

SOCIETY OF TOXICOLOGY OF CANADA ORIENTATION GUIDE AND POLICY MANUAL

(Updated July 2016)

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I. General Information

The Society of Toxicology of Canada (STC) was founded in 1964 in Montreal and the history of the Society is available on the STC Website (<http://www.stcweb.ca/en/aboutus/origins.shtml>). The membership consists of members drawing from academia, industry and government. Membership privilege and duties are outlined in the STC Constitution and By-Laws. The Society is a non-profit association with a fiscal calendar year ending September 30.

STC organizes an annual scientific symposium in early December which in the past had been held almost exclusively in Montreal but was relocated to Ottawa in 2014. The program is broadly organized in themes with presentations of complimentary topics and issues by researcher/policy makers active in the field. There is also a poster session open to all members to encourage student participation and exchange of toxicology results.

STC has been a member of IUTOX since 1978. The Society hosted the very successful IUTOX XI conference in Montreal in July 2007. Former STC President (2004-2006) Dr. Barbara Hales was elected to the IUTOX board as a director further highlighting the importance of STC in representing Canadian toxicology interests internationally.

The newsletter, committees, activities, and initiatives of the Society are accessible on the website (<http://www.stcweb.ca/en/index.shtml>). A Newsletter Electronic Archive was prepared in 2015-16 and will be available later in 2016.

The official Minute Book of the Society is kept by STC's lawyer, S. Jane F. Armstrong, Partner, Vorvis, Anderson, Gray, Armstrong LLP, 353 Elizabeth Street, P.O. Box 184, Guelph, ON N1H 6J9, Telephone (519) 824-7400; Fax (519) 824-7521; e-mail jane@vaga.ca.

II. Members of the STC Board of Directors

The directors, except for the President and Past-President, shall be elected by a simple majority of secret mail ballots received from the regular members before or at the Annual General Meeting (AGM). The President may be elected if the previous Vice-President is not able to take over as President after his/her two-year term. All ballots will be examined for authenticity, opened and counted by two scrutineers who shall be regular members in attendance at the Annual General Meeting.

The duties and responsibilities of each Board Member must be conducted in accordance with the STC Constitution and By-Laws and are described in general terms in the Appendices to this Manual.

- a) President - the chief executive officer of the Society, is elected for two years (see Appendix I).
- b) Vice President - elected for two years (see Appendix II).
- c) Past President - serves for two years (see Appendix III).
- d) Treasurer - elected for three years (see Appendix IV)
- e) Secretary - elected for three years (see Appendix V).
- f) Councillors - there are three Councillors which are elected for three years, but only one Councillor is elected each year (see Appendix VI).
- g) Executive Secretary - is appointed and paid by the Board and performs administrative tasks in support of the Society's activities (see Appendix VII).

III. Standing Committees

The duties and responsibilities of the Standing Committees as well as those of the particular Board Members as they relate to their interaction with the Standing Committees are described in the STC Constitution and By-Laws. Chairpersons of a standing committee will be asked to assist the Board in the selection of new committee members. The selection of committee members for the Board's approval will take cognizance of the three constituent communities within the Society (*i.e.*, public, private and academic) as well as the need for geographical representation where appropriate. The initial term of office and effective dates are specified under each Committee. All Chairpersons are encouraged to render a written report at the Annual General Meeting.

a) Membership Committee

According to the constitution, this committee is comprised of at least two regular members in good standing appointed by the Board of Directors for a two-year term. According to a board decision, as of February 26, 1994 the Committee consists of a Chairperson and at least two other members in good standing and representing each of the three constituencies of the Society (industry, government and academia). The Board nominates the Chairperson, usually the senior member of the committee. Other members are appointed in consultation with the Chair for a term of three years (January-December term), such that one member is replaced each year. This Committee reviews all membership applications including *curriculum vitae* and sponsors' letters to assess and verify appropriate class of membership. The Committee's recommendations are forwarded to the Secretary and Executive Secretary for referral to the Board who will be responsible for the final decision. The Chair of the Membership Committee shall notify each applicant of the decision concerning their acceptance to membership in the Society. In addition to the foregoing responsibilities, the members may, with the assistance of the Executive Secretary, contact members who have defaulted on their dues.

b) Scientific Program Committee

Responsible for planning the scientific program and related workshops for the Annual Symposium held in conjunction with the Annual General Meeting. The committee consists of three regular members in good standing appointed by the Board of Directors for a period of at least two years. The current practice is to appoint committee members for three years, replacing one member per year (January - December terms). The member to be replaced is often the senior member with respect to length of service and usually serves as the Chairperson in the year prior to being replaced. The Vice President is the Board's liaison officer to this committee and in conjunction with the outgoing Chair and the Board of Directors, nominates and invites the Chair for the next year in time for announcement at the AGM. The usual process is to nominate the individual with the most seniority remaining on the committee. The new member of the committee is recruited by the Vice-President in consultation with the new committee chair and the Board.

Note: Speakers at the Annual Symposium are not offered nor given honorariums. In conjunction with the Annual Symposium, there is a Poster Session where any member in good standing may present a poster.

Additionally, the timing of all the major organizational milestones leading up to the Symposium will be reviewed by the Board and the Committee Chairperson. The current time table is to approve themes for the symposium and general topics during the January/February conference call meeting of the Board and to have a final program for approval by the March/April Board meeting. At that time, the Program Chair is requested to extend formal invitations to speakers and finalize arrangements.

c) Nominating Committee

The Committee consists of the Past President, who serves as the chairperson, and two regular members who are elected from the floor at the Annual General Meeting. The Committee submits all nominations to the Secretary. The nomination committee shall advertise, in the Newsletter and/or via e-mail, all Elected Offices coming vacant in the following year, with a full description of the duties involved and the term of each office. All nominations received in accordance with the Constitution shall be placed on the ballot. In the event that no nominees are received for an Office, the Nomination Committee will appoint one candidate (AGM, Nov. 1995). Current practice is for the Nominating Committee to make a reasonable attempt to nominate at least two candidates for each vacant office.

