

Fee Structure and General Organization

- Make sure you understand the needs of the CAA Board, eg. revenue expectations, meeting requirements, award presentations, etc.
- Due to the fact that meeting room rates are so closely linked to the number of hotel nights delegates pick-up, it is imperative that you maximize the number of delegates staying in the hotel. Work out a pro-rating with the hotel using small increments in the number of rooms. This should minimize the potential loss if you just fail to make one of the milestones. Increments of 25 rooms near the estimated target would be ideal.
- The price structure was designed so that the difference in registration fees between a member and a non-member was the exact cost of CAA membership for one year. Non-members were invited to become new members by completing the standard CAA membership form and returning it to the registration desk. Conference organizers must then forward all completed forms to the CAA Secretary.
- To expedite things at the registration desk, many of the name tags and receipts were printed in advance and registration packs were prepared containing such items as a copy of the Proceedings, the technical program, a map of the city centre, brochures from the City, information on the Companion Program, the opening reception, and a hosted tour.

Exhibition

- Coffee and refreshments during breaks should only be served in the exhibit room.
- Provide a room for safe storage of exhibits that will be shipped to the conference place in advance. Arrange for a space where shipping boxes and containers for equipment can be stored during the conference. Make sure a cart or trolley is available for heavy boxes.
- Although the conference centre should provide power for each display table, advise exhibitors to bring extension cables. Do not pay extra for electrical outlets. It should be included in the rental charge for the room. Be prepared to assist exhibitors in renting monitors for computers or VCRs from local suppliers.

Student Awards and Travel Subsidy

- Student members and full members who work at academic institutions could be solicited directly, using the membership database, for the purpose of attracting students and new students to the conferences.
- Indicate clearly in all announcements, to whom the student application forms and paper abstracts should be sent (preferably to the same address) so that they don't end up at different places.
- Make sure the award winners can participate at the banquet by giving them a free ticket.

Symposium

- Assigning session chairs to cover key areas of acoustics and allowing session chairs to 'drum up' participants has worked well (e.g. Toronto '93, Ottawa '94). It represents a way to delegate some of the work. It is, however, recommended that session organizers and chairs be clearly informed of their responsibilities to avoid misunderstandings.

Food Service and Entertainment

- A food service beyond the typical banquet becomes an increased financial liability, especially if the number of persons who have paid falls below or above the convenor's best guess. Typically, the convenor must tell the hotel at least 12 hours in advance the number of persons that will be attending the meal. It is best to err on the conservative side when placing an order with the hotel catering. The hotel typically prepares 5% more meals than you request without charge. If a lunch is offered on the first day then the number for that lunch is a sheer guess as the number of registrants is not yet known. In making these guesses or projections it is important to consider how the technical sessions are structured. That is, it is unlikely that a person will turn up a day prior to or stay the day after the technical sessions of interest to that person.

Seminars and Short Courses

- Before agreeing to promote a seminar, request an outline of the material to be presented, description of the target audience, and whether or not they have access to a mailing list of potentially interested persons. This minor formality may be enough to assess the sincerity and capability of the groups wishing to put on the seminars with CAA support.

Publicity and Announcements

- Calls for Papers should be issued in both English and French. Other notices should be sent out to journals such as JASA, Sound and Vibration, Sound and Video Contractor, and the NCAC newsletter. All of these require long lead times of about 3 months.
- It is important to inform presenters what A/V equipment will be supplied free of charge, and state that all other requests for equipment must be received a minimum of three weeks before the conference. For those requesting elaborate equipment, it should be made clear that they should make their own arrangements, or that they should be responsible for the cost of providing the equipment.

Awards

The Canadian Acoustical Association currently offers the following prizes and awards:

- 1) Edgar and Millicent Shaw Postdoctoral Prize in Acoustics
- 2) Alexander Graham Bell Student Prize in Speech Communication and Behavioral Acoustics
- 3) Eckel Student Prize in Noise Control
- 4) Fessenden Student Prize in Underwater Acoustics
- 5) Hétu Prize
- 6) National Science Fair Prize
- 7) Directors Awards
- 8) Student Presentation Awards
- 9) Student travel subsidies
- 10) Underwater acoustics and signal processing student travel award

The attached copy of the Awards Brochure describes the first four of these awards in detail. The others are described below.

