

SOCIÉTÉ CANADIENNE
DE
BIOMÉCANIQUE.



CANADIAN SOCIETY
FOR
BIOMECHANICS

Executive Handbook

January 2000

Contents:

1. Terms of Reference
2. Operation Guidelines for Executive Positions and Secretariat
 - President
 - Secretary-Treasurer
 - Conference Chairperson
 - Past Conference Chairperson
 - Communications Officer
 - Student Representative
 - Secretariat/Members Affairs
3. Conference Award Guidelines
 - Student Awards
 - Career Awards
4. List of past executives and conference locations

Revised by Stuart McGill
2000

CSB/SCB

Terms of Reference

Canadian Society for Biomechanics
Société canadienne de biomécanique

Terms of Reference (2000)

(Approved in Principle at General Meeting, London, Ontario, October 27, 1980,
Adopted Kingston 1982, Updated by the executive April 2000.)

A. Purpose

To foster research and the interchange of information in the biomechanics of human physical activity.

B. Objectives

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

C. Membership

AFull Membership@in the Society is open to all who are interested or involved in biomechanics research and/or the interchange of information. AStudent Membership@is open to anyone registered full or part-time in a post secondary diploma but who are enrolled in a higher education program are eligible for AFull Membership@if they so desire.

D. Executive Positions

1. *President*
 - a. Term of Office: 2 years, normally
 - b. Responsibilities:
 - i) To maintain communication among the Executive and call and arrange for meetings of the Executive at least once per year (may be telephone conference).
 - ii) To maintain communication among members, principally through the Newsletter.
 - iii) To accept business items, form meeting agendas and chair

- business meetings.
- iv) To represent (or delegate a representative of) CSB/SCB at meetings of other societies, organizations, groups or agencies when such representation is required.
 - v) To act on behalf of CSB/SCB, when necessary, in response to events which demand immediate attention and for which there is not time to call an Executive meeting.
 - vi) To draw up a list of nominees for Executive positions with the approval of the current Executive.
- c. The President nominee will normally be one of the Executive of the previous two years.

2. *Secretary-Treasurer*

- a. Term of Office: 2 years, normally
- b. Responsibilities:
 - i) To keep and circulate Executive and Society meeting minutes
 - ii) To arrange for and conduct elections of the Executive and referenda of the membership when required from time to time.
 - iii) To receive up-to-date records of financial status from the Secretariat, present a financial statement to the Executive at least once per year between November 1 and December 31 and at the General Meeting when these are held.
 - iv) To receive membership information from the Secretariat and present this information to the Executive at least once per year between November 1 and December 31 and at the General Meeting when these are held.

3. *Conference Chairperson*

- a. Term of Office: 2 years, normally
- b. Responsibilities:
 - i) To see that the biennial conference is conducted.
 - ii) To be Program Chairperson for that conference:
 - to organize a conference committee
 - to receive, review and select papers, invite guest speakers and draw up a conference program
 - iii) In consultation with the Secretariat and Secretary-Treasurer arrange for cheque signing authority to

expedite payment of bills associated with the conference.

4. *Past-conference Chairperson* (*also eligible for other Executive re-election)

- a. Term of Office: 2 years, normally
- b. Responsibilities:
 - i) To assist the Conference Chairperson

*Should the Past-Conference Chairperson be re-elected to another position, including Conference Chairperson, then another Member-at-Large position should be filled to keep a seven person executive.

5. *Communications Officer*

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

6. *Student Representative*

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

7. *Secretariat/Members Affairs*

- 1. Term of Office: generally longer than a single 2-year term to provide continuity for the society but to be reviewed by request of the executive or the secretariat

2. Responsibilities:
 - 1) Prepare financial reports
 - 2) To maintain bank account
 - 3) Collect membership dues

E. Election Procedure

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

F. Secretariat

A permanent Secretariat with a paid part-time employee of the Society is to be maintained. The role of the Secretariat is to receive and respond to routine inquiries about the Society, direct any matters concerns specific members of the Executive to the appropriate person, maintain membership lists, receive and deposit monies from membership fees, sale of the Society publications or materials or other sources and in general deal with the day-to-day operation of the Society.

In particular the Secretariat and Secretary-Treasurer must keep in close liaison since the latter is specifically responsible to the Executive and membership for the finances and membership status of the Society.