IV. Appointed Committees

Projects for the appointed committees are identified by the Board. In like manner, the Board determines the committee's terms of reference (i.e. scope of project to be addressed, timing of projects and reporting arrangements, etc.). Generally, these committees prepare a "report" which is reviewed by the Board of Directors prior to its presentation to the members attending the Annual General Meeting. The Board's current procedure is to select a chairperson for a committee, who then assists the Board in selecting the remaining members of the committee (see Section III). Depending upon the committee's charge, it may be dissolved upon the completion of a specific task or it may continue to exist at the Board's discretion.

a) Student Mentorship Committee.

This committee is formed ad hoc from regular members by the Board of Directors according to specific issues identified by the Board. A Board member serves as liaison. The Chair of the Committee is appointed by the Board. Previously known as the Education committee, the Student Mentorship committee organizes the student training session and careers night at the annual symposium. This committee is currently inactive but may be reconstituted.

b) Editorial/Newsletter Committee

The "Committee" currently consists of a member in good standing who serves as the editor. The editor provides an editorial column and solicits columns from each Board member or other regular members at his/her discretion. At present the newsletter is published in the spring and fall. A budget of \$500 per annum is allocated to the Chair of the Committee to cover newsletter related expenses. An expenditure report will be submitted to the Board for approval at the end of the year. As of 2006, the News/Nouvelles is distributed electronically and posted on the Web. Paper copies are no longer mailed.

c) Finance Committee

This committee (finance or fundraising) is formed *ad hoc* by one or more Board members who compile a list of contacts and potential donors and coordinate the sending of funding requests. Potential donors are instructed to reply to the STC Treasurer. Letters of solicitation and acknowledgement are sent out under the President's signature.

d) Symposium Committee

This committee is chaired by the President and is responsible for all aspects of the Annual Symposium except for the scientific program. The Executive Secretary assists the President in overseeing the smooth operation during the actual symposium. The President appoints one or more members of the Executive to conduct symposium-related tasks, including negotiations with the venue. A Councillor is appointed to organize the poster session.

e) Awards Committee

The Awards Committee is chaired by the Past President, one Councillor and other regular members of the Society nominated by the Past President as required. The constitution of the Awards Committee varies somewhat depending on the award.

STC V.E. Henderson Award: Past President, one Councillor, and at least one member of the Selection Committee must have a working knowledge of the area of toxicology in which the candidate is working.

Gabriel L. Plaa Award of Distinction: Past President, one Councillor, and two members appointed by the Board from the general membership who are not members of the Board. Nominations for the latter two members will be requested from the floor at the AGM. In current practice, the Past President as chair of the committee nominates two members who have familiarity with the candidates work.

Intertek Student Award: Selection of the winners will be made during the Poster session at the annual symposium by the Chair of the Awards Committee or a designated member of the Awards Committee, plus one or more members in good standing, as designated by the Awards Committee

Student Travel Award: Past President as the chair, one Councillor and other regular members of the Society nominated by the Past President as required.

g) Website Committee

This committee facilitates the design and implementation of the STC website. The web address is www.stcweb.ca

V. *Ad Hoc* Committees

The tenure and terms of reference for such committees are formulated by the Board, taking cognizance of section III. Currently, the following *ad hoc* committees exist:

a) Position Paper Committee

While most position papers are prepared by the Science Policy Committee, a position paper committee may be struck when a specific need exists. The committee consists of a variable number of regular members in good standing, one of whom serves as Chairperson, and a Board member who serves as a liaison. All position papers are reviewed by the Board prior to their being presented for approval to the members at the Annual General Meeting.

b) Government Liaison Committee

This committee was struck in 2015 for the purpose of communicating to senior Federal Government officials the benefits of STC membership and the Annual Symposium to their scientific staff and to their organizations as a whole.

Committee memberships are posted on the STC Website.

VI. Awards

a) STC V.E. Henderson Award

The STC V.E. Henderson Award (hereafter referred to as the Henderson Award) description and past winners are posted on the STC Website. This award was inaugurated by Dr. John D. McColl, one of the six founding members of the Canadian Association for Research on Drugs (CARD) in 1969. The Henderson Award was originally given by Dr. McColl and his wife Pat, who was a niece of Dr. Henderson, but the Society now sponsors the Henderson Award. The award is designed to honour an individual who has less than 15 years' experience since obtaining his/her highest degree as of July 1st of the year in which the award will be given and who has made a significant contribution to the discipline of toxicology in Canada. The award takes the form of a suitably engraved stein plus a cheque for \$500. Presentation of the award will be made at the president's reception during the Annual Symposium, generally following the Annual General Meeting.

b) Gabriel L. Plaa Award of Distinction

This award is given to honour those individuals who have made outstanding and sustained contributions to the science of toxicology in Canada and/or the Society of Toxicology of Canada. The award is in the form of a plaque or other suitable memento and a \$500 honorarium. Presentation of the award will be made at the president's reception during the Annual Symposium, generally following the Annual General Meeting. One of the nominating members will be invited to introduce the awardee and the award will be presented by the President. As of 2004 the award is sponsored by STC. The criteria, selection and decisions are detailed on the STC website.

c) Intertek Student Poster Awards

Intertek Scientific and Regulatory Consultancy (formerly Cantox Inc.) provides funding for two student awards, one for the best poster presentation by an MSc student and the other for the best poster presentation by a PhD student. The value of each award is not less than \$500. Presentation of the awards will be made at the president's reception during the Annual Symposium, generally following the Annual General Meeting. The application process, criteria and selection are detailed on the STC website in the Awards section.

d) Student Travel Awards

STC provides financial assistance to encourage student delegates to attend the STC Annual Symposium and present a poster. The award granted will depend upon the number of applicants, however STC will make every effort to reimburse the cost of return transportation (student economy train fare; economy air fare at the least expensive excursion rate).

