



## **DUNDAS FEDERATION OF AGRICULTURE**

# **CONSTITUTION**

### **Interpretation**

In this Constitution and By-Law and all other By-Laws and resolutions of the Dundas Federation of Agriculture, (DFA) unless the context otherwise requires:

- a) "Board" means the Board of Directors of the DFA.
- b) "By-Law" means any By-Law of DFA including any special By-Law.
- c) "County" means the County of Dundas in Ontario.
- d) "OFA" means the Ontario Federation of Agriculture.
- e) "Registered" means a farming business registration under the Farm Business Registration and Farm Organizations Funding Act, 1993.
- f) "Shall" will be construed as imperative.
- g) "May" will be construed as permissive.
- h) "Member" means a member of DFA as defined in Article 3.
- i) Words importing the masculine gender include the feminine.
- j) The headings and article and paragraph numbers have been inserted for convenience of reference only and shall in no way affect, define, limit or enlarge the scope or meaning.
- k) "DFA Associate" means a non-voting supporter of DFA in accordance with Article 3.3.
- l) "ex-officio" means non-voting member of DFA.

### **Article 1 – Name**

- 1.1 This organization shall be known as the Dundas Federation of Agriculture (DFA).

### **Article 2 – Objectives**

- 2.1 To act as the Dundas county affiliate of the Ontario Federation of Agriculture (OFA).
- 2.2 To further the interests and the welfare of Dundas County farmers, farm families and the farming industry.
- 2.3 To bring viewpoints and concerns of our members forward for appropriate action and response.
- 2.4 To support and promote agriculture in conjunction with other groups at a local level.
- 2.5 To maintain a policy of strict independence from any political party and to conduct all its affairs in an objective and non-political manner.

### **Article 3 – Membership**

- 3.1 All Registered Farming Business Members, Individual Farm Members and Associate Voting Members as recognized by OFA and residing in Dundas County shall be the members of DFA.
- 3.2 All DFA members shall have the right to vote at all general meetings, including the regular monthly membership meetings. However, they shall not have the right to vote at a meeting of the Board of Directors.
- 3.3 DFA may establish and set the parameters for a non-voting DFA Associate.

## **Article 4 – Board of Directors**

- 4.1 At the Annual General meeting, the members shall elect/confirm from the county membership, a Board of Directors, made up as follows: President, Vice-President, Past President, and up to four (4) DFA Directors per Municipal District of North Dundas and South Dundas, maximum eight (8) DFA Directors. The Zone 11 Director of OFA is an ex-officio member of the Board. All elected Board positions are effective until the next Annual Meeting.
- 4.2 The Board of Directors shall be responsible for:
- 4.2.1 the management of all business and financial affairs of the DFA between the annual meetings of the members;
  - 4.2.2 the appointing a Secretary-Treasurer for the organization;
  - 4.2.3 the development of all policies and procedures for the County Federation and the implementation of OFA organizational policy;
  - 4.2.4 making available a full report of the activities of the County Federation, including the presentation of a reviewed financial statement, to each Annual General Meeting of the County Federation.

## **Article 5 – Policy Advisory Councillor (PAC) and Delegates to Annual Convention**

- 5.1 At a meeting to be held prior to October 31<sup>st</sup> in each year, the members shall elect one member to be the PAC and three additional members as voting delegates to the Annual Meeting and Convention of the OFA.

## **Article 6 – Elections**

- 6.1 Elections shall be by secret ballot and each person elected to a position by DFA shall be expected to hold that office until a successor has been elected. If a position becomes vacant before that time, for example by resignation or other reason, the Directors shall appoint an eligible person to fill the position for the balance of the term.

## **Article 7 – Meetings**

- 7.1 The Annual General Meeting of DFA shall be held within ninety (90) days following the DFA fiscal year. Notice of such meeting shall be by two or more of the following: mail, local press, electronic means or DFA website, no fewer than fourteen (14) calendar days in advance of the date of that meeting.
- 7.2 The (monthly) general meetings of the DFA shall recognize members and the DFA Board as each having equal voting rights. There shall be at least ten (10) of these meetings in each fiscal year.
- 7.3 Special General Meetings
- 7.3.1 The Board of Directors may call Special General Meetings on a special occasion or issue. The notice for such meetings and voting rights shall be the same as for an Annual General Meeting.
  - 7.3.2 The Board of Directors shall call a Special General meeting, if 20 or more members request in writing on a concern or specific issue to the Secretary-Treasurer of DFA. Such a meeting must be held within 30 days of receipt.
- 7.4 Minutes of all DFA general meetings and DFA Board meetings shall be kept. All meetings shall be conducted in accordance with the rules of ordinary parliamentary procedure.
- 7.5 There must be at least five (5) Board members present for quorum at meetings.

## **Article 8 – Finances**

- 8.1 The fiscal year of the DFA shall be the twelve (12) month period beginning on the first day of January and ending on the last day of December.
- 8.2 All monies received by the DFA shall be deposited by the Secretary-Treasurer in a bank account maintained by the DFA. All expenditures shall be in keeping with the objectives of DFA.
- 8.3 The DFA financial records shall be reviewed following each fiscal year, by a qualified person appointed at the Annual General Meeting. The report of the financial examiner shall be presented at the Annual General Meeting following that fiscal year-end. If an appointed financial examiner is not available at the following review period, the Board of Directors shall appoint a suitable replacement.

## **Article 9 – Policies and Procedures**

- 9.1 The DFA shall adopt such policies and procedures for the direction of its business as best suits its needs.
- 9.2 The DFA may establish ad hoc committees as appropriate, with at least one board member per committee.

## **Article 10 – Amendments**

- 10.1 This constitution may be amended at any general meeting by a two-thirds vote of members present. Notice of proposed amendments shall be posted electronically via DFA website for no fewer than 14 days prior to meeting.

# DUNDAS FEDERATION OF AGRICULTURE

## BY-LAWS

### 1. County President

- An honorarium of \$100 monthly, to be reviewed and updated at the discretion of the Board.

### 2. Vice President, PAC & Directors

- A yearly honorarium of \$150; to be reviewed and updated at the discretion of the Board.

### 3. Secretary-Treasurer

- An honorarium, paid monthly, twice yearly or yearly, as desired by Secretary-Treasurer; to be set by the Board and to be reviewed annually.

### 4. Out-of-County Mileage/Meals

- For members of the Board and any designated members, mileage and meal receipted expenses at up to the current OFA Board sanctioned rate for travel/meal expenses may be claimed.

### 5. Per Diems

5.1. **Convention delegates:** Delegates to the annual OFA convention may claim a \$30 per diem for the 2 days of the convention. The time required for the round-trip to convention **may** be claimed as one additional day. DFA will pay for one convention banquet ticket for each delegate/director attending that event.

5.2 **Eastern Summit (or equivalent); Regional OFA Meetings:** Any designated DFA member, up to three members per meeting, may claim a \$30 per diem for their attendance. This payment will be deemed to cover their out-of-county mileage costs and lunch as part of that per diem.

5.3 **Area meetings with MPP or MP:** Up to two designated DFA members may claim a \$30 allowance for out-of-county meeting with MPP or MP (or their senior staff). This payment will be deemed to cover their out-of-county mileage costs and lunch as part of that per diem.

5.4 **DFA designated Special Events:** Any designated DFA member may be awarded honorarium for work on special projects.

### 6.0 Telephone/Fax Costs

Any long distance phone/fax costs that involve legitimate DFA and/or OFA business may be claimed for reimbursement from DFA funds.

