



POLICY GUIDELINES

DISTRICT Thirteen (13)
ONTARIO ASSOCIATION OF AGRICULTURAL SOCIETIES
Updated November 21, 2020

Section One: Purpose

1. The purpose of the District Guideline document is to provide the following:
 - a. To keep an up to date record of important District decisions without having to completely review minutes of past District meetings.
 - b. To inform the District Executive and the member Societies of their duties and responsibilities within the District comprised of **Elgin, Lambton, and Middlesex Counties including the City of London.**
 - c. To provide new members with a better insight into how the District should function in relationship to the member Societies.

Section Two: Governing By-Laws

2. District 13 shall abide by:
 - a. Agricultural and Horticultural Organizations Act, R.S.O. 1990, c. A.9
 - b. Section 8 of the By-Laws of the Ontario Association of Agricultural Societies

Section Three: Meeting Protocol

3. The following protocol shall be exercised when organizing / conducting a meeting:
 - a. Parliamentary Procedure shall be used to conduct the Business of the District and should any conflict arise, then the procedures of Robert's Rules of Order as in the possession of the Districts, shall be used to resolve said conflict.
 - b. The method of voting shall be decided at each meeting.

Section Four: Annual Meeting

4. The District Executive shall host a meeting in the fall of each year which shall be referred to as the Annual Meeting.
 - a. The fall meeting each year will be the annual meeting and the location shall be determined two (2) years in advance, at invitation of individual Agricultural Societies.
 - b. The Planning Committee for the District Meeting shall be the District Executive and representatives of the Host Society.
 - c. The Annual Fall District Meeting shall be held after the OAAS Fall Board Meeting
 - d. The, District Directors and the Provincial Director , shall plan an educational and interesting program for each meeting.
 - e. A quorum shall consist of one (1) representative from a majority of the Member Societies in good standing in District 13. A majority shall be one (1) Society more than one half (1/2) of the number of Societies in the District.
 - f. Only two (2) delegates per Society in good standing with the District shall be allowed to vote at any meeting.

- g. District Executive members shall only vote in cases where their home Society does not have two (2) delegates present.
- h. A Society shall be considered in good standing if their District fees are paid to the District Secretary/Treasurer on or before the date of the Annual fall meeting of the current year.
- i. Each District meeting should be self-supporting
- j. In the event an in person meeting is prohibited by municipal, provincial or federal orders, the district will hold the required meetings via a virtual platform.

Section Five: Spring Meeting

- 5. The District Executive shall host a meeting in the spring of each year which shall be referred to as the Spring Meeting.
 - a. The location of the Spring Meeting shall be determined two (2) years in advance, at invitation of individual Agricultural Societies.
 - b. The Planning Committee for the District Meeting shall be the District Executive and representatives of the Host Society.
 - c. The Spring Meeting shall be held after the OAAS Spring Meeting.
 - d. Only two (2) delegates per Society in good standing with the District shall be allowed to vote.
 - e. District Executive members shall only vote in cases where their home Society does not have two (2) delegates present.
 - f. In the event an in person meeting is prohibited by municipal, provincial or federal orders, the district will hold the required meetings via a virtual platform.

Section Six: Special Meetings

- 6. The following protocol shall be exercised when organizing/conducting a Special Meeting:
 - a. These can be called at the discretion of the Director, with due notice being given to the Member Societies.

Section Seven: District Executive

- 7. There shall be an Executive which is responsible for the administration of the District on behalf of the member Societies.
 - a. The Executive of District 13 shall consist of three (3) District Directors, the Provincial Director, one (1) Past District Director and the District Secretary/Treasurer elected by the member societies at the Annual Fall Meeting. Note: The roles and responsibilities of the District Director shall include all duties as prescribed by the Ontario Association of Agricultural Societies and are attached hereto as Appendix B.

- b. The term of office for the District Directors shall be a three (3) year term. The term with the exception of the Secretary/Treasurer who shall not have a fixed term but be voted on annually, and shall commence upon their election at the Annual General Meeting with the exception of the Provincial Director who will commence their term at the OAAS Annual General Meeting.
- c. The Secretary/Treasurer shall attend all meetings, take minutes and generally assist. Minutes shall be circulated to the District 13 membership within two (2) weeks of the Annual and Spring meetings.
- d. The Secretary/Treasurer shall receive all monies and pay all bills on authority and present an examined financial statement at the Annual Meeting
- e. The District Directors shall be elected to one (1) term of three (3) years, and then the office shall be vacated. One person cannot fill a position for more than one consecutive term. If a position is vacated prior to the three (3) year term being fulfilled, the incoming officers' three (3) year term begins at that time.
- f. Any District Director must wait for a one (1) year period after their term had ended prior to seeking re-election to the same position.
- g. A vacancy occurring by death, resignation or other of any Executive Member may be filled by the appointment of a replacement chosen by the remaining Executive of District 13 until the next Annual General Meeting, at which time an election shall be held for that position.
- h. The Executive shall be responsible for ensuring that there is a competent Judge for District competitions which take place at the District 13 Annual General Meeting.
- i. The Executive shall ensure that prize money is paid out for District competitions.
- j. The Executive shall submit their travel expenses to the District Secretary/Treasurer who will submit to the OAAS as outline in Appendix C
- k. All District Executive members must supply a Police Check/Vulnerable Persons Records Check to the OAAS Manager within 30 days of election/appointment and every 3 years thereafter.