The Hétu Prize.

1. Eligibility - the prize is open to any undergraduate student at a Canadian university undertaking, during the year of application, a project in any field of acoustics and vibration, for which a full written report will be produced. Projects done by more than one student working together will be considered as a team application.
2. Application - applications must be submitted to the Prize coordinator by the end of April of the project year. The following material must be submitted: application form, including certification by the project supervisor, and a copy of the written report.
3. Evaluation - submitted reports will be evaluated by the Prize coordinator and members of an evaluation committee set up by the coordinator. Evaluation will be based on originality, amount of work accomplished, technical quality, and writing quality.
4. Award - the winner will be provided a list of 'recommended' books, videos etc. from which to choose. The winner may make an alternative proposal, which would have to be approved by the Prize coordinator.

The National Science Fair Prize .

CAA awards a prize for the best acoustics related project at the Canadian national science fair.

The Directors Awards

These awards are made annually to the authors of the best papers published in Canadian Acoustics. Eligible papers include all review and tutorial papers as well as those reporting new results. Technical notes are not eligible. The award is made to the first author, who must be a member of the Canadian Acoustical Association. The first award, for \$500, is made to a student author. The second and third awards, each for \$250, are made to professional authors under 30 years of age, or 30 years of age and older, respectively.

After submitting a manuscript, the author is requested to fill in and sign a form identifying the appropriate category for consideration. All papers published in a calendar year are considered for the award presented at the annual meeting in the following year.

Early in the year, the coordinator for this prize verifies eligibility of the authors of all published papers in the previous year's Canadian Acoustics. The coordinator prepares a ballot form and distributes it to all Directors, who are requested to evaluate the papers according to the following criteria:

- general scientific knowledge;
- contribution to technical progress or theoretical knowledge;
- quality of the theoretical analysis;
- relevance and originality of the experimental approach;
- quality of the results and discussion;
- quality of the presentation (text, tables and figures).

If there is only one candidate in a category, the suitability of awarding a prize is considered. When there are several candidates, to provide some consistency in marking, the current coordinator recommends a scale from 3 (very good) to 0 (not deserving an award). The Directors submit completed ballots to the coordinator, who tallies the results, identifies the winner(s), and notifies the President of the results before the annual meeting.

Student Presentation Awards

The Canadian Acoustical Association makes awards to students whose papers are presented at the CAA Annual Symposium. Students contemplating presenting papers at the Symposium should apply for these awards with the submission of their abstract.

Rules

1. These awards are presented annually to authors of outstanding student papers that are presented during the technical sessions at Acoustics Week in Canada.
2. In total, three awards of \$500.00 are presented.
3. Presentations are judged on the following merits:
 - i) The way the subject is presented;
 - ii) The explanation of the relevance of the subject;
 - iii) The explanation of the methodology/theory;
 - iv) The presentation and analysis of results;
 - v) The consistency of the conclusions with theory and results.
4. Each presentation is judged independently by at least three judges.
5. The applicant must be:
 - i) a full-time student at the time of application;
 - ii) the first author of the paper;
 - iii) a member of the CAA;
 - iv) registered at the meeting.
6. To apply for the award, the student must send this application simultaneously with the abstract. Multiple authors are permitted, but only the first author may receive an award.

CAA Student Travel Subsidy

Subsidy Objective

To promote the participation of young acoustics researchers in the annual Canadian Acoustical Association Conference and to help facilitate the exchange of technical information.

Summary

Each year the CAA Board of Directors issues a sum of money to help full-time students offset the cost of attending and presenting a paper at the annual conference. Invariably the demand for travel assistance exceeds our funding ability. Consequently, it is not possible to give 100% funding to all applicants and the available funds must be shared. Traditionally, this has meant that the student did not know the level of support until after the Conference which does not help those for whom the CAA Travel Subsidy truly facilitates their attendance at the conference.