The application process, criteria and selection are described on the STC website in the Awards section.

e) MTE-GlobalTox Lecture in Contemporary Toxicology

At the discretion of MTE-GlobalTox, a gift may be presented to one speaker and \$1500 given as donation to the symposium annually to defray the costs associated with all speakers. The speaker is selected from the program and presented at the AGM by a representative from MTE-GlobalTox

VII. Policies

a) Honorary Member

An Honorary Member is defined in the Society's Constitution and By-Laws as an individual who has rendered distinguished service to toxicology. The Board of Directors recommends an individual to the regular members for approval by resolution at the Annual General Meeting.

An individual nominated for Honorary Membership should be sponsored or cosponsored by a Member of the Board of Directors. The latter will be responsible for informing the Board regarding the individual's "distinguished service to toxicology".

b) Co-sponsored Symposia/Workshops including joint Society meetings.

1. The Board of STC must approve *a priori* all joint symposia/workshops. Approval will be based upon such factors as: how the symposium/workshop relates to the status of toxicology in Canada; is it a symposium/workshop open to everyone or specific groups; and/or how many members of STC might attend; benefits to STC and its members. Minimal information requirements can be found in Appendix XI.

2. The STC Board will require confirmation that the Board of the co-sponsoring society approves of the joint symposium/workshop and the co-sponsoring society must identify one responsible contact person.
3. The method of payment for all costs and the sharing of any revenues must be stipulated prior to any agreement being executed. The method of payment of invited speakers must be uniform for all speakers and must be stipulated at the time that the invitation is extended. Federal Government / STC guidelines should be followed wherever possible.
4. Reimbursement of speakers should be carried out by the treasurers of the two co-sponsoring societies.
5. All financial arrangements relating to the cost of the symposium must be agreed to prior to organizing the symposium. It is anticipated that the co-sponsoring societies will share equally in the cost. Any funds obtained from donations in support of the symposium shall be deducted from the total cost and the balance shared.

c) Mailing List

Previous policy was that requests for the STC mailing list were considered by the Board and if approved, the requester is asked to make a “donation” of \$750 in support of the STC Annual Symposium. If the requester agrees to the “donation”, their name is then listed as a sponsor of the symposium and a tax receipt is issued. With new privacy rules, STC no longer distributes mailing lists but may agree to forward/circulate the information.

d) Fees for posting advertisements in the STC Newsletter and on the STC website.

The following fee schedule is in effect:

1. Non-member (institution, recruiters, industry, government):
 - Full page - \$500
 - Half page - \$400
 - Small ad - \$300
2. Non-member (personal, individual):
 - Full page - \$400
 - Half page - \$300
 - Small ad - \$200
3. Members – FREE
4. Members on behalf of institutions: same fee schedule as 1.

In accordance with an Annual General Meeting resolution STC does not accept sponsorship from a tobacco company and will not advertise job opportunities for a tobacco company, .

e) Requests for Information

Background - Periodically the Society receives requests for information that require an opinion/reaction, scientific view, etc. Historically, the Board has not reacted in a timely manner to such requests; in part because the membership had to approve such responses at the Annual General Meeting.

Procedure - The Society will attempt to identify an individual or individuals to prepare a response to a request for information with the understanding that the solicited response only represents the opinion of the individual or individuals preparing the response and should not be viewed as the response of the Society. As a means of identifying the individual or individuals who prepared a response, the concluding paragraph of any response could be similar to the following: The comments outlined herein represent the personal opinion of (or the collective personal opinions of) Professor or Dr. Joe Smith (employer) who was/were asked to respond by the STC. N.B. all such replies should be presented to the membership for information. The Vice President will be responsible for the timely selection of respondents and by implication, overseeing the operational logistics.

Exclusion - Requests for toxicological information that is intended to be used in judicial or third party disputes will be answered by referring the enquirer to professional consulting toxicologists due to the legal implications for the Society.

f) Activities Conducted on Behalf of the Board of Directors

Situations occasionally arise wherein Committee Chairpersons and/or Committee Members may undertake activities approved in principle by the Board. Whenever such activities constitute mailings, public announcements or other forms of written communication, said communication must be approved by the Board Member who is in liaison with that Committee, and/or the President prior to its dissemination.

g) Publication of STC sponsored symposiums

The STC Annual Symposium program and abstracts are printed in booklet format and distributed to paying attendees at the Annual Symposium. An electronic version may be available upon request. The choice and location of the printing company may vary at the discretion of the Symposium Committee. The program is not currently published in a peer-reviewed journal.

h) Categories of membership and their privileges

Post-Doctoral Fellow and Graduate Student members

The post-doctoral or graduate student member will receive notice of all business meetings. May attend all business meetings of the Society, but shall not have the right to vote nor stand for elected office. May not move or second any nomination for office. May participate fully in all scientific affairs of the Society and receives mailings of the News/Nouvelles.