Section Eight: Finances

8. Guidelines necessary for the management of the District's finances include the following:
 - a. The Secretary/Treasurer shall act as Treasurer for District Funds
 - b. The financial fiscal year of the District shall be October 1st of one year to September 30th of the following year.
 - c. District Fees shall be paid on or before the date of the Annual Fall Meeting.
 - d. Signing authority for the District shall be any two (2) District Directors, or the Secretary/Treasurer.

- e. Two examiners shall be appointed to review District Financial records, with geographical location close to the Secretary/Treasurer being considered.
- f. Any monies expended by the Secretary/Treasurer must have bills/receipts showing where the money was spent and what was purchased.
- g. All District Annual fees shall be paid to District 13 Secretary/Treasurer.
- h. District Secretary/Treasurer shall bill each Society for annual fees
- i. Income/Expenses

District Income

- District fees may be reviewed when necessary at the Annual Meeting
- Any surplus from a District activity will go to District funds

District Expenses

- a. Office expenses all allowed for District Executive (postage, copies, phone bills etc.)
 - b. Costs of awards or plaques, which may be purchased periodically with Executive approval.
 - c. Nominal memorials may be purchased with Executive approval.
 - d. Cost of guests, such as speakers, to attend District meeting
 - e. OAAS Competition Prizes (eg. Quilts/Posters/Food) and Judging Costs
- j. At the Annual Meeting, the District Secretary/Treasurer shall submit an examined statement of District 13 monies to the membership.

Section Nine: Membership Responsibilities

9. To ensure the efficient operation of the District's affairs / events, the responsibilities of

Societies and Executive Members have been defined.

- a. Every Agricultural Society in good standing with the Ontario Association of Agricultural Societies (OAAS) consisting of those fairs within the boundaries of District 13 as set by the OAAS, shall be entitled to be a member.
- b. Requirements for Membership: Payment of the annual membership fee as recommended by the Board of Directors and approved by the Membership, shall constitute membership.
- c. Member Societies
 - i. All Societies shall be responsible for:

1. Encouraging your members to attend District meetings
2. Inform District Secretary/Treasurer, by the deadline date, of how many delegates are attending any meeting, from your Society. NOTE: Societies are responsible to pay for all registration they reserve.
3. All reports brought in to a District meeting shall be in writing to prevent errors in recording.
4. Reports from Member Societies to include the following to insure all information can be properly addressed.
 - a. Annual Meeting date and time
 - b. Name of President, Homecraft President and Secretary/Treasurer
 - c. Name and Address of Fair Ambassador
 - d. Two (2) years projected Fair Dates
5. Resolutions to be considered for presentation to the OAAS must be received in writing by the Executive for presentation at the Annual Meeting for approval, disapproval or rewording.
6. Proposed resolutions concerning the District must be received by the Executive no later than two (2) months before the District Annual Meeting, but the Executive reserves the right to accept resolutions, except for proposed changes to the Constitution of the District for consideration at the District Annual Meeting.
7. Any Society in District 13 wishing to change their Fair Dates must inform the District 13 Executive and notify any Agricultural Society in District 13 that would be affected by such change, before any change may be implemented.

d. Host Societies

- i. Booking a hall and assuming necessary costs
- ii. Coffee Break (optional)
- iii. Assist with registration ie. Arrange for meal, with District Executive Assistance
- v. Suggestion of local media and dignitaries

e. Executive Members

- i. Planning District meeting that are both interesting and educational
- ii. Trying to identify Society problems and offering assistance

- iii. Trying to resolve District problems locally without having to contact the OAAS for advice
 - iv. Identifying people who are doing outstanding work for the District and giving appropriate recognition,
 - v. For District meetings they shall plan or cause to be planned, a program, print agendas, notify Societies of meetings, invite guests and assist host Society as required.
 - vi. The District Executive and immediate past directors shall form the nominating committee and are to work to ensure that there are incoming replacements as needed.
- f. Provincial Director
- i. The roles and responsibilities of the Provincial Director shall include all duties as prescribed by the Ontario Association of Agricultural Societies and are attached hereto as Appendix A.
 - ii. Co-chair at least one educational meeting that deals with identified needs of the member societies.
 - iii. Enlist co-operation of all Secretaries of member Societies to give prompt attention to correspondence and forwarding reports as required by *the Act*.
 - iv. Encourage every Society in the District to join the Ontario Association of Agricultural Societies and to forward the membership fees to the Office Manager of the OAAS by the due date.

Section Ten: Records

10. A set of records shall be maintained which represent an accurate account of activities within the District.
- a. All District records shall be kept by the District Secretary/Treasurer and passed on to the incoming Secretary/Treasurer
 - b. The Secretary/Treasurer will send a complete copy of the minutes of each District Meeting to the Executive and each Member Society within two (2) weeks of each meeting.
 - c. The Financial accounts and other books of District 13 shall be made available for inspection, by members, on reasonable request.

Section Eleven: Vacancies

11. Any member of the Executive, with the support of the majority of the membership, can call an election any time.

Section Twelve: Revisions

12. The Policies should be reviewed by the District Executive after each Annual General Meeting to ensure that the terms are current and relevant to the operation of the District.

Any Member Society may propose a change to the Policy Guidelines and that at the Annual General Meeting by providing prior notice given and being properly presented at the Annual General Meeting or a meeting called for that purposes. To be approved, changes or amendments must have support of 66% of the vote.