Operation Guidelines

Canadian Society for Biomechanics
Société canadienne de biomécanique

President

General Duties

- a. Oversee all activities of the society
- b. Chair all meetings
- c. Respond promptly to all questions and correspondence directed to the society
- d. Maintain regular contact with the other executive members concerning progress made on their respective tasks
- e. Represent the CSB/SCB at meetings of other societies, organizations, groups or agencies when such representation is required
- f. Act on behalf of the CSB/SCB, when necessary, in response to events which demand immediate attention and for which there is not time to call an executive meeting

Newsletters

- a. Coordinate with the newsletter editor to ensure that two newsletters are produced each year
- b. Prepare a president's message for each newsletter
- c. Seek input from other executive members

Future Meeting Sites

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

Executive Meetings

- a. Call executive meetings at least once per year.

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

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

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

- b. Prepare agendas for all meetings

Nominees for Next Executive

- a. Put out a call of nominations three months prior to the biennial conference or organize a committee to put together a slate of nominees. (Obtain a

current membership list from the secretariat for this purpose)

- b. Ensure that there is at least one representative from each of the areas of Rehabilitation, Ergonomics and Sport.
- c. The nominee for president will normally be someone on the current executive
- d. Get permission from individuals to stand for office
- e. Obtain approval of the executive before presenting the list at the biennial general meeting of the society

Awards Committees

Select chairpersons for the Young Investigator and Career Investigator Award Committees.

General Meeting

- a. Call a general meeting at the biennial conference. Inform the conference chairperson so that it can be included in the program.
- b. Prepare an agenda
- c. Make sure respective members prepare necessary reports
- d. Items to be covered in general meeting
 - i. approval of minutes of previous general meeting
 - ii. financial report
 - iii. membership report
 - iv. election of a new executive
 - v. public expression of thanks to conference chairperson and conference committees
 - vi. announce next conference (the incoming conference chair should provide a short report of plans to date)
 - vii. other business of general interest to society members

Presidents Remarks at the Biennial Conference

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

Letters of Appreciation

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

End of Term

- a. Organize all material and pass it on to the next president
- b. Update the CSB/SCB Executive Handbook

Secretary-Treasurer

Initiation

- a. In January of the year you are to start your term, contact the outgoing secretary-treasurer to discuss operating procedures, the transfer of materials, etc.

Finances

- a. Maintain bank accounts (located at the Secretariat) and be responsible for all checks payable to and from the CSB/SCB account
- b. keep a portion of the funds in a high interest account. Plan this so that you can access money to cover large expenses. During the first year of your term, this will include travel costs to the executive meetings and advances to the conference chairperson. Generally \$10,000 should be maintained for this reserve.
- c. Periodically receive funds from the secretariat account (membership dues) and add them to the CSB/SCB account.
- d. Prepare checks for New Investigator Awards and to cover the prizes given as the Career Investigator Award.
- e. Prepare financial reports to be presented at each executive meeting
- f. Prepare a financial report to be presented at the biennial general meeting. This report should cover the full two years between conferences
- g. Receive the financial report of the biennial conference from the conference chairperson

Conference Grant for Special Symposium

In cooperation with the conference chairperson, prepare a conference grant (eg. NSERC) to support a special symposium at the biennial conference. The deadline for NSERC is November 1 of the year preceding the conference.

Minutes

- a. Keep minutes of the general meeting and all executive meetings held during your term. The individual(s) responsible for action on each item should be clearly indicated.
- b. Submit the minutes of the general meeting for executive approval at the next executive meeting. (This meeting will probably be held sometime past the end of your term.) The minutes will be published in the newsletter and submitted to the next general meeting (be the next president).
- c. Circulate minutes of each executive meeting to the executive members within one month of the meeting. This will serve to remind members of responsibilities assigned to them at the meeting.

