



**SOCIETY OF CANADIAN ORNITHOLOGISTS/ SOCIÉTÉ DES ORNITHOLOGISTES
DU CANADA**

WORKING DOCUMENTS

Contains: - Simplified working bylaws

- Endowment policy
- Policy on sale and exchange of membership list
 - Charges to officers
 - Charges to permanent committees

Updated September 2008

Table of Contents

Goals and policy statement.....	3
Membership and annual meetings of members.....	3
Officers and election of officers.....	4
Councillors and election of councillors.....	4
Council meetings.....	5
Financial.....	5

CHARGES TO OFFICERS AND COMMITTEES

President.....	6
Vice-president.....	8
Membership secretary.....	8
Treasurer.....	9
Recording Secretary.....	10
Newsletter Editor.....	10
Nominating Committee.....	11

GUIDELINES FOR AWARD COMMITTEE CHAIRS

Speirs Award.....	13
Smith Award.....	14

RESEARCH/STUDENT AWARDS

Taverner Award.....	16
Junco Technologies Award.....	17
Fred Cooke Award.....	18
James F. Baillie Award.....	18
Duties of Research Awards Committee.....	20
Research Awards Agreement.....	22

ENDOWMENT POLICY.....	27
------------------------------	-----------

POLICY ON SALE AND EXCHANGE OF MEMBERSHIP LIST	27
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SOCIETY OF CANADIAN ORNITHOLOGISTS/ SOCIÉTÉ DES ORNITHOLOGISTES DU CANADA

WORKING DOCUMENTS

Edited from formal Constitution and expanded to reflect current practice. For use of
Officers and Councillors in conducting day-to-day business.

Revised: September 2008

Goals

The goals of the Society of Canadian Ornithologists are as follows:

- 1) To encourage and support research that aims to understand and conserve Canadian birds.
- 2) To serve as a professional society for amateur and professional Canadian ornithologists.
- 3) To represent Canadian ornithologists within professional ornithological societies in Canada, North America and worldwide.
- 4) To disseminate knowledge of Canadian birds through a newsletter and a professional journal.
- 5) To recognize excellence in research, conservation and mentorship within the Canadian ornithological community.

Policy statement

Our primary role is to encourage the study of birds, as an important first step towards preservation, conservation and public appreciation. We define "ornithologist" as anyone who is interested in serious studies of birds, regardless of age or profession, and the society is open to anyone who wishes to join. "Canadian ornithologist" encompasses Canadian citizens who study or are interested in birds as well as citizens of other countries with an interest in Canadian birds and in the state of bird study in Canada.

The Society's goal of encouraging bird study will be achieved through:

- 1) increasing communication about bird research and issues with a newsletter and meetings, including communications among amateurs, academics, conservationists, private sector and government biologists concerned with birds;
- 2) offering grants to graduate students or people with limited or no access to other funds to study birds;
- 3) recognizing and publicizing significant contributions to bird study in Canada;
- 4) publishing a journal (if economic considerations permit) with the results of studies on the conservation and ecology of birds;
- 5) encouraging the application of scientific bird studies to the field of conservation.

Membership

Any person or organization paying dues is a Member. There are four categories of membership: student, regular, sustaining and lifetime.

Annual Meeting of Members

There will be an annual meeting of members at a time and place set by the President or

Council. Notice of the time and place shall be given to members at least 10 days ahead. At this meeting, members accept the minutes of last year's annual general meeting, approve the Treasurer's annual report, hear reports from the President, the membership secretary, Picoides editor, journal committee or ACE/ECO editor, nominating committee (on results of the elections for council and vice president), and awards committees. An auditor is selected by the Treasurer which must be approved by members and council. The President reports on the state of the Society and actions taken by Council during the year. Members may bring up other business for discussion. Quorum is 10 people, at least 2 of whom must be present. The remainder may be represented by proxy or vote by mail or electronically.

Officers

Officers include a President, a Vice-President who is the President-elect, Past-President, a Treasurer, and other officers that the Council designates. Currently these include Recording Secretary, Membership Secretary, and a Newsletter Editor. Offices may be combined at the discretion of Council.

Election of Officers

Officers are nominated by the Nominating Committee and Members and are elected by Members, as outlined below. The election results are then ratified by Council. Terms as Officer are not deemed to be terms as a Councillor, so Officers may serve even if they have just completed 2 terms as Councillor. Officers serve for 2 years and may serve up to 3 consecutive terms in the same office, except that the President and Vice-President may not succeed themselves, unless approved by council. The immediate Past President automatically holds a 2-year term as a Councillor following his or her term of office, and remains thereafter as a non-voting advisor on the Council.

The Nominating Committee, which is headed by the Vice President and includes 2 other voting members, should normally attempt to find multiple candidates for Officers, in order that Members have input to leadership of the Society. However, if the Newsletter Editor, Recording Secretary, Treasurer and Membership Secretary are willing to stay on and are performing satisfactorily, there is no need to nominate additional candidates. If it proves difficult to find more than one person at a time to run as Vice President, a single name may also be put forward for that office. Officers may be removed from office by majority vote of Council members. The ex-Officer completes his term as an ordinary Councillor. All council members and officers have a vote.

Council

Affairs of the Society are managed by the Council, which normally has 17 members (10 Councillors and 7 Officers (see above)).

Election of Councillors

Council appoints a Nominating Committee chairperson, normally the Vice-President. The chairperson recruits two additional members. The committee nominates candidates for positions of Councillor that will be open directly after the next annual meeting, and accepts further nominations that are supported in writing by two Members. The committee also makes sure

candidates are willing to stand. An attempt should be made to find candidates from all across Canada, insofar as good candidates are available. Probable attendance at meetings should be considered, but should not be a prerequisite for nomination.

Ballots are emailed to voting Members or are posted in Picoides so that election results can be determined before the annual meeting of Council. The nominees receiving the greatest number of votes cast are elected, up to the limit of positions open. At its annual meeting, the current Council ratifies the vote of Members. Councillors serve a term of 2 years, and may not serve more than 2 consecutive terms. Usually half of the Councillors are elected each year, so terms are overlapped. There is provision in the constitution for removal of Councillors from office by the Members.

Vacancies on Council

Vacancies may be filled for the remainder of the term by Members in a special election or by remaining Council members or may be left vacant as long as no position of Officer and no more than 3 positions of Councillor are left vacant at an Annual Meeting of the Council.