Regular member

The regular member will receive notice of all business meetings. If a member is in good standing, she/he: a) may nominate an individual for membership in STC; b) may attend and vote all business of the Society; c) may be nominated to stand for election to any Society office; d) may participate fully in all scientific affairs of the Society; and e) may sponsor the participation of non-members at scientific meetings. Regular members receive mailings of the News/Nouvelles.

Honorary member

An honorary member is an individual who has rendered distinguished service to toxicology. Status as an honorary member is granted upon the recommendation of the Board of Directors and the approval by ordinary resolution of the Regular Members of the Society. An Honorary Member shall have the right to receive notice of and to attend all business and scientific meetings but shall not have the right to vote nor stand for elected Society office. An honorary member may not sponsor the participation of non-members at scientific meetings but receives mailings of the News/Nouvelles.

Retired member

A Retired member is an individual who has retired from his/her primary employment and has been approved by the Board of Directors for inclusion in this category of membership. A Retired Member shall have all the rights of a Regular member.

i) Lapsed members

Former members whose membership has lapsed for a period of five years or less may be reinstated after either payment of back dues or re-application. After five years, re-application is required. Re-applications are subject to all of the requirements of a new application, including the provision of a curriculum vitae and sponsorship letters.

j) Press releases and lay communication

Press releases may be issued for the AGM and Symposium and registration of press will be complimentary for the press if it is perceived that it is in the Society's interest. The Vice President

will, in conjunction with the program committee, consider issuing press releases. These recommendations will be discussed and issued at the discretion of the Board.

Registration for the Symposium for non-governmental organizations (NGOs) and similar organizations may be at the student rate if it is perceived that this is in the Society's interest.

VII. Important Dates for STC Members

Board Meetings

In general, the Board meets by conference call at the end of January/early February; in person in late March or early April; in person or by teleconference in late September or early October; the day prior to the STC Annual Symposium and, briefly, at the end of the Annual Symposium.

Other STC Dates

- i) Membership Dues
 - sent by Feb. 15th
 - due by April 15th

- ii) Student Travel Award Applications
 - November 1 (or as indicated on the website), for travel assistance to STC Annual Symposium.
 - Precedent exists for student travel aid to other meetings - e.g., the International Union of Pharmacologists meeting in Montreal, 1994.

- iii) Committee Appointments
 - At the Board meeting preceding the Annual General Meeting appoint committee chairpersons and members as appropriate so that each committee may meet during the Annual Symposium.

- iv) Abstracts for Posters and Speakers
 - Abstracts are due by November 1 (or as indicated on the website) for presentation at STC Annual Symposium. The choice of date may vary but must allow sufficient time for the preparation and printing of the program booklet for the Annual Symposium.

- v) Mailing of ballots for voting and required board communication to regular members
 - Election of New Board members – 30 days before the AGM; Late October/Early November for the December AGM)
 - Changes to the Constitution – 8 weeks before the AGM (Late Sept/Early October for the December AGM);
 - Changes to the By-Laws – 30 days before the AGM (Late October/Early November for the December AGM);

- Increases in dues – 30 days before the AGM (Late October/Early November for the December AGM)
- vii) Annual General Meeting (Annual Symposium)
- Written reports from Board Officers;
 - Written reports from appropriate Committee Chairpersons;
 - Presentation of resolutions;
 - First scheduled meeting for all committees
- viii) Awards
- STC V. E. Henderson – July 1st
 - Gabriel L. Plaa Award of Distinction – July 1st
 - Intertek Student Award – As specified on the Symposium Registration
 - Student Travel Award – As specified on the Symposium Registration

VIII. Miscellaneous Activities

a) Department of National Defense - Nomination

The Defence Science Advisory Board will solicit nominations for membership of the BCDRC (Biological and Chemical Defense Review Committee), as and when required, from the learned societies of Canada, on the understanding that no former employee or contractor of the Department of National Defence can qualify as a nominee. Nominations for BCDRC membership are subject to the approval of the Deputy Minister of National Defence and the Chief of the Defence Staff. BCDRC members will be selected on the basis of pre-eminence in the various fields of interest, and will serve on a rotational basis for a three year term, with the terms in office being staggered so as to provide for continuity. No BCDRC member shall serve more than two consecutive terms in office (exclusive of time as Chair), but may be re-appointed to the Committee following a one-year interval of membership.

APPENDICIES

Appendix I: Office of the President

Term of Office

The term of office shall be for two years; concurrent with that of the Past President and Vice-President.

Reports

The President renders a report at the Annual General Meeting.

Other Responsibilities

1. Is the Chief Executive Officer of the Society.
2. Exercises general supervision over the business and affairs of the Society.
3. Presides at all meetings of the Board of Directors and of the Society.
4. Signs all documents which require her/his signature.
5. Possesses and exercises such powers and performs such duties as are assigned by the Board of Directors.
6. Nominates standing committees which are subject to the approval of the Board of Directors.
7. May appoint a deputy to chair all Board and Society meetings when neither the President nor Vice President is able to attend.
8. Is encouraged to provide a President's Byline column ("From the Desk of the President") for each issue of the STC News/Nouvelles as a means of enhancing communication between the Board of Directors and STC members.
9. Prepares all correspondence acknowledging a member's service to the society (e.g., completion of the term of a Board or Committee member other societal involvements, etc.).
10. Ensures that all tasks subsequent to the Annual Symposium and Annual General Meeting are carried out (see task list below).