Exchange of Office at the End of the Term

- a. Prepare an interim financial report covering the period from the general

- meeting to the end of your term
- b. hand over all relevant material to the incoming officer

Conference Chairperson

General Duty

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

Specifically

- a. Set the date and arrange the facilities for the conference.
- b. Arrange for the conference to be announced to the CSB membership and any other relevant organizations at least one year prior to the conference dates.
- c. Organize the scientific program: the Human Locomotion Symposium, the Young Investigator's Awards, the Keynote Lecture, and the regular (poster and slide) presentations.
- d. Organize the submission of abstracts and the scientific review of the abstracts.
- e. Organize the social events normally associated with the conference: the welcome reception, and the banquet.
- f. Write grants to support the expenses of the conference: NSERC for the Human Locomotion Symposium, local grants from the host Faculty or the host University, others as they may apply.
- g. Organize the conference budget and record expenditures appropriately. Normally a profitable or revenue-neutral budget is expected. Special efforts should be made to keep student fees reasonable.
- h. Present details of organization and budget to the CSB Executive at the Executive meetings preceding the conference, or when requested to do so.

Conference Notes

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

Communications Officer (formerly Newsletter Editor)

General Duty

Given the move to the internet the C.O. is responsible for maintaining the CSB website and preparing the on-line newsletter.

Set Dates for Publication as Follows

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

Content of Newsletter

Regular Items:

- news and upcoming events
- description of society and list of current executive
- membership application form
- president's message
- messages from other executive members
- thesis abstracts and descriptions of graduate programs
- other items, letters, etc. can be included as deemed necessary by the executive and the editor

Special Items for Each Issue:

May of non-conference year

- announcement of upcoming executive meeting
- call for nominations for career investigator award and summary of guidelines
- notice about change of address (e-mail and postal) and communicate these to the secretariat

November of non-conference year

- report of executive meeting
- report of conference plans
- call for papers?
- call for applications for new investigator award
- summary of guidelines for new investigator award
- membership list
- announce availability of last, and last but one, proceedings

May of conference year

- call for executive nominations
- conference update

- announce date and time of general meeting at upcoming conference
- November of conference year**
- conference report and announcement of award winners
 - minutes from general meeting
 - membership report
 - financial report
 - announcement of new executive request suggestions for next executive meeting call for nominations for career investigator award and summary of guidelines

Newsletter Publication

Prepare, typeset and print the newsletter

Newsletter Mailing

- a. Obtain mailing labels from the Secretariat
- b. Mail newsletter to all members as indicated by the Secretariat

Solicitation of Membership Fees

Membership fees will be solicited by e-mail in January of the conference year. (The secretariat will record activity and mail letters to those in arrears in March of the conference year.)

End of Term

Update the Operation Guidelines for the Newsletter Editor in the CSB/SCB Executive Handbook

Secretariat/Member-s Affairs

- a) Membership
 - Maintain the membership list.
 - Every second year, (conference year), in January, membership fees will be solicited via e-mail (in cooperation with the communications officer). If appropriate, also solicit payment of fees from members on the last but one membership list. Those in arrears by March of the conference year will have a notice mailed to them.
 - As payment is received, mail members a receipt and a membership card. New members will also receive a pin (when available).
 - Failure to pay by September 30 will result in a direct letter enquiring whether the person wishes to remain a member of the society. Failure to respond by December 31 will result in a deletion from the membership list.

- b) Income and Expenses
 - Deposit all monies in an account under the name of the Canadian Society for Biomechanics.
 - Reimburse expenses of executive members for activities related to the Society (with receipts).
 - Provide financial reports to the Secretary-Treasurer so that activities in Secretariat account can be included in all financial reports.

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

- d) Other Duties
 - Respond to enquiries regarding memberships, conference proceedings and injunctions.
 - Periodically update the Operation Guidelines for the Secretariat in the CSB/SCB Executive Handbook.
 - Keep stock of Society letterhead.
 - Provide the President and Secretary with official papers of the Society.
 - Inform the Secretary about location of Society documents.

Documents and objects to keep

For historical purpose:

- One copy of the general and executive meetings
- One copy of each conference proceeding and other publications
- Copies of old flyers, pin, card format, etc. that have some relevance to the Society history

For legal purpose:

- The original letter patent
- One copy of Executive Handbook
- Original contract with MasterCard
- Copy of annual incorporation, tax report, and statement of account (MasterCard, bank account) for 6 years

For secretariat:

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

End of term

Transfer templates of Electronic spreadsheets of membership and other word processing forms to the new officer.

Member(s) at Large

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

Student Representation

1. Status:
 - 1.2_ Student representation functions within the Executive Board, collaborating with the President.
 - 1.3_ Modifications to any existing, as well as any implementation of, activities and functions in the Society must be approved by the Executive Board.