Annual Meeting of Council

Council members are notified of time and place of the Annual Meeting and an agenda of major items of business should be circulated at least 10 days prior to the meeting. Council normally meets before the annual general meeting. A quorum is 5 Council members. Measures are passed by majority vote as long as at least 9 Council members voted (either at the meeting or by mail or electronic ballot). If fewer than 9 vote, measures must have 5 positive votes to pass. In practice, this means that measures approved at small meetings must later be approved through mail or electronic ballot by the entire Council. Business to be conducted at this meeting includes ratification of election results, approval of council minutes from the previous meeting, hearing and accepting or modifying the reports of all officers, including the financial statement for the previous year, and other timely business.

Council business between Annual Meetings

Mail or electronic ballots may be held between meetings in order to make decisions that can't wait, or to get input of Council members who cannot attend meetings. Ratification of the Speirs Award and Jamie Smith Award recipients may be done by mail or electronically, as these do not coincide with the usual date of the Annual Meeting.

Financial

Council sets the financial year, which currently ends on 31 December. For this reason, incoming Treasurers take office on January 1. Members elect an auditor at each Annual Meeting of Members to audit the accounts of the Society for that year. The auditor must be a chartered accountant or a qualified administrator; a candidate is put forward by the Treasurer.

The Treasurer shall maintain an endowment fund according to the appended Endowment Fund Policy. Council members or committee heads sending expense claims, including receipts, to the Treasurer should do so before 31 December each year, so that reimbursements can clear the books before the end of the financial year. Donation of expenses can also be made by sending the expense account. A charitable donation receipt will then be sent.

**SOCIETY OF CANADIAN ORNITHOLOGISTS/ SOCIÉTÉ DES ORNITHOLOGISTES
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CHARGES TO OFFICERS AND COMMITTEES

President

1. Arrange Annual Meeting of Council

- Set time and place. Every second year, meetings can be held in conjunction with an AOU meeting and every fourth year in conjunction with an NAOC meeting. The president should confer with the AOU/NAOC local committee as early as possible in their planning stages to ensure appropriate arrangements are made for SCO-SOC business meetings. In the intervening years, stand-alone meetings are held. The president finds a local host for the latter meeting. Meetings can be held jointly with other societies if mutually beneficial.
- In cooperation with the local organizing committee, notify Council of the time and place for the Council meeting at least 10 days ahead of the meeting. Also provide an agenda, listing major items of business in sufficient detail that opinions can be circulated prior to the meeting (both to save discussion time at the meeting and to allow opinions to be aired by those who cannot attend).
- Email agenda and reports from officers to Council ahead of council meetings, or ensure that officers or committee heads do this.

2. Preside over Annual Meeting of Council

- Cast deciding vote in case of tie.
- Make certain the following business is conducted:
 - Nominating Committee report on elections. Council must ratify.
 - Officers present reports for acceptance by Council.
 - Remind outgoing officers to provide Recording Secretary with revised list of duties to pass on to incoming officers.

3. Arrange Annual Meeting of Members

- Set time, date and place. If to be held in conjunction with an annual meeting of the American Ornithologists' Union or other societies, contact the local committee in time for the SCO meeting announcement to be printed in the program of the meeting.
- Announce annual meeting in SCO newsletter or electronically, with as much detail as possible on date and place
- Preside over meeting, making sure following is included:
 - Presentation and acceptance of previous meeting's minutes
 - Present President's report (review of year, results of Annual Meeting of Council and of elections)
 - Present Speirs Award and read citation (arrange ahead for photographer, if appropriate). Alternately, this could be done at the banquet.
 - Get meeting to appoint Auditor (candidate found by Treasurer).
 - See that Treasurer's report is presented.

4. Provide written President's Report to Newsletter Editor and Recording Secretary after each annual meeting. Include summary of years' events, including names of winners of various awards.
5. Provide the Newsletter Editor and webmaster, with the names and address of the chairpersons for the Speirs Award Committee, Jamie Smith Mentoring Award Committee and Research Awards Committee, if these have changed.
6. Oversee business during the year.
 - Appoint committees and chairpersons (can ask chairpersons to appoint other members). Currently, permanent committees are the Nominating Committee (traditionally chaired by Vice-President), the Speirs Award Committee, the Smith Award Committee, the Research Awards Committee (Taverner, Cooke, Baillie and Junco awards) and the Conservation Committee. Send Chairpeople copies of the formal charges outlining their duties.
 - Serve as ex officio member of all committees.
 - Conduct email ballots of Council for important matters arising during the year, including ratification of the budget received from the Treasurer and of the Speirs and Smith Award nominees. Submit decisions taken at the Annual Meeting of Council to full Council (via email ballot) for ratification if quorum was not met at the meeting.
 - Inform the Speirs and Smith Awardees of the award, and invite him/her or a representative to the presentation ceremony to accept it. (If the person is sure to be at the meeting anyway, the awardee may be kept in the dark beforehand). Alternately, the committee chairs can inform the awardees.
7. Ensure that annual reports are made to the appropriate government bodies, as required by law. The government sends report forms to the Treasurer. In April, there is a request from the Treasurer for officers' names and addresses for the Annual Summary Form and pay the annual fees to the Corporation Directorate, Industry Canada in order to maintain the SCO incorporation. A financial report must be filled in by the Treasurer and audited by June 30. A Registered Charity Information Return should also be prepared and transmitted by the Treasurer to Canada Revenue Agency at the same time.
8. Pass on presidential papers at end of term to Vice President, first weeding out items which could go to Archives. Make sure any revisions to "Working Documents" are provided to the Recording Secretary, so that the up-dated version will be the one mailed to new Council members. Send all material for the Archives to the Recording Secretary.
9. Update and revise this list of duties, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

Vice-President

1. Chair Nominating Committee (see charge to committee).
2. Carry out duties of President if required.
3. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

Membership Secretary

1. Keep membership records, keeping addresses up to date, both postal and electronic, archiving delinquents and deceased, etc.
2. Send information provided by other councillors or other organisations to members, preferably by e-mail; use regular mail to contact members without e-mail address.
3. Prepare membership renewal notice, and email or mail in autumn, separately from other information. Include an electronic renewal form to return with dues, which includes space for name and address, a place to indicate whether a donation is included, and if possible, space for news and notes that can be forwarded to the newsletter editor. Send follow-up emails or letters to non-renewers.
4. Forward dues to Treasurer, and issue receipts (as appropriate) for donations.
5. Prepare report for Annual Meeting of Council. Send to Recording Secretary in time for it to be emailed to all Council members prior to the Annual Meeting, or bring 15 copies to meeting.
6. Provide updated membership list (or labels, if possible) to whomever mails out the newsletter to members without email address.
7. Send an updated membership list to the Vice-President each fall (or at the Annual Meeting) for use of the Nominating Committee.
8. With the President, make decisions on a case by case basis on requests for the member list.
9. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.
10. Send a hard copy of the Society's newsletter to the National Archives of Canada.

