

Norfolk Federation of Agriculture

CONSTITUTION AND BY-LAWS

AS AMENDED: February 15, 2007
INTERPRETATION:

Any reference to "County" pertains to the area known as Norfolk County as per the new designation of January 2001.

ARTICLE 1 – Name

This organization shall be known as the Norfolk Federation of Agriculture.

Article 2 – Objectives

1. To consolidate farm opinion for the promotion of any activity within the County which appears to improve the welfare of the Agricultural Industry and those persons within the County depending on Agriculture for their livelihood.
2. To bring the viewpoints of affiliated groups and members within the County to the Ontario Federation of agriculture for action at the appropriate levels and, in turn, to interpret Federation policy developed there from to all affiliated groups and members.
3. To facilitate the spread of information of concern to Agriculture and to farm people within the County.
4. To act as a supporting unit of the Ontario Federation of Agriculture.
5. Must not become a party political organization nor shall any committee thereof discuss any matter of a party political point of view.

Article 3 – Membership

Membership in the Norfolk Federation of Agriculture shall be on a membership basis:

1. To all farmers of Norfolk County by direct membership to the OFA.
2. By direct membership open to:
 - a. County Agricultural Organizations
 - b. Farmer-owned co-operatives conducting business in Norfolk County.
 - c. Women's Institutes, Junior Farmers groups, and any other farm organizations of an educational or service nature within Norfolk County.
 - d. All of the above-mentioned shall pay a membership fee of at least \$30 per year.

Article 4 – Board of Directors

1. Each member organization shall be entitled to nominate a representative to the County Board of Directors annually as follows:
 - a. Commodity organizations – 1 member each
 - b. Co-operatives – 1 member each
 - c. Educational organizations – 1 member each
 - d. Chair of the Standing Committees who shall be elected by the Board of Directors.
 - e. Immediate Past President
 - f. Representatives from Ontario Federation of Agriculture, Ontario Ministry of Food and Agriculture, and an elected representative from Norfolk County Council shall not have voting privileges.
 - g. Ad hoc committee – 1 member each
 - h. Directors may be elected or appointed from each of the former Townships in Norfolk County.
2. Where a member organization fails to appoint a Director to the County Board, the County Board of Directors may appoint a representative for that organization.
3. Each Director is to represent only one organization.
4. Each voting director must be either a member of OFA or not a member of any Provincial general farm organization.

Article 5 – Officers of the Executive

1. (a.) The Annual General Meeting shall elect from its members the following: President and First and Second Vice President. Standing Committee Chairs shall be elected at the earliest available opportunity by the Board of Directors.
1. (b.) The Executive shall consist of the President, First and Second Vice President, Past President, Standing Committee Chairs, and the Regional Director to OFA.
2. The President, First and Second Vice President will not hold the same office for more than 3 consecutive years.
3. The Board of Directors shall appoint a Secretary-Treasurer, or a Secretary and a Treasurer.
4. The Executive, between meetings of the Board of Directors, shall have the full powers of the Board of Directors and shall conduct the business of the Norfolk County Federation of Agriculture.

Article 6 – Finances

1. The Norfolk Federation of Agriculture shall assess and collect membership and affiliation fees.
2. The Norfolk Federation of Agriculture shall use the proceeds of membership fees to promote activities approved by the Board of Directors.
3. The Finance Committee shall be formed by the President as chair. Members of the Committee shall include the First and Second Vice President, Past President of the NFA, the (OFA) Director along with the Treasurer.

Article 7 – Conduct of Meetings

All meetings of the Norfolk Federation of Agriculture shall be conducted according to the Robert's Rules of Parliamentary Procedure.

Article 8 – Quorum

The Quorum of Annual Meetings of the members shall be 15, and the quorum of the Board of Directors Meeting shall be 7, and the quorum of the Executive Meeting shall be 4.

Article 9 – Fiscal Year

The fiscal year of the Norfolk Federation of Agriculture shall close on the 31st day of December in each year.

Article 10 – Expulsion and Suspension

The expulsion of an officer may be pronounced for sufficient cause, after investigation, by a three-fourths vote of the Directors present at the meeting called to consider the question. A temporary suspension may be pronounced in lieu of expulsion in the same manner.

Article 11 – Amendments

The provisions of the Constitution may be amended in the General Annual Meeting by a two-thirds vote of the members present.

By-Laws

The Norfolk Federation of Agriculture shall enact such by-laws for the direction of its business as shall seem best to suit its needs provided these are in keeping with the terms of the constitution.

1. Board of Directors

Within Norfolk County, the Board of Directors shall be responsible for:

- A. The management and regulation of all business of the Norfolk Federation of Agriculture between general meetings of the members.
- B. The creation and amendment of all rules and regulations of the organization.
- C. The implementation of organizational policy and shall make a full report of its activities, including the presentation of an audited financial statement to each Annual General Meeting.
- D. The development of specific policies and programs for carrying out the objectives of the Norfolk Federation of Agriculture.

2. President

The President shall perform all the duties usually pertaining to such office. The President shall preside at all meetings of the Norfolk Federation of Agriculture and of the Executive Committee in his or her absence the duties shall be assumed by the First or Second Vice President, or in their absence, by such person as the meeting concerned may elect.

3. Secretary

The Secretary shall perform all the duties usually pertaining to such office and such additional duties as the Board of Directors prescribe and direct. The Secretary shall attend and keep an accurate record of the proceedings at the Annual Meeting and all special meetings of the Norfolk Federation of Agriculture, and of the Board of Directors, and the Executive Committee.

4. Treasurer

The Treasurer shall have charge and custody of all funds of the Norfolk Federation of Agriculture and shall deposit all funds received on behalf of the Norfolk Federation of Agriculture in a chartered bank or trust company in the name of the Norfolk Federation of Agriculture. The Treasurer shall keep an accurate and detailed report thereof, together with an accurate statement of the financial affairs of the Norfolk Federation of Agriculture as the Directors or President may require. The books and records of the Treasurer shall at all times be open to the inspection and examination of the Directors, or their duly accredited representatives.

5. **Auditor**

An Auditor shall be appointed by the Annual General Meeting and the auditor shall present an Annual Financial Statement to the Annual General Meeting disclosing the financial position of the Norfolk Federation of Agriculture.

6. **Meetings**

A. There shall be an Annual General Meeting within 60 days following the end of the fiscal year, notice of such meeting to be given either by mail, insertions in local press, or both, at least 5 full days in advance of the date fixed.

B. Special General Meetings may be called by the Board of Directors for which notice of 5 full days shall be given by insertions in the local press or mail.

C. At least 12 Director or Executive Meetings must be held each year.

D. If a director fails to attend on a regular basis, and misses three consecutive meetings without just cause, the board may consider appointing an alternate.

7. **Presentation of Resolutions**

All resolutions sent to a meeting of the Executive Committee, or Board of Directors for consideration must be from member organizations or from individual service members. Said resolutions should be in writing and available to all members prior to the said meeting.