Tasks following Annual Symposium and AGM

1. Welcoming letters to new members: (Chair, Membership Committee)
2. Thank-you letters to speakers at STC symposium: Chair, Program Committee. Speakers for Joint session with Consortium - thank you letters should be from STC representative who co-chaired session and Director of Consortium)
3. Thank you letters to donors (President - obtain lists of donors and addresses)
4. Reimbursement of speakers (Treasurer with any assistance required from Outgoing Chair of Program Committee)
5. Receipts (Executive Secretary and Treasurer)
6. Formal thank you/welcome letters to board members leaving and joining Board (President). President should notify all winners of elections and thank other nominees for running.
7. Circulate new list of board members and contact info; list of committee memberships (secretary)
8. Information for March newsletter
 - Summary of symposium: Outgoing Chair Program Committee
 - Announcement of Symposium for subsequent year annual meeting (themes and dates): Incoming Chair of Program Committee (following decision at Jan/Feb conference call).
 - List of slate of officers: (secretary)
 - (Outgoing) President's report as delivered at AGM to include:
 - key items from AGM
 - thanks to previous and introduction of new program committee
 - acknowledgement of donations
 - acknowledgement of service (members of board, committees...)
 - Introduction of editorial committee including brief biographical sketches (Vice-President)
 - List of new members: (Chair of Membership Committee and Executive Secretary)
 - Award winners: Plaa, Henderson, Intertek (Past President). The people introducing the awards should be asked to provide text for publication.
 - Call for nominations for STC V. E. Henderson Award and Gabriel L. Plaa Award of Distinction (Awards Committee)
9. Policy manual: verify distribution of electronic copies to all board members (kept by Past President and a Councillor)

10. Review committees for replacements: Finalize during January/February conference call for those with January-December appointments; March board meeting for other committees.
(President)

Appendix II - Office of the Vice President

Term of Office

The term of office shall be for two years, concurrent with that of the President and Past President.

On Behalf of the President

The Vice President shall perform all the duties of the President in the absence or inability of the President to act, and shall have such powers and duties as may be assigned by the President or the Board of Directors.

Reports

The Vice President renders a report at the Annual General Meeting.

Other Responsibilities

1. The Scientific Program Committee (a.k.a. The Program Committee) shall be responsible for developing plans for the Annual Symposium.

The responsibilities of the Vice President/Scientific Program Committee are to communicate with the Chair of the Program Committee in order to:

- a) Ensure that the Program Committee is prepared to present for approval a list of symposium themes and possible topics to the Board of Directors during the January/February conference call. Chair of the Program Committee participates in the Board meeting.
- b) Ensure that the Program Committee has presented a full program (with suggested speakers and alternates) to the Board for consideration at the March/April board meeting. Conveys suggestions of the Board to the Chair of the Program Committee and approval to issue invitations to speakers. The program should be finalized with agreement by all speakers by the end of May.
- c) Communicate with Chairperson of the Program Committee about letters of invitations to potential speakers; including information about cost reimbursement, the requirement for an extended abstract, and the STC Dinner.
- d) In conjunction with the Chairperson of the Program Committee, ascertain that all Society members in good standing receive an "invitation" to present a poster at the Annual Symposium Poster Session.

- e) In conjunction with the Chairperson of the Program Committee, ascertain that the Chairperson of the Symposium Committee receives all of the speakers extended abstracts in sufficient time so that the Symposium Proceedings can be handed out at the time of the Symposium registration.
 - f) Prepare a list of potential Program Committee members for Board of Directors approval at the last Board meeting of the year.
2. Liaison of the Board of Directors with the Editorial/Communications Committee. Interacts with the Editor of News/Nouvelles and the Executive Secretary to ensure smooth and timely publication of the newsletter.

Appendix III - Office of the Past President

Term of Office

The term of office shall be for two years; concurrent with that of the President and Vice-President.

Reports

The Past President renders a report at the Annual General Meeting as Chairperson of the

- Nomination Committee
- Award Committee

Other Responsibilities

1. Participates as a member of the Board of Directors.
2. Provides advice and counsel to the Board of Directors.
3. Chairs committee (Nomination and Awards) meetings as appropriate.
4. May act as a liaison officer of the Board to committees and/or meetings at the direction of the President.
5. As Chairperson of the Nomination Committee - "The Nomination Committee shall advertise, in the Newsletter, all Elected Offices coming vacant in the following year, with a full description of the duties involved and the term of each office. All nominations received in accordance with the Constitution (i.e., By-Law 11) shall be placed on the ballot. In the event that no nominees are received for an Office, the Nominating Committee will appoint one candidate. In practice, the Nominating Committee makes every reasonable effort to nominate at least two individuals to offices with vacancies. See Appendix X – Forms for possible wordings for nominations to the board or Honorary Members.
6. The Past-President, with the assistance of the Secretary, will at regular intervals review the Constitution and ensure that the Constitution accurately reflects amendments.

Appendix IV - Office of the Treasurer

Term of Office

The term of office shall be for three years.