Note: The SCO/SOC's permanent address shall be the Membership Secretary's address.

Treasurer

1. The SCO financial year is January 1 to December 31. New Treasurers take office on January 1.
2. Keep financial records of the Society, according to acceptable accounting practice. Pay bills, reimbursements, etc.
3. Invest endowment funds for security and long-term rate of return.
4. Prepare a budget for the upcoming year based on income from membership renewals and estimating costs of the newsletter and other program items. Send this to the President by the end of November of the current fiscal year for approval by Council.
5. Prepare financial report on past year for Annual Meetings of Council and of Members. Send to Recording Secretary in time for it to be mailed or emailed to all Council members prior to the Annual Meeting, or bring 15 copies to the meeting. The report should be signed by the Auditor appointed at the previous Annual Meeting of Members.
6. Prepare financial report for appropriate government agencies, as required by law. Official forms are sent to the Treasurer by the different government agencies. In May, a list of Councillors will be provided by the Treasurer to the Corporations Directorate of Industry Canada with the annual fee to maintain the SCO Incorporation. The SCO Corporation Number is 219628-0-M. At the end of June, the Treasurer transmits to Canada Revenue Agency a Registered Charity Information Return for the previous SCO fiscal year.
7. Provide a copy of the financial report to the Auditor appointed by the Annual Meeting of Members, and provide other materials and books for inspection if requested.
8. Reimburse officers and committee members for legitimate expenses on behalf of SCO, when presented with receipts for such expenditures. If a donation is made to SCO to cover all or part of the expenses being submitted for reimbursement (a practice we should encourage), the Treasurer should mail a receipt for tax purposes to the donor.
9. Once notified by the chairperson of the Research Awards Committee of the names and addresses of research award winners, write and mail cheques promptly to the winners.
10. The Treasurer mails a receipt for tax purposes for all donations received from the members. The charitable number for the Society of Canadian Ornithologists is: 0783993-21.
11. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

12. Find a person willing to audit the annual financial statement. This person can be any member competent to check the accounts, or a qualified auditor who is not a member if the Society is large enough to require that. The auditor is elected at the Annual Meeting of Members, and will audit and sign the official financial statement for the year in which s/he is appointed. (This will not be ready until well after the start of the next calendar year).

Recording Secretary

1. Take minutes at meetings of Council and at the Annual Meeting of Members.
2. After Annual Meeting of the Council, send new Council members a package of information including a copy of the "Working Documents". If these have been recently revised, send them to continuing Council members as well.
3. Retiring officers may send you revisions of their list of duties. Revise the master list as necessary (including revisions to your own duties) and mail to all Officers. If there are no revisions, send it only to new Officers.
4. Oversee archives of the SCO. This means reminding the President from time to time to send any materials worth saving to you, and maintaining a set of newsletters, minutes of meetings and other official documents of the Society. Turn any remaining material over to the new Recording Secretary when you leave office. Letters Patent are held by the President. Archives of paper copies of SCO documents are currently held by Charles Francis.
5. Support council decisions by consulting working by-laws and constitution of SCO as needed, to ensure protocols are being followed. Amend documents as necessary.

Newsletter Editor

1. Solicit material for newsletter. The Editor has discretion to include material in the newsletter as is seen fit, and may run special issues if desired.
2. The fall newsletter should include a call for suggestions for Speirs and Smith awardees, giving the address of the current chairperson of these committees. This notice should be automatically included by the Newsletter Editor, but chairs of committees should remind him/her.
3. The fall newsletter should further include a call for applicants for Taverner, Cooke, Junco and Baillie Awards. This should be a standard notice, printed automatically, but updated each year with the new chairperson's name.
4. The fall newsletter should also include a call for nominations for officers and councillors,

naming the positions open. The editor should contact the vice president for a list of open positions.

5. Prepare the material and send to the Webmaster, after consultation about format. Send receipts to Treasurer for reimbursement, or bill Treasurer directly.
6. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers before passing on to incoming officers.

Nominating Committee

1. The committee is chaired by the Vice-President and includes two other SCO members. Aim for committee membership that will represent different regions of the country, if good candidates are available. Also try to represent both sexes and francophones and anglophones.
2. Remind newsletter editor to place a notice in the fall newsletter calling for nominations. Nominees must be supported by two Members and be willing to stand. Nominations are to be sent to the Vice President. If no nominations are made or no one volunteers to run, then the nominating committee should find people to nominate.
3. Half the Councillors (5 of 10) are elected to take office in even-numbered years, and all Officers and the other Councillors are elected so as to start their term of office in odd-numbered years. The terms of office are from the end of the Annual Meeting of Council in the year the election takes place to the end of the Annual Meeting two years later. The President and Vice-President cannot succeed themselves, and the Vice-President automatically moves on the Presidency. Other Officers may serve up to three successive terms. Councillors may serve for two consecutive terms and they should be encouraged to do so.
4. Attempt to nominate more than one person for each position, so that elections are meaningful. If the Treasurer, Membership Secretary and Newsletter Editor are eligible and willing to stand again and are performing satisfactorily, no other nominations are required for these positions.
5. Attempt to select nominees from diverse parts of Canada (keeping in mind the diversity in people already on Council), but only insofar as good candidates are available. Ability to attend annual meetings needs to be considered, but should not be a pre-requisite. Try to include representation of both sexes and francophones and anglophones.
6. Prepare a one-page ballot to be mailed or emailed to all members, showing email or mailing address to which it should be returned. The ballot should include statements from nominees on their backgrounds and reasons for wanting to be on council.
7. Compile results and send report to President for announcement at Annual Meetings. Send list of names, addresses and phone numbers of new Council members to Recording Secretary, for distribution

to full Council. If there is no Recording Secretary, do this yourself.

