

# Handbook for Local & Regional Associations

Ontario Soil and Crop Improvement Association



Last Updated: Fall 2019

**SEEK - TEST - ADOPT**



Grassroots Innovation *Since 1939*

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## SECTION 1 - INTRODUCTION TO OSCIA

This OSCIA Handbook for Secretaries has been prepared as a guide for local/regional associations, with the anticipated result being to clarify the responsibilities of their association, and to provide reference material that is often helpful.

The material in this document has been compiled with the assistance of several local association secretaries and the provincial board.

The handbook is the property of the local/regional association, and the intent is for the secretary-treasurer to be the individual who keeps possession until they are no longer in that position. It would then be passed to the next secretary-treasurer.

In the meantime, the handbook has several sections that can be added to, and several other blank sections that can be adapted for whatever use the group feels is required for their own association.

It is our intent to have the most current version posted on the website and should be updated annually.

It is hoped that this handbook will better acquaint local/regional associations with the operations of the Ontario Soil and Crop Improvement Association.

### OSCIA Mission Statement

*Facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices.*

### OSCIA Vision Statement

*Actively seeking, testing and adopting optimal farm production and stewardship practices  
(SEEK-TEST-ADOPT)*

### Strategic Directions

1. Producer Awareness
2. Development and Delivery of Stewardship Programs
3. Local Association Development
4. Strategic Alliances and Addressing Consumer Concerns

### Slogan

*Grassroots innovation since 1939*

### OSCIA Membership

Membership in OSCIA is automatic when you become a member of your local Soil and Crop Improvement Association (SCIA). New members are requested to contact the Secretary or President of their local association to find out more about how to participate in a most worthwhile association. Their names and contact information can be found on the OSCIA website at:

<https://www.ontariosoilcrop.org/association/association-membership/local-association-contact/>

### Programs and Projects

OSCIA is taking an active role in the development and delivery of education and incentive programs available to the full farming community. The OSCIA website is the best source of information on current programs.

## What Is The Value of Affiliating With OSCIA?

In its partnership with the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA), members are constantly seeking new methods that are demonstrated at field days, workshops, and crop tours.

From time to time, members ask the value of being affiliated with the provincial association when the local association is able to provide many excellent events, field demonstrations, and newsletters.

### Here are a few points to keep in mind:

- Each regional association is represented by an OSCIA provincial director at the provincial board table. Each OSCIA director is elected by the members from their county/district in each of the 11 director regions across the province.
- Through the OSCIA provincial directors, local association's members have direct representation on close to a dozen Ontario Agricultural Research and eight standing committees (coalitions with other organizations).
- Each year, OSCIA plans the Associations' annual meeting. The association pays a portion of the expenses for one official delegate from each local association to attend the meeting. These costs include half the cost of accommodation, admission to AGM, and travel costs, which can range from \$50 - \$1,200.
- **OSCIA Grants** - A number of grants are provided to both local and regional SCIA's on an annual basis. Grant Guidelines are prepared and distributed annually, and are posted on the OSCIA website (<http://www.ontariosoilcrop.org/association/association-membership/grants/>). Please refer to the separate document entitled "OSCIA Grant Guidelines 2015-2018" for guidelines and applications forms.
- OSCIA prepares an "**OSCIA Provincial Newsletter**" on a quarterly basis, which offers information on provincial activities and events. OSCIA News is distributed with "*Crop Talk*." Crop Talk is an excellent newsletter prepared by OMAFA's Agriculture Development Branch specialists on a wide range of topics based on current cropping conditions.
- Members of OSCIA in good standing benefit from **discounts on entrance fees** to many agricultural events including conferences and farm shows, by presenting their current membership card.
- **OSCIA Website** - You are invited to visit OSCIA's website at [www.ontariosoilcrop.org](http://www.ontariosoilcrop.org). The website contains detailed information on many of the initiatives that OSCIA is involved with. The site also contains OSCIA news, recent press releases, responses to resolutions passed at the most recent annual meeting, details on all grants and programs available to local associations through OSCIA, and links to other related organizations.
- OSCIA List Serve called "**OSCIA News and Views**" - Subscribers to OSCIA's list server will receive articles on current topics facing farmers. Articles are sourced from reputable sources primarily from Canada and the United States. The list serve also features a "Calendar of Events" of interest to SCIA members from the local level to the national level and includes some U.S. events, other commodities including provincial and annual meetings and events. It also provides new and updated links to new sites or updated topic areas related to soils and crops.
- OSCIA awards the **Soil Champion Award** annually to a deserving advocate for soil health and sustainable production. Nomination forms and information can be found on our website: <https://www.ontariosoilcrop.org/association/association-soil-champion-award/>
- OSCIA has several exhibits that are available upon request. They are shipped via courier, at no charge to the local association, to your area OMAFRA office, or to your door.
- OSCIA has a variety of supplies available at no charge or at a bargain of cost recovery fee.
- Last but not least, what value can be placed on the sharing of information and friends that are made as a direct result of local association activities, regional activities, and the many bus tour exchanges/events that all occur under the umbrella of OSCIA?



## Objectives of OSCIA

- a) Encourage the development and expansion of the activities of county and district branches in the counties and districts of Ontario in the field of soil and crop improvement.
- b) To encourage the improvement of soil management and field crops in the province of Ontario by:
  - Stressing the importance of soil conservation and for the production of crops of high yield and nutritive values and emphasizing the need for better soil management practices;
  - Organizing, sponsoring, or assisting with active projects which involve soil and water conservation, land use, energy, pest control, field records, soil testing, and farm planning;
  - Encouraging the wider adoption of such crops and varieties as are best suited to the soils and climatic conditions of this province;
  - Developing a greater interest in the preparation, use, and production of high quality grain and seed;
  - Holding meetings and field days for discussion of all matters relating to crop production and soil