2. Objectives:
 - 2.1 Further student involvement in the Society. As a liason, ensure that all pertinent information from the students is conveyed to the Executive Board.
 - 2.2 Further student interaction as well as establish contacts among students for jobs and educational opportunities.
 - 2.3 Further student involvement at the Biennial Conference. Promote interaction and discussion among the participants.
 - 2.4 Further student participation for awards.
 - 2.5 Collaborate with the members of the Executive Board to further the interests of the Society. Ensure that all pertinent information is conveyed from the students to the Executive Board.

3. Orientation:
 - 3.1 Communicate with President and past Student Representation to discuss operating procedures, transfer of materials and objectives to attain.
 - 3.2 For the students, serve as a channel of communication with the Executive Board.
 - 3.3 Collaborate with Program and Conference Chairs in organizing a student meeting during the Biennial Conference.
 - 3.4 Revise and update AGuidelines for Student Representation@
 - 3.5 Provide Newsletter Editor with information to print.
 - 3.6 Attend, if possible, all meetings of the Society. Attending the meetings provides an opportunity to meet members of the Society.
 - 3.7 Communicate with new Student Representative and President to ensure smooth transition of duties.

4. Meetings of the Society:
 - 4.1 Biennial Conference. This conference provides an opportunity for members and non-members of the Society to communicate

- research. Attending the conference favors interaction among the participants.
- 4.2 Executive meeting. This meeting is held during the Biennial Conference. Attending the meeting provides the Student representative the opportunity to communicate with the executive members.
 - 4.3 General meeting. This meeting is held during the Biennial Conference. Attending the meeting informs on the financial situation of the Society.
5. Biennial Conference:
 - 5.1 Ask the President to introduce the Student Representative to the Society during the general meeting.
 - 5.2 Chair the student meeting.
 - 5.3 Collaborate and chair other student activities to be held during the conference.
 6. Student Meeting:
 - 6.1 Chair the student meeting.
 - 6.2 State past status, objectives and orientations for student representation in the Society.
 - 6.3 State future status, objectives and orientations for student representation in the Society.
 - 6.4 Open discussion on student representation in the Society.
 - 6.5 If possible, present new Student Representative.
 7. Communication:
 - 7.1 Respond promptly to all correspondence from members of the Executive Board and other members of the Society.
 - 7.2 Maintain regular contact with the President concerning progress made on respective tasks.
 - 7.3 Write a message in each Newsletter. The Newsletter is usually published twice a year.
 - 7.4 Write letters of appreciation to those who have collaborated and helped on respective tasks.
 8. Verifications:
 - 8.1 Check that the Student Representative's name appears on the agenda for those meetings to be attended.
 - 8.2 Check that a student meeting has been scheduled during the Biennial Conference.
 - 8.3 Check all correspondence for incorrect information and provide the appropriate information when available.

Guidelines for the CSB/SCB New Investigator Awards

I AWARDS AVAILABLE

1. Two AWARDS will normally be made at each CSB/SCB Congress; the MASTERS STUDENT AWARD and the OPEN AWARD for high quality biomechanics research submitted for presentation at the BIENNIAL CONGRESS OF CSB/SCB.
2. The AWARDS COMMITTEE has the right to make no award in a category if the best applicants submission is judged to be of unsatisfactory quality for the standards of the CSB/SCS competition.

II ELIGIBILITY

A. A competitor is eligible to receive the MASTERS AWARD If:

1. The competitor is a member of the CSB.
2. The research submitted was conducted for a thesis or project while the competitor was enrolled as a MASTERS DEGREE STUDENT.
3. The application for the award is submitted for the CSB/SCB congress which is before or immediately follows the date of the students graduation, i.e., since the Congress is biennial, an application might be submitted nearly two years following the students graduation date and still be eligible.
4. The competitor has not won the same award previously.
5. A letter is received by the AWARDS CHAIR from the supervisor stating that the experimental design, execution of the research and paper are essentially the students, even on a multi-authored paper.
6. The competitor is the first author, personally makes the presentation at the Congress and is available to receive the award personally at the awards ceremony.
7. The competitor meets the conference deadlines for submission of the two-page paper, and for finalists, the full length of the manuscript.

8. The research has not been published or previously presented at a National or International level congress.
9. The competitor must either be a member of the CSB or must have conducted the research at a Canadian institution.