8. Write a note to all candidates for office listing the winners and thanking all for their participation.

GUIDELINES FOR AWARD COMMITTEE CHAIRS

THE DORIS SPEIRS AWARD FOR CONTRIBUTIONS TO CANADIAN ORNITHOLOGY

Guidelines for the Speirs Award Committee

Revised September 2008

Background and purpose of award

The Doris Speirs Award for Contributions to Canadian Ornithology was endowed with \$3,000 in 1985, to honour any significant contribution to Canadian Ornithology. The definition of a "significant contribution" is broad, and the recipient can be any person, regardless of nationality. Although scientific contributions are the most likely to be recognized by the Society of Canadian Ornithologists, the awards committee can nominate persons contributing to ornithology in other ways, such as through art, conservation, popularization of ornithology, etc.

Eligibility

Any person, regardless of nationality, is eligible, although there should be a strong preference toward those living and working in Canada. Awardee should be alive, but exceptions should be allowed for people very recently dead.

Frequency of Award

Annual. If experience so dictates, the Council may determine that the frequency of the award should be biannual or even less frequent. Regardless of the regular interval between awards, the Committee may recommend to the Council that the award not be made in any particular year.

Type of Award

The most important aspect of the award should be publicity, giving both the awardee and the award stature. An announcement of the award should be sent to *Picoides* and the OSNA newsletter and to any other publications appropriate to the particular awardee. A brief citation should be written to be presented to the awardee and reprinted in the SCO newsletter. The awardee will also be presented with a framed plaque citing the award with the SCO logo on it.

Date of Award

To be announced at Annual Meeting of Members, following approval by the Council.

Amount of Award

Initial capital is \$3000. This should provide interest of approximately \$250/year, to cover the cost of the award. Any interest monies not used go to supplement the Taverner award, but if money still remains, it is reinvested as capital.

Specific duties of the Speirs Award Committee:

- Once the President has appointed a chairperson, that person should find 2 others to serve on the committee. Traditionally, the chair retires and the next most senior committee member steps up to chair for a year, and a new third person is added to the committee. Thus, each person serves 3 years, being chair in the third; but this practice may be altered at any time.

- Call for nominations in fall newsletter. The Speirs committee chairperson will draft the notice before September 1.
- Research suggestions and select candidate by at least 3, and preferably 6, months prior to Annual Meeting of Members.
- Submit name to President, for ratification by Council. Once the choice is approved by Council, the President or Committee Chair will notify the awardee and ask him/her or a representative to attend the presentation ceremony.
- Prepare an appropriate citation (1-3 pages), outlining the awardee's contribution(s) to Canadian ornithology (see website for examples of past citations). Email to President for reading at Annual Meeting of Members and for presentation to recipient and email a copy, with a photo of the recipient to the newsletter editor.
- Frame a citation with the following (or similar) wording and that has the SCO/SOC logo on it

Doris Huestis Speirs Award for
Contributions to Canadian Ornithology
Presented by the Society of Canadian Ornithologists to
[person's name]
[year of award]

- Give plaque to President with citation for presentation to awardee, unless logistics dictate turning it over by some other means.
- Send an announcement of the award, and a sentence or two giving the reasons for it, to *Picoides* and the Editor of the OSNA Newsletter. Send the announcement also to other publications appropriate to the awardee (e.g. *Nature Canada*, public media, *Bulletin of the Canadian Society of Zoologists*, or naturalists' publications in the recipient's province).

THE JAMIE SMITH MEMORIAL MENTORING AWARD IN ORNITHOLOGY
Guidelines for the Smith Award Committee
Revised September 2008

Background and purpose of the award:

This award was established in 2006 through donations by SCO members in memory of James N.M. Smith, former professor at University of British Columbia, to recognize individuals who have contributed to the training and fostering of Canadian ornithologists. Throughout the time that Jamie Smith was a faculty member at the University of British Columbia's Zoology Dept, he mentored countless budding ornithologists at postdoctoral, graduate and undergraduate levels. Well known for his ability to ask the hardest and most penetrating questions, Jamie pushed all those who encountered him to take their science farther. Nothing appeared to please him more than to see students rise to, and meet, his challenges. Jamie took his role as a mentor to generations of new scientists very seriously, and his influence on Canadian Ornithology is evident in the many former students now working in academia, industry and government.

Eligibility

This award will honour established ornithologists (professional or amateur) from academia, industry, non-government or government agencies who have been nominated by students, colleagues and/or peers in recognition of displayed excellence in mentoring a new generation of professional or amateur biologists. The candidate must be a consistent motivator, as well as being diligent in pushing students/colleagues to excel and should demonstrate a passion for her/his discipline that is transferred to those that he/she has trained. The candidate should also instil a sense of integrity in those that she/he mentors.

Frequency of Award

The award would typically be presented biennially, with the possibility of being awarded annually if there are sufficient worthy nominees. The society reserves the right to not present the award if suitable nominees are not forthcoming.

Type of Award

The most important aspect of the award should be publicity, giving both the awardee and the award stature. An announcement of the award should be sent to Picoides, the OSNA newsletter and to any other publications appropriate to the particular awardee. The award consists of a plaque bearing the logo of the Society, as well as the name of the award, the recipient, year and purpose of the award. The award will be presented at the Society's annual meeting. The Plaque is 8x10 inches (20x25cm) and made of solid cherry wood backing with black matte metal plating. The Society's logo is in the upper left corner, and the title of the Award is etched beside this. On the lower half of the plate is the name of the current recipient, year and brief description of what the recipient is being honoured for. As the society operates in two official languages, French and English, the award recipient would be given the option of having the text of the award in either language. A brief citation should be written to be presented to the awardee and reprinted in the SCO newsletter.

Date of Award

To be announced at Annual Meeting of Members, following approval by the Council.