General Operational Guidelines

1. **Authorization of expenditures:** All allocations for budget other than usual operating costs should be supported by motions at the Board of Directors' meetings and documented in the minutes (e.g., support of student delegates to meetings, special travel reimbursement, Henderson Award, Plaa Award, Intertek Student Award)
2. **Receipts for dues:** Ensures copies are kept of all receipts issued for members' dues. Late payment of dues - "To adopt February 15th as the deadline for mailing membership dues forms, with a strict deadline of April 15th for receipt of payment, after which date a fine of \$10.00 will be charged. The member will be removed from the list of active members after a one-year deferral, at which time a registered letter will be sent to notify the member to pay dues in arrears plus applicable late fees".
3. **Operation within guidelines for non-profit organizations:** To maintain non-profit status, members should not receive any personal benefit from their membership, other than certain allowable benefits such as the right to vote or to receive newsletters and other publications. It is allowable to reimburse members for expenses incurred to provide a service for STC. This is the reason the students reimbursed to attend the annual symposium are referred to as delegates and must present a poster. Offering travel awards for no services rendered could be perceived as benefiting individuals within the society rather than the membership as a whole. The treasurer should keep close watch on the activities of the Society and check with the accountant or Government revenue ministries if there is uncertainty.
4. **Interaction with Executive Secretary:** The Executive Secretary currently performs the following duties on behalf of the Treasurer:
 - issues dues notices; clears the mail box; opens mail addressed to the Treasurer
 - records payments and information supplied on the returned dues notices;
 - deposits cheques and keeps the deposit book
 - keeps computer records of membership list and members' accounts
 - issues receipts for signing by the Treasurer

Routine Duties Carried Out by the Treasurer

1st Quarter Meetings in the New Year

- Prepare and distribute summary of symposium revenues and expenditures.

- Revise guidelines for reimbursement of expenses to be followed in the next calendar year according to government rates and distribute them; explain key features to new members of the board. Revisions may be done anytime, but it is good to avoid changes after organization of the symposium has been initiated.
- Send copy of guidelines for reimbursement to chairperson of the Programme Committee for distribution to Annual Symposium speakers as they are recruited.

September Board Meeting

- Tie up any loose ends for the fiscal year ending on September 30.
- Discuss travel of student delegates to the December Annual Symposium (a motion and decision should be recorded in the minutes).
- Make a motion that the Executive Secretary be authorized to spend a specified amount of money on incidentals related to the STC Annual General Meeting/Symposium.
- Make a motion to appoint the auditor; the books are audited annually.

October - November

- Prepare for audit; books should be delivered to the auditor early enough to ensure sufficient time for completion before December Board Meeting and the Annual General Meeting.
- Arrange with Executive Secretary to bill membership dues for the next year.
- File GST and QST forms.

December Board Meeting

- Review auditors' statement with the Board.
- Discuss fees for membership so that the Board can decide if a motion for changes will be introduced at the Annual General Meeting (the membership fees for STC are set at the Annual General Meeting one year in advance, e.g., at the 2001 meeting we set the fees for 2003).

Annual General Meeting

- Present the audited statements to the membership.
- Discuss unusual expenditures or revenues.
- Move to have the financial statements approved by the membership.
- Discuss fee structure and present a motion on STC membership dues (set one year in advance).
- Provide a brief report of the statements to the Secretary for inclusion in the minutes.

Other Routine Duties Throughout the Year

- Pay all bills according to STC guidelines.
- Maintain file or supporting documents for disbursements and revenues, cancelled cheques, bank statements, etc.
- Maintain accounting ledgers.

- Assist the Executive Secretary in any way possible (e.g., Annual Symposium).

Rates of Reimbursement

STC has been using the Federal Government rates for *per diem* and for mileage reimbursement. Usually, these rates are revised at the winter STC Board meeting. Any federal government employee can provide the latest rates; they are usually updated every 4-6 months. There are three forms outlining the guidelines for reimbursement of expenses for STC symposia and attendance of student delegates at the STC Annual General Meeting. The Treasurer has electronic copies of these files.

Audit of Financial Activities

Early November, the auditor is contacted and provided with the books and supporting documentation required to complete the audit.

The auditor performs an audit of financial activities, prepares financial statements and calculates interest on term deposits.

Items Provided to the Auditor

- Record book
- Notes of account receivable and whether or not they should be considered part of the fiscal year in question
- Documentation of expenditures (cheque number written on supporting pages)
- Cheque stubs
- Bank statements with cancelled cheques attached
- Term deposit statements
- Deposit book
- GST and QST filings (annual according to fiscal year)
- Copies of all receipts issued relating to members' dues (we do not keep copies of receipts issued for symposium registrations or donations). Identify on the receipts if there are past dues paid. Accompany each membership group with a list of the members' names
- Membership list along with a statement of the number of members in each category (regular, post-doctoral fellow/graduate student, honorary and retired)
- Miscellaneous documentation of deposits, for example, the HPB agreement, QST and GST rebate notices, etc.
- Statements of fee structures plus a sample copy of a dues notice
- Minutes of Board meetings and Annual General Meeting (mark/highlight items authorizing expenditures)

Accounting Summaries

- Summary of membership dues collected in each category with GST and QST itemized. It is suggested that a list be prepared from the receipts issued
- Summary of GST and QST collected from symposium registrations
- Preliminary statement of revenues and expenditures
- Summary of GST and QST collected and disbursed and input tax credits to be claimed

Quebec Sales Tax (QST) and Goods and Services Tax (GST)

Current (2009) rates are:

GST is 5% on goods and services (all Canadian bills)

QST is 7.5% on goods and services

In Quebec, QST is calculated after addition of GST to the price. To calculate GST and QST paid when receipt indicates only the total price including taxes:

QST: Total H 0.074074

GST: Total H 0.06057

Membership dues:

- Only residents of Quebec pay QST on STC portion of membership fees
- Members living outside of Quebec are not billed QST.
- Everyone pays GST.

Symposium Registrations:

Participants:

- Everyone pays GST.
- Only residents of Quebec pay QST.
- Non-residents of Quebec pay no QST on registration, but are supposed to be billed for QST paid on food, beverages and entertainment (these are all provided free at the Annual Symposium).