We have proposed a system whereby the student will know in advance (before submitting the summary paper) the level of funding for which they are eligible. This will allow students to make an informed decision regarding how their trip will be financed while at the same time allowing CAA to allocate funding that is consistent with its financial resources. We will try to apportion the money to reflect the distance traveled and associated travel costs.

Travel Subsidy Eligibility Requirements

In order to be eligible for a travel subsidy the following requirements must be met. They are:

1. Full-time student at a Canadian University;
2. Student Member in good standing of the Association;
3. Distance travelled to the Conference must exceed 150 km (one way);
4. Submit a summary paper for publication in the Proceedings Issue of Canadian Acoustics;
5. Present an oral paper at the Conference. Due to limited funding, a travel subsidy can only be given to the presenter of the paper even though there may be several student authors.

Procedure

1. The student must complete the following form and submit it at the same time as the abstract. The Technical Chair of the Conference must receive both on or before the dead line for abstract submission.
2. Within 14 days of the deadline for abstract submission the student will be notified by the Secretary of the funding that can be expected.
3. Cheques will be mailed directly to the students within 10 days of the end of the Conference
4. A student can expect to receive a minimum of \$150.

CAA Student Travel Subsidy and Student Presentation Award Application Form

DEADLINE FOR RECEIPT DAY, MONTH, YEAR

Procedure

- Complete and submit this application at the same time as the abstract to the Technical Chair of the Conference. Both must be received on or before deadline listed above.
- Within 14 days of the deadline for submission you will be notified by the CAA Secretary as to the Travel Subsidy funds that you can be expected to receive.
- Subsidy cheques will be mailed directly to you within 10 days of the end of the Conference
- Students satisfying all the eligibility requirements can expect to receive a minimum of \$150.

Eligibility Requirements

In order to be eligible for the Travel Subsidy you must meet the following requirements:

1. Full-time student at a Canadian University;
2. Student Member in good standing of the Association;
3. Distance traveled to the Conference must exceed 150 km (one way);
4. Submit a summary paper for publication in the Proceedings Issue of Canadian Acoustics;
5. Present an oral paper at the Conference. Due to limited funding, a travel subsidy can only be given to the presenter of the paper even though there may be more than one student authors.

Name of Student: _____

Address: _____

where the cheque is to be sent

Title of the proposed paper: _____

Is the paper to be judged in the Student Presentation Award(s) [Yes/No]: _____

Name and Location of the University: _____, _____

Faculty and Degree Being Sought: _____, _____

*** Proposed Method of Transport to Conference:** _____

Brief description of the route and method of transportation (e.g., bus, train, air, etc.)

*** Estimated Cost of Transportation:** _____

Provide least expensive transportation cost.

***Date of Departure to, and Return From the Conference:** _____, _____

***Other Sources of Travel Funding:** _____

List other sources of travel funding and the amount

Signature of Applicant

Signature of University Supervisor

I certify that the Information provided above is correct

I certify that the applicant is a full-time student

Print Name

Print Name

* Not required if you are only applying for the Student Presentation Award

Responsibilities of the CAA Executive in Administering Travel Subsidy and the Student Presentation Awards

1. Board of Directors must approve an allocation for the travel subsidy at the Spring BoD meeting;
2. Editor to publish travel subsidy information in the March and June issues;
3. Secretary to send announcement to all students and CAA members having a university association;
4. Conference Technical Chair must forward the applications received on or before abstract deadline to 1) Secretary and Treasurer by courier and 2) Student Presentation Awards Coordinator;
5. Within 14 days of submission deadline, the Secretary and Treasurer will adjudicate the funding and will inform each applicant of the money they will receive (if they present a paper and publish a summary paper in the Proceedings Issue;
6. Student Awards Coordinator to verify that the paper has been presented (and to judge as required for the Presentation Award). Inform Secretary of no-shows;
7. Secretary to verify that a summary paper was published;
8. Secretary to inform the Treasurer of the students that are to receive the subsidy;
9. Treasurer to mail cheques directly to the students at the address on the application with 10 days of the end of the conference.