Amount of Award

The Smith awardees receive a plaque (cost ~\$130.00 in 2007)

Specific duties of the Smith Award Committee:

- Once the President has appointed a chairperson, that person should find two others to serve on the committee. Traditionally, the chair retires and the next most senior committee member steps up to chair for a year, and a new third person is added to the committee. Thus, each person serves 3 years, being chair in the third; but this practice may be altered at any time.
- Call for nominations in fall newsletter. The Smith committee chairperson will draft the notice before September 1.
- Research suggestions and select candidate by at least 3, and preferably 6, months prior to Annual Meeting of Members.
- Submit name to President, for ratification by Council. Once the choice is approved by Council, the

President or Chair of the Committee will notify the awardee and ask him/her or a representative to attend the presentation ceremony.

- Prepare an appropriate citation (1-3 pages), outlining the awardee's contribution(s) to Canadian ornithology. Email to President for reading at Annual Meeting of Members and for presentation to recipient and email a copy, with a photo of the recipient to the newsletter editor.
- Prepare the plaque (see above for instructions).
- Give plaque to President with citation for presentation to awardee, unless logistics dictate turning it over by some other means.
- Send an announcement of the award, and a sentence or two giving the reasons for it, to the Editor of the OSNA Newsletter. Send the announcement also to other publications appropriate to the awardee (e.g. Nature Canada, public media, Bulletin of the Canadian Society of Zoologists, or naturalists' publications in the recipient's province).

RESEARCH/STUDENT AWARDS

Note: All student awards are decided by a single committee with a single application form.

TAVERNER AWARD

Donations from Mrs. Doris Speirs totalling \$4,000 in 1987-88 endow the annual Taverner Awards to honour Percy A. Taverner. The award supports research and conservation work on birds in Canada by amateurs, students, and others without regular access to research funds.

Eligibility

The award is aimed at people with limited or no access to major research funding regardless of professional status, who are undertaking ornithological work in Canada.

Frequency and Amount

Two annual awards of up to \$1,000 may be made from a combination of the interest accrued on the capital grant initially provided by Mrs. Doris Speirs, with the remainder coming from general revenues. If the society's finances are in good condition, then the whole amount can come from general revenue and all the interest on the capital grant returned to the fund (revised 2008).

Application

Notice of the award will be made in the summer or fall of each year in the SCO Newsletter and other suitable publications. Applicants must submit a resume, two letters of reference from persons qualified to assess the candidate, and a research proposal (maximum 5 pages) which should include the purpose of the study, methods to be used, and a budget outlining total costs and other sources of funding received or applied for. Deadline for receipt of applications by the committee will be 15 February and the award decision made by 15 April at the latest. The successful applicant will submit a brief progress report for possible publication in the SCO Newsletter for the spring issue (currently 15 Feb). Announcement of the award will be made at the Annual Meeting and in the SCO Newsletter.

Selection

A recipient will be selected by a 3-4 member Research Awards Committee whose chair shall be appointed by the President. Members of the committee will receive copies of all applications. Selection will be based on the excellence and background of the candidate, the merit of the proposed project and the probability of successful completion, keeping in mind the goal of promoting the study of birds in Canada. No funds shall be awarded as stipends.

JUNCO TECHNOLOGIES AWARD

The Junco Technologies Award is sponsored by Junco Technologies Inc. (a company specializing in the production of birdhouses) in cooperation with Bird Studies Canada / Études d'Oiseaux Canada (BSC/ÉOC). Bird Studies Canada / Études d'Oiseaux Canada (BSC/ÉOC), a national non-governmental conservation organization, is dedicated to advancing the understanding, appreciation, and conservation of wild birds in Canada.

Eligibility

The Junco Technologies Award is open to any student who is enrolled in a Canadian university and is conducting a field research project in Canada on at least one species of cavity-nesting bird. The Award must be used to purchase field equipment necessary for the research project (e.g., audio recording, optics, video camera or radio transmitters). The Award cannot be used to pay a stipend for the recipient. Recipients of the Junco Technologies Award are required to acknowledge support from the Junco Technologies Award, sponsored by Junco Technologies Inc., and awarded by Bird Studies Canada / Études d'Oiseaux Canada, in scientific papers and other articles based on the research funded by the Award.

Frequency and Amount

One Award of up to \$1,000 is available each year.

Application

Notice of the award will be made in the summer or fall of each year in the SCO Newsletter and other suitable publications. Applicants must submit a resume, two letters of reference from persons qualified to assess the candidate, and a research proposal (maximum 5 pages) which should include the purpose of the study, methods to be used, and a budget outlining total costs and other sources of funding received or applied for. Deadline for receipt of applications by the committee will be 15 February and the award decision made by 15 April at the latest. The successful applicant will submit a brief progress report for possible publication in the SCO Newsletter for the spring issue. Announcement of the award will be made at the Annual Meeting and in the SCO Newsletter.

Selection

A recipient will be selected by a 3-4 member Research Awards Committee whose chair shall be appointed by the President of the SCO. Members of the committee will receive copies of all applications. Selection will be based on the excellence and background of the candidate, the merit of the proposed project and the probability of successful completion, keeping in mind the goal of advancing field research on cavity-nesting birds in Canada. Funds must be used to purchase equipment for studying at least one species of cavity-nesting bird.

FRED COOKE AWARD

The Fred Cooke award was endowed in 2002 with a start up of \$12,000: this was started with a donation by Fred Cooke with subsequent annual donations by SCO members. It is offered jointly by the SCO and BSC/ÉOC to honour the contributions of Professor Fred Cooke to Canadian ornithology. It supports travel by a student to an ornithological conference at which the student will make a verbal or poster presentation, or research in any aspect of ornithology anywhere in the world. The fund is administrated by BSC/ÉOC.

Eligibility

The Fred Cooke Award is open to any student who is enrolled in a Canadian university.

Frequency and Amount

One Award of up to \$1,000 is available each year.

Application

Notice of the award will be made in the summer or fall of each year in the SCO Newsletter and other suitable publications. Applicants must submit a resume, two letters of reference from persons qualified to assess the candidate, and a research proposal (maximum 5 pages) which should include the purpose of the study, methods to be used, and a budget outlining total costs and other sources of funding received or applied for. Deadline for receipt of applications by the committee will be 15 February and the award decision made by 15 April at the latest. The successful applicant will submit a brief progress report for inclusion in the SCO Newsletter for the spring issue (one year after the award is given) . Announcement of the award will be made at the Annual Meeting and in the SCO Newsletter.