Organizer:

- Pays QST on symposium expenses for meals and entertainment, but cannot claim an input tax credit when filing QST.

Input Tax Credits:

If tax is paid on an item or service, an input tax credit can be claimed and qualifies for an input tax refund. Taxable supplies generally give entitlement to input tax refunds (ITRS) in respect of the tax paid (GST and QST) on the purchase of property or services consumed, used or supplied in the course of commercial activities.

Filing Dates for GST and QST

GST and QST are filed annually according to our fiscal year. The Governments send the forms to STC.

Appendix V - Office of the Secretary

Term of Office

Term of office shall be for three years.

Responsibilities

Board Meetings

- Issue or cause to be issued notices for all Board Meetings of the Society to all of the Board Members when directed or as authorized by the Society's by-laws.
- Prepare the agendas for all Board Meetings in conjunction with Board Members when directed or as authorized by the Society's by-laws.
- Circulate unapproved agendas for all Board Meetings to all Members of the Board prior to Board Meeting or as authorized by the Society's by-laws.
- Circulate unapproved minutes from previous Board Meeting to all Board Members as soon as possible following the meeting.
- Record the transactions of all Board Meetings. Prepare copies of the minutes for Board approval, in accordance with the preceding schedule, at the next Board Meeting.

Annual General Meeting

- Circulate or cause to be circulated unapproved minutes of the Annual General Meeting. These minutes are approved at the next Annual General Meeting.
- Prepare the unapproved agenda for the Annual General Meeting in conjunction with Board Members for distribution at the Annual General Meeting.
- Record the transactions at the Annual General Meetings and collect reports from the President, Vice President, Treasurer, and all Committee Chairpersons for inclusion in the Minutes of the Annual General Meeting.
- Render a report at the Annual General Meeting.

Correspondence/Archiving

- Conduct correspondence on behalf of the Society as required.
- Prepares all letters of invitation to Society members regarding committee appointments, etc.
- Archive minutes and other correspondence

Miscellaneous Duties

- Keep or cause to be kept a repository wherein shall be recorded:
 - a copy of the letters patent, all by-laws of the Society and any supplementary letters patent issued to the Society and a copy of the memorandum of agreement of the Society, if any;

- the names, alphabetically arranged, of all persons who are members of the Society (currently maintained by the Executive Secretary);
- the address and calling of every such person, while such member, as far as can be ascertained (currently maintained by the Executive Secretary);
- the names, addresses and callings of all persons who are or have been Directors of the Society, with the dates at which each became or ceased to be a Director;
- the names of all persons who are members.

Signature

- Sign such instruments as require the signature of the Secretary.

Constitutional and By-Law Changes

- Receive proposed Constitutional changes over the signature of three members of the Society in good standing.
- Prepare or cause to be prepared copies and mail them to all voting members of the Society at least eight weeks in advance for constitutional changes and thirty days for bylaw changes of the Annual General Meeting at which a final action is to be taken, or at least eight weeks in advance the Special Meeting called for that purpose.

Appendix VI - Councillors

Term of Office

The term of office shall be for three years; with one Councillor's term expiring at the time of the Annual General Meeting with a new Councillor being elected to fill the position.

Responsibilities

- Participates as a Member of the Board of Directors.
- Provides advice and counsel to the Board of Directors.
- May act as a liaison officer of the Board to committees and/or meetings at the direction of the President.
- May be directed by the President to carry out specific tasks that assist in the management of the Society.
- One of the Councillors retains responsibility for the Society of Toxicology Policy Manual throughout his/her term, then hands this responsibility over to the next incoming Councillor.
- Plaa Award of Distinction Committee - the most recently elected Councillor will be one of the Committee members.

Appendix VII - Executive Secretary

The Executive Secretary is someone who is appointed and paid by the Board and performs a myriad of tasks in support of the Society's activities.

The current Executive Secretary performs the following functions:

- Responsible for the Post Office box for the Society including distribution of mail to appropriate individuals and bringing various items to the attention of the Board.
- Responsible for Society's databases, members, financial data, expertise list. The software is installed on the McGill server, but is available from remote locations to designated Board members.
- On behalf of the Treasurer:
Issues dues notices; clears the mail box; opens mail addressed to the treasurer; records payments and information supplied on the returned dues notices; deposits cheques and keeps the deposit book; keeps computer records of membership list and members' accounts; issues receipts for signing by the treasurer; provides regular and year end summaries of financial transactions to treasurer.
- On behalf of the Membership Committee.
Maintains, distributes and adds new members to the membership list
Ensures documentation in support of membership applications received at the P.O. Box is transferred to Chair of the Membership Committee.
- Assists membership committee with follow up on delinquent dues.
- Membership Dues: Distributes dues notices, collects dues, sends out receipts
Responsible for sending out notice of final slate of proposed officers and ballot forms to regular members of the Society at least thirty days prior to the Annual General Meeting.
- Assists with the organization of the Annual Symposium as part of the Symposium Committee (see below for duties and task list)

Appendix VIII – Symposium Committee – Organizational Aspects

Task List – Annual Symposium

- 1) Prepare Sponsorship Letters
 - a) Gather names and addresses of sponsors & appropriate contact people
 - b) Identify other possible sponsors to approach