Guidelines for the CSB/SCB New Investigator Awards

B. An Individual Is eligible to receive the OPEN AWARD If:

1. The competitor is a member of the CSB.
2. The research submitted was conducted largely by the individual while enrolled as a MASTERS or DOCTORAL STUDENT or employed as a POST DOCTORAL STUDENT.
(Note: since the competition should be more intense for this than for the MASTERS AWARD and, therefore, carry more prestige, a MASTERS student should be allowed to compete in this open category, but not in both categories if he/she wishes.)
3. The research paper is submitted no later than the deadline for the CSB/SCB Congress competition which immediately follows the date of the students graduation or termination as a post doctoral student. (see II A2)
4. Conditions II A 3-8 are met.

III DOCUMENTS REQUIRED OF COMPETITORS

1. Competitors will submit all necessary documentation no later than the deadline stated on the call for papers.
2. The documentation will include, as relevant to the AWARD contested:
 - A. a two page mini-paper which may be accepted for presentation even if not a finalist paper in a competition.
 - B. a letter indicating which award the person is applying for.
 - C. a statement of DEGREE enrolment or POST DOCTORAL employment dates, date of degree conferment (if relevant), institution and name of supervisor.
 - D. a letter from the students supervisor stating that the experimental design, execution of the research and the paper are essentially the student's.

- E. following the selection of a short list of three finalists for each award, the finalists will be required to submit a full length double space manuscript, ready for submission to a journal, not exceeding 15 pages of text plus references, tables and figures. The deadline for submission will be set by the Awards Committee and will normally be within one month of the Congress.

Guidelines for the CSB/SCB New Investigator Awards

IV. ADJUDICATION PROCEDURES

1. The CSB Executive will appoint a CHAIR OF THE RESEARCH AWARDS COMMITTEE hereafter called “CHAIR” and “COMMITTEE”, respectively.
2. Once the papers for competition are received the CHAIR will appoint a COMMITTEE of four additional senior researchers who represent the variety of disciplinary backgrounds of the CSB/SCB membership. These people must agree: to return a review of all of the papers submitted for the competition by a date stipulated by the CHAIR and Congress Organizers; following the Congress to transfer their review of the ultimate AWARD WINNING PAPERS to the forms of a particular journal if asked (see section VIII); attend the Congress; be present at the presentations of short-listed (finalist) competitors; and assist in the selection of winners.
3. People related as supervisor or by other close affiliation are not eligible committee members.
4. The awards will be made primarily on the quality of the full written paper. An oral presentation by the competitor will be evaluated by the COMMITTEE but used mainly to make final adjustments in the competitor rankings. We propose a 3:1 weighting of written: oral average mark as a guideline for deciding final scores. However, the Committee might wish to downgrade a very poor oral presentation or response to questions even more in special cases. A poor presentation could, thus, result in a dropping in rank of a well written paper. Papers not acceptable for presentation at the Congress will be so indicated by the reviewer.

Guidelines for the CSB/SCB New Investigator Awards

V. JUDGING

1. Manuscripts.

The CHAIR will send to the COMMITTEE two forms, one for MASTERS and one for OPEN competition judging as follows:

OPEN/MASTERS COMPETITION MANUSCRIPTS

Name	Origin.	Import.	Methods	Data	Discus.	Expres.	Avg

Marking 0 - 10 (0 poor, 10 outstanding) in each category.
 Note: indicate if paper is unacceptable for Congress

- Origin.: originality
- Import.: importance of the study
- Methods: appropriateness to the problem
- Data: appropriateness of treatment and of presentation of data
- Discus.: relevance and insight demonstrated in discussion
- Expres.: quality of expression, organization, clarity
- Avg: average of the six category scores

2. Oral Presentations

The CHAIR will provide at the Congress two forms, one for MASTERS and one for OPEN competition judging as follows:

OPEN/MASTERS COMPETITION PRESENTATIONS

Name	Organiz.	Media	Speech	Content	Answers	Average

**Markings 0 - 10 (0 poor, 10 outstanding) in each category

- Organiz.= Organization of Presentation
- Media= Effectiveness of use of slides, video, etc.
- Speech=Ability to clearly present essentials orally
- Content=Content elected for presentation from paper
- Answers=Effectiveness of answers to questions

Average=Average of the five category scores
Guidelines for the CSB/SCB New Investigator Awards

VI. PRIZES

Winners of each award will receive an award certificate and a cash prize, normally of \$300.