Selection

A recipient will be selected by a 3-4 member Research Awards Committee whose chair shall be appointed by the President of the SCO. Members of the committee will receive copies of all applications. Selection will be based on the excellence and background of the candidate, the merit of the proposed project and the probability of successful completion. No funds shall be awarded as stipends.

JAMES L. BAILLIE STUDENT RESEARCH AWARD

The James L. Baillie Student Research Award is open to any student conducting ornithological research at a Canadian university. It honors the memory of James L. Baillie and supports studies of Canadian birds in their natural environment, as well as projects which contribute to preservation of birds or disseminate knowledge of birds. The James L. Baillie Student Research Award is funded by Long Point Bird Observatory / Bird Studies Canada / Études d'Oiseaux Canada (BSC/ÉOC) from proceeds of the Baillie Birdathon, and is administered by The Society of Canadian Ornithologists. A single award of up to \$1000 is made annually and the award winner is selected jointly by SCO and BSC/ÉOC.

SOCIETY OF CANADIAN ORNITHOLOGISTS/LONG POINT BIRD OBSERVATORY: GUIDELINES FOR THE JAMES L. BAILLIE STUDENT RESEARCH AWARD

As proposed by the James L. Baillie Memorial Fund and
accepted by SCO Council, August 1989

- (1) The award shall be named "The James L. Baillie Student Research Award", but may be abbreviated to the "Baillie Award". Its purpose shall be to honour the memory of James L. Baillie by supporting ornithological field research by a student at a Canadian university.
- (2) The Award shall be open to any student conducting ornithological research at a Canadian university, except that previous recipients of the Award (and other persons noted in #16) shall not be eligible.
- (3) The Award shall be for research that is consistent with the objectives of the James L. Baillie Memorial Fund, which are to support:
 - (a) studies of Canadian birds in their natural environment,
 - (b) projects which contribute to preservation of birds, and
 - (c) projects which disseminate knowledge of birds.

This means that the Award will be for field studies of birds in Canada or of populations of birds elsewhere that occur in Canada at some time of the year. Research which primarily involves laboratory or museum work will not be eligible. The Fund considers it important both that the research makes a significant contribution to ornithological knowledge and that its results are likely to be of interest to amateur ornithologists, especially those who generate most of the funds to support the award. Provided the above requirements are met, the selection of the awardee should be based on the quality of the proposed research and probability of successful completion.

- (4) The Award shall not be used to pay a stipend for the recipient. It may be used for any other research expense.
- (5) There shall be one Award per year, in the amount of \$1,000, provided that an acceptable application is submitted. The grant will be paid directly to the awardee by the James L. Baillie Memorial Fund.
- (6) SCO shall be responsible for advertising details of and application procedures for the Award, through 'Picoides' and in any other way that it considers appropriate, and shall be the recipient of all applications.
- (7) Applications shall be considered by the SCO Research Awards Committee, which will select the winning application and first and second runners-up. Copies of the top 3 applications shall be sent to the Secretary of the Fund by April 15 each year.
- (8) The Trustees of the Fund will review the winning application and confirm that it meets the objectives of the Fund (see #3). In the event that the winning application is deemed unsuitable, the Trustees may choose to make the Award to the first or second runner-up, or may decline to make any Award in that year.
- (9) The Secretary of the Fund will inform the chairperson of the SCO Research Awards Committee of the

Trustee's decision by 1 May or as soon as possible thereafter (no later than 15 May).

- (10) Upon receipt of confirmation of the Award from the Fund, SCO shall inform the recipient and send two copies of the agreement for signing, will announce the award in the next issue of 'Picoides' and may publicize the award in other ways. After SCO has informed the recipient, and the agreement (in #11) has been signed, the Secretary of the Fund will send a cheque for \$1,000 to the awardee. The Fund may also announce the Award in any way it considers suitable.
- (11) Recipients of the Award will be required to:
 - (a) Provide the Fund with a progress report of not more than 2 pages, including a statement of expenditures from the Award, by December 1 of the year of the Award.
 - (b) Write a brief popular account of his or her research, including objectives and preliminary findings, for publication in 'Picoides' and/or the LPBO newsletter and/or Baillie Birdathon newsletter, by March 1 of the year following receipt of the Award.The Fund will provide a statement to this effect, to be signed by the recipient at the time the grant is awarded.
- (12) All announcements of availability of the grant or of recipients of the Award published in 'Picoides' or elsewhere shall include the following statement: "The James L. Baillie Student Research Award is funded by Long Point Bird Observatory from proceeds of the Baillie Birdathon."
- (13) Scientific papers and other articles based on the research funded by the Award shall acknowledge support from The James L. Baillie Memorial Fund of the Long Point Bird Observatory.
- (14) The Fund makes a commitment to fund the award under these guidelines for the 3 years 1990, 1991, and 1992. In March 1992, the Trustees will review the Award and decide whether to continue, modify or terminate it.
- (15) The Fund shall make payments of \$50.00 to SCO on or about March 1, 1990, 1991 and 1992 as contributions to SCO's annual expenses for administering the award (photocopying, postage, telephone calls, etc.). Any additional costs to SCO for meeting its commitments under this agreement shall be paid by SCO.
- (16) The following shall be ineligible for the award: Officers, Councillors and grant committee members of SCO, Trustees and Officers of the Baillie Fund, Directors and staff of LPBO.

Specific duties of the Research Award Committee:

- Once the President has appointed a chairperson, that person should find 2-3 others to serve on the committee. Traditionally, when the Chair retires after 2 years, the next most senior committee member steps up to serve as Chair, and a new person is added.
- Place a call for applications for the Taverner, Cooke, Junco and Baillie Awards (see example) in fall issue of 'Picoides' and mail or email to appropriate Canadian universities and museums by November 1. The Editor of 'Picoides' will repeat the notice as for the previous year unless otherwise instructed by this committee before September 1. The Chair's address (including email address) should be on the notice.

- The Chair sends copies of all proposals to committee members and asks for ranking by a certain date. Criteria are as listed in the guidelines for each award. If rankings conflict, the Chair may arrange a conference call for discussion by the whole committee. Make every effort to have final decisions by April 15 at the latest, and preferably much sooner.
- For the Baillie Award, pick a winner and two runners-up, and by April 15, send all 3 applications and their rankings to the Secretary of the Trustees of the James L. Baillie Fund. (If you don't know who that is, call the Long Point Bird Observatory at 519-586-3531.). By May 1 or as soon as possible thereafter (May 15 at the latest), the Baillie Fund Chair will inform the Research Awards Committee chair as to agreement or disagreement about the choice and will forward two signed copies of the Baillie Award agreement form. Once the choice is approved, inform the SCO President, and send the Baillie Form agreements to the winner for signing at the same time as you send notification of the award.
- For Taverner Awards, pick two winners. If a Baillie or Junco Award winner is a potential Taverner winner (and vice versa) you may wish to delay a final decision on Taverner Awardees until the Baillie Fund Trustees have approved a Baillie Awardee and BSC (on behalf of Junco Technologies) has approved the Junco nominee.
- For Cooke and Junco awards, select one winner for each award.
- It is important to obtain ratification of the Baillie, Cooke and Junco award winners from Bird Studies Canada before announcing any (student) research awards. This is because BCS decisions could affect the final distribution of awards, including the Taverner Awards.
- Inform the President of the names and addresses of Taverner, Baillie, Cooke and Junco Award winners. Inform awardees, sending 2 copies of the agreement that they must sign (see attached), so that their cheques can be issued by the Treasurer. Letters to winners should specify deadlines for reports (Dec. 1 and March 1), as indicated below. Notify winners and unsuccessful applicants, as soon as possible.
- Notify Newsletter Editor of names and institutions of the winners of both awards, with the titles of their projects, for announcement in the spring issue of 'Picoides'.
- By December 1 of the year in which awards were given, Taverner, Baillie, Cooke and Junco awardees should have sent an accounting of how their funds were spend; and no later than March 1 of the next year, should have sent a brief account of the progress of their study. Follow up if nothing is received. Forward the Taverner financial statement to the Treasurer and both progress reports to the Editor of 'Picoides'. The Baillie Award financial account should be sent to the Secretary of the Baillie Fund, as should an additional copy of the Baillie Award progress report. If no reports are received, write a reminder.
- Ensure that all announcements calling for applications, announcing winners, etc. include acknowledgement of the Baillie Award as specified in clause 12 of the guidelines.

RESEARCH AWARDS FOR 2008

Call for applications

Applications are sought for 2 Taverner Awards (up to \$1000 each), 1 Baillie Award (up to \$1,000), 1 Fred Cooke Award (up to \$1,000.00) and 1 Junco Technologies Award (up to \$1,000.00) for 2008.

Taverner Awards are offered by the Society of Canadian Ornithologists to honour and further Percy A. Taverner's accomplishments in increasing knowledge of Canadian birds through research, conservation and public education. The award is aimed at people with limited or no access to major funding, regardless of professional status, who are

undertaking ornithological work in Canada.

The James L. Baillie Student Research Award is open to any student conducting ornithological research at a Canadian University. It honours the memory of James L. Baillie and will support field research on Canadian birds. The James L. Baillie Student Research Award is funded by Long Point Bird Observatory from proceeds of the Baillie Birdathon, and is administered by the Society of Canadian Ornithologists.

The Fred Cooke Award recognises the impressive contributions made by Dr. Fred Cooke to ornithological research in Canada and elsewhere. The main purpose of the award is to support ornithological conference travel or research activities by a student at a Canadian university.

The Junco Technologies Award is open to any student who is enrolled in a Canadian university and is conducting a field research project in Canada on at least one species of cavity-nesting bird. The Junco Technologies Award is sponsored by Junco Technologies Inc., in cooperation with Bird Studies Canada / Études d'Oiseaux Canada (BSC/ÉOC).

A single application may be made for all awards, but only one award can be won by an applicant in a given year. Taverner Awards are only given once for the same project; Baillie and Junco Awards only once to the same person--but past winners of either award may apply for the other. Funds are not awarded for stipends.

To apply, submit a resumé, two letters of reference and a proposal (maximum 5 pages) which should include the purpose of the study, methods to be used, and a budget outlining total costs and other sources of funding received or applied for. Applications should reach the following address before 15 February of each year (or the Monday immediately following IF 15 Feb falls on a weekend). The name and email address of the Chair, Student Awards Committee, can be found on the SCO web site. All applications must be sent electronically using email.

AGREEMENT BETWEEN THE SOCIETY OF CANADIAN ORNITHOLOGISTS AND WINNERS OF TAVERNER AWARDS

As a Canadian registered charity, the SCO must meet certain legal requirements in disbursing grants. To fulfill these requirements, we request that you sign and date both copies of the following agreement and return one copy to the address below. We can then issue your funds. Retain the second copy for reference.

Chairperson, SCO Research Awards Committee

[INCLUDE FULL NAME AND ADDRESS OF CURRENT CHAIR!]

1. The Taverner Award shall be used only for the purposes outlined in the Awardee's original application. Changes in use of the funds can be made only with approval of the SCO Research Awards Committee.
2. Any funds not used for the purposes outlined in your original application, or not used within the agreed time frame, shall be returned to the Chair of the SCO Research Awards Committee by cheque or

money order, payable to 'The Society of Canadian Ornithologists'.

3. Any non-expendable capital property purchased with a Taverner Award shall belong to the Society of Canadian Ornithologists.

4. The awardee shall keep vouchers, and shall stand ready to provide reports on progress and spending at any time that SCO may make a request for same.

5. By December 1 of the year in which the grant was awarded, the awardee shall submit an accounting to the Chairperson of the Research Awards Committee of how the Taverner funds were used. The Taverner funds shall be accounted for separately from other funds used in the project so that their use may be identified as an SCO charitable activity.

6. A brief (max. 2 pages) progress report on the project, suitable for possible publication in the SCO newsletter, shall be sent to the SCO Research Awards Committee (address above) by March 1 of the year following receipt of the award (or sooner).

7. Any publications resulting from the project supported by a Taverner Award, whether scientific or popular, shall acknowledge the award by name as a source of support.

_____ Name of Committee Chair (print)	_____ Name of Awardee (print)
_____ Chair's Signature	_____ Awardee's Signature
_____ Date	_____ Date

AGREEMENT BETWEEN THE JAMES L. BAILLIE MEMORIAL FUND
OF THE LONG POINT BIRD OBSERVATORY AND
WINNERS OF THE JAMES L. BAILLIE STUDENT RESEARCH AWARD
(Administered by the Society of Canadian Ornithologists)

As a Canadian registered charity, LPBO must meet certain legal requirements in disbursing grants. To fulfill these requirements, we request that you sign and date two copies of the following agreement and return one to the address below. We can then issue your funds. Retain the second copy for reference.

Secretary, James L. Baillie Memorial Fund

[ENTER FULL NAME AND ADDRESS OF CURRENT SECRETARY!]

1. The Baillie Award shall be used only for the purposes outlined in the Awardee's application. Changes in use of the funds can be made only by approval of the SCO Research Awards Committee.
2. Any funds not used for the purposes outlined in your application, or within the agreed time frame, shall be returned to the Chairman of the SCO Research Awards Committee by cheque or money order, payable to 'The James L. Baillie Memorial Fund'.
3. Any non-expendable capital property purchased with a Baillie Award shall belong to the Long Point Bird Observatory.
4. The awardee shall keep vouchers and shall provide reports on progress and spending at any time that SCO or LPBO requests.
5. By December 1 of the year of the award, the awardee agrees to provide a signed report stating what work has been completed with the Award funds, including a statement of expenditures (not more than 2 pages). The Award funds shall be accounted for separately so that their use may be identified as an LPBO charitable activity. This report shall be sent to the Chair of the SCO Research Awards Committee.
6. The Awardee agrees to write a brief popular-style account of the project for publication in the LPBO and/or Baillie Birdathon and/or SCO newsletters, and send it to the Chairperson of the SCO Research Awards Committee by March 1 of the year following receipt of the Award (or sooner).
7. Any publications resulting from the project supported by a Baillie Award, whether scientific or popular, shall acknowledge support from "The James L. Baillie Memorial Fund of the Long Point Bird Observatory". The Awardee shall send 2 copies of any such publication to the Secretary of the Baillie Fund (address above).

_____ Awardee's Signature	_____ Baillie Fund Secretary's Signature
_____ Print or type Awardee's Name	_____ Print or type Secretary's Name

Date: _____ Date: _____

Endorsed by Chair, SCO Research Awards Committee: Date: _____

(Sign Name) _____ (Print Name) _____

**AGREEMENT BETWEEN THE SOCIETY OF CANADIAN ORNITHOLOGISTS
AND WINNERS OF FRED COOKE AWARD**

As a Canadian registered charity, the Society of Canadian Ornithologists (SCO) must meet certain legal requirements in disbursing grants. To fulfill these requirements, we request that you sign and date both copies of this agreement and return one copy to the address below. A cheque for your award will be issued upon receipt of a signed copy of the agreement. Please retain the second copy for your records.

(Name), Chair
SCO Research Awards Committee
(Mailing address, Fax number, email address)

1. The Fred Cooke Award shall be used only for the purposes outlined in the Awardee's original application. Changes in use of the funds can be made only with approval of the SCO Research Awards Committee.
2. Any funds not used for the purposes outlined in the original application, or not used within the agreed time frame, shall be returned to the Chair of the SCO Research Awards Committee in the form of a cheque or money order, payable to "The Society of Canadian Ornithologists".
3. Any non-expendable capital property purchased with a Fred Cooke Award shall belong to the Society of Canadian Ornithologists.
4. The awardee shall keep vouchers and receipts documenting expenditures, and shall be prepared to provide reports on progress and spending at any time that the SCO may make a request for such reports.
5. By December 1 of the year in which the grant was awarded, the awardee shall submit an accounting of expenditures to the Chair of the SCO Research Awards Committee documenting how the Fred Cooke funds were used. The Fred Cooke funds shall be accounted for separately from other funds used in the project so that their use may be identified as an SCO charitable activity.
6. A brief (maximum 2 pages) progress report on the project, suitable for possible publication in the SCO newsletter "Picoides", shall be sent to the Chair of the SCO Research Awards Committee by March 1 of the year following receipt of the award (or sooner).
7. Any publications resulting from the project supported by a Fred Cooke Award, whether scientific or popular, shall acknowledge that the work was supported a Fred Cooke Award from The Society of Canadian Ornithologists.

Name of awardee (PRINT)
(Print)

Chair of SCO award committee

Signature

Signature

Date

Date

SOCIETY OF CANADIAN ORNITHOLOGISTS: ENDOWMENT POLICY

Approved by Council September, 2008

The Treasurer shall maintain capital for all endowed funds (hereafter referred to as "special funds") along with general endowment monies, in a combined endowment fund. The funds shall be separated only in bookkeeping, with each fund being assigned a value according to the proportion of its capital including annual donations to a specific fund to the total in the combined fund.

Whenever additions are made to the capital portion of any special fund, or to general endowment, a new calculation shall be made as to the proportion of the total combined fund that is assigned to each constituent fund. All increases and decreases in value of the combined fund shall be apportioned among the constituent funds according to these proportions, as shall the annual interest from the combined fund.

Capital from special funds shall not be spent unless directed otherwise by the Council. Annual interest shall be used to carry out the purposes of the funds as directed by Council, the surplus of interest generated annually by each constituent fund shall be returned to the capital of that fund to maintain the capital base of endowment. All the interest from any special fund may be returned to that fund as new capital at the discretion of Council, providing that the Society continues to spend on its programs the amounts required by Revenue Canada for charitable organizations. Such retention of interest would necessitate a new calculation of the proportions of the combined endowment fund assigned to each constituent fund.

Life memberships and bequests shall automatically be put into the general endowment fund unless specifically directed otherwise by the Council.

Any funds remaining from the amount of expendable interest earned by the Speirs Award endowment after payment for the award shall be made available to supplement the Taverner Awards for that year. If further interest funds remain unspent, they shall be reinvested in the Speirs endowment. If the society's finances are in good condition, then funds for the Speirs, Smith and Taverner awards can come from general revenue and all the interest on the capital grant can be returned to the Speirs fund.

SOCIETY OF CANADIAN ORNITHOLOGISTS POLICY ON SALE AND EXCHANGE OF MEMBERSHIP LIST

Approved by Council September 2008

The President and the Membership Secretary shall consider requests for the membership list on a case by case basis. Preferably, the membership secretary should send by e-mail to SCO members the electronic information provided by the organisation who wishes to contact them, and if needed send paper copies to members without e-mail. The SCO membership list shall never be sold for commercial mailings.