- 2) Symposium Logistics & Operations
 - a) Sign contract with venue
 - b) Book room for Board meeting on the day prior to the Symposium
 - c) Contact hotel to arrange/ confirm group room rates
 - d) Arrange catering for symposium
 - e) Arrange for audio/visual services
 - f) Arrange for poster boards
 - g) Order STC Symposium “gift item” (mugs, notebooks, pens, hats, shirts, ice scrapers, etc.)
 - h) Ensure that the gift items get to the venue
 - i) Prepare “screen saver” slide of sponsor logos
 - j) Prepare sponsor recognition sign for breakfast
 - k) Prepare satisfaction surveys
 - l) Prepare and print programs
 - m) Prepare name tags
 - n) Camera and photographer
 - o) Laser pointer
 - p) Laptop computer
 - q) Update website with registration form and other information
 - r) Send out reminder e-mail to membership
 - s) Identify program committee members for next year

- 3) Venue and Hotel - Key Planning Deadlines
 - a) Phone call or meeting with venue to plan and finalize event specifications
 - b) Event specifications confirmed and signed
 - c) Food and beverage deposit paid to venue
 - d) Remainder of balance due to venue
 - e) Guaranteed attendance numbers due to hotel

- 4) Welcome Reception
 - a) Book location
 - b) Confirm speakers
 - i) Industry
 - ii) Academic
 - iii) Government
 - c) Intertek/Cantox Award Judging

- d) Catering
 - e) Supplies (napkins, disposable plates)
- 5) Annual General Meeting
- a) Prepare agenda
 - b) Remind Board and Committee members to prepare their reports
 - c) Copy reports and last year's minutes for distribution
- 6) President's Reception
- a) Book the venue
 - b) Order food
 - c) Prepare certificates for outgoing board members
 - d) Prepare travel award cheques
 - e) Prepare Intertek/Cantox award cheques
 - f) Hand out Intertek /Cantox awards (cheques and certificates)
 - g) Prepare ToxQuiz
 - h) Prepare plaques and cheques for the Plaa and Henderson Award recipients

Appendix IX Proposal for Symposium

**The Society of Toxicology of Canada
Proposal for Symposium
Proposed Meeting Date**

Symposium Title -

Coordinator(s):

Department:

Institution:

Address:

Telephone:

Fax:

PROPOSED PROGRAM

Speaker #1:

Topic:

Speaker #2:

Topic:

Speaker #3:

Topic:

Speaker #4:

Topic:

Alternate Speaker:

Topic:

Alternate Speaker:

Topic:

Alternate Speaker:

Topic:

OUTLINE OF SYMPOSIUM

BUDGET

SPEAKER	TRAVEL	REGISTRATION	LODGING	MEALS

Total _____

Grand Total

INFORMATION ON SPEAKERS

Speaker #1:
Department:
Institution:
Address:
tel: _____ **fax:** _____
e-mail: _____

Speaker #2:
Department:
Institution:
Address:
tel: _____ **fax:** _____
e-mail: _____

Speaker #3:
Department:
Institution:
Address:
tel: _____ **fax:** _____
e-mail: _____

Speaker #4:
Department:
Institution:
Address:

tel:
e-mail:

fax:

Alternate:

Department:
Institution:
Address:
tel:
e-mail:

fax:

Appendix X – STC Committee Membership

STC Committees 2016 – 2017

Standing Committees

Membership (3 year term)

Chair: Rekha Mehta (Government)
Judit Smits (Academia)
Ronald Brecher (Industry)
Thomas Morris (Government)

Board Liaison: Executive Secretary (Veronica Atehortua), Treasurer (*ex-officio*) (Chris Nicol)

Scientific Program Committee (January - December term)

Chair: Sabina Halapannavar (Government)
Elaine Leslie (Academia)
Leanne Bédard (Industry)

Board Liaison (Vice-President): Angela Hofstra

Nominating Committee (January – December term) (nominated from the floor of the AGM)

Chair (Past President): David Josephy
Thomas Massey
Leanne Bédard

Appointed Committees

Editorial/Newsletter Committee: (*terms end March 31 each year to provide continuity for the newsletter following the AGM*)

Editor and Board Liaison: David Josephy (editor)

Symposium Committee

Inactive – This role has been assumed by the Scientific Program Committee and the Board

Awards Committee

Chair (Past President): David Josephy
Dan Cyr
Genevieve Bondy

(two non-Board members are nominated as required for evaluation of (1) Henderson award and Plaa Award of Distinction and (2) student poster awards – potential conflicts of interest must be considered)

Science Policy Committee (3 year term)

Inactive

STC Trainee Committee (*ad hoc according to specific issues identified by the Board*)

Inactive

Web Site Committee

In the process of being re-constituted as the Electronic Communications Committee

Finance Committee

Chair: Past-President:David Josephy

Treasurer: Chris Nicol

President: Mike Wade

Possible wording for plaques for Honorary members:

Founding Member: At the time of his/her retirement, in recognition of the exceptional contribution that he/she has given to his/her profession and to the Society, _____, Ph.D., founding member, is named Honorary Member December xx, 200x.

At the time of his/her retirement, in recognition of his/her many years of service to his/her profession and to the Society, _____, Ph.D., is made/named Honorary Member, December xx, 200x.

In recognition of his/her many years of service to his/her profession and to the Society _____, Ph.D. is made/named Honorary Member, December xx, 200x.

Possible wording for Award of Distinction:

In recognition of exceptional contribution to his/her Profession and The Society, _____, Ph.D., December xx, 200x.

Appendix XII – STC V. E. Henderson Award – Criteria, Selection and Decision

Posted on the STC Web site.

Appendix XIII – Gabriel L. Plaa Award of Distinction – Criteria, Selection and Decision

Posted on the STC Website.

Appendix XIV –Intertek Student Award – Criteria, Selection and Decision

Posted on the STC Website.

Appendix XV –Student Travel Award – Criteria, Selection and Decision

Posted on the STC Website