VII. DISCLOSURE

1. The names of the judges should be made known at, but not before, the AWARDS presentation at the Congress.
2. The forms and competition procedures should be published in the CSB/SCB Newsletter for general membership information and/or suggestions for revision.
3. The forms, which indicate the categories of quality sought in written and oral presentations, should be included in the competition information distributed in the call for papers.

VIII. MISCELLANEOUS

The Executive of the CSB/SCB may want to attempt to get the Journal to which the AWARD winning author(s) ultimately submit their papers to identify the papers as CSB/SCB RESEARCH AWARD papers in some way. The CSS/SCB can offer a four referee review on the *pro forma* of the relevant journal following the Congress with the agreement of the author(s) of the papers.

Canadian Society for Biomechanics Career Award

The CSB Career Award is intended to honour those individuals who have been active in promoting the field of biomechanics in Canada. The primary conditions for eligibility are:

1. Nominations should be put forward by any regular member of the Society and must be received by the executive nine months prior to the biennial conference.
2. The person nominated should be a recognized leader in their field and must have been active in advancing, promoting, and publishing knowledge in the area of biomechanics, in Canada in particular.
3. The nominations proposed should also include the names of other leading researchers who could be contacted for their opinion and comments regarding the nominee. An up-to-date CV plus copies of the significant papers of the nominee should also be provided.

The executive committee of the CSB, in conjunction with past presidents of the Society will select a candidate for the award, however, an award will not necessarily be given at every conference.

The award itself consists of a certificate or plaque, which is intended to represent the work of the recipient. In addition, the recipient will give a keynote address at the Biennial Conference of the Society. The recipient will attend the conference as a guest of the Society.

CSB/SCB Past Executives

1973 - 1974

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

1975 - 1976

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

1977 - 1978

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

1979 - 1980

President	1980 - Locomotion I - London, Ontario
Secretary-Treasurer	Robert Norman
Member at large	Micheline Gagnon
Member at large	Dave Dainty
Member at large	Art Quanbury
Member at large	Dave Winter

1981 - 1982

President	1982 - Locomotion II - Kingston, Ontario
Secretary-Treasurer	Dave Dainty
Conference Chair	Art Quanbury
Past Conference Chair	Gavin Reid
Newsletter Editor	Dave Winter
Secretariat	Karen Robinson
	University of Ottawa

1983 - 1984

President	1984 - Locomotion III, Winnipeg, Manitoba
Secretary-Treasurer	Art Quanbury
Conference Chair	Eric Sprigings
Past Conference Chair	Sandy Thornton-Trump
Newsletter Editor	Gavin Reid
Secretariat	Karen Robinson
	University of Ottawa

<u>1985 - 1986</u>	1986 - NACOB (Locomotion IV) - Montreal, Quebec
President	Gavin Reid
Secretary-Treasurer	Carol Richards
Conference Chair	Micheline Gagnon
Past Conference Chair	Sandy Thornton-Trump
Newsletter Editor	Sue Tupling
Secretariat	Queens University

<u>1987 - 1988</u>	1988 - Locomotion V - Ottawa, Ontario
President	Micheline Gagnon
Secretary-Treasurer	Aftab Patla
Conference Chair	Gordon Robertson
Past Conference Chair	Micheline Gagnon
Member at Large	Carol Richards
Newsletter Editor	Tim Bryant
Secretariat	Gavin Reid

<u>1989 - 1990</u>	1990 - Locomotion VI - Quebec City, Quebec
President	Aftab Patla
Secretary-Treasurer	Carol Putnam
Conference Chair	Carol Richards
Past Conference Chair	Gordon Robertson
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

<u>1991 - 1992</u>	1992 - NACOB II (Locomotion VII) - Chicago, Ill.
President	Carol Putnam
Secretary-Treasurer	Walter Herzog
Conference Chair	Richard Wells
Past Conference Chair	Carol Richards
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

<u>1993 - 1994</u>	
President	Mario Lafortune
Secretary-Treasurer	Jacques Bobet
Conference Chair	Walter Herzog
Past Conference Chair	Richard Wells
Newsletter Editor	Tim Bryant
Secretariat	Tim Bryant

1995 - 1996

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

1997 - 1998

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

1999 - 2000

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

2000 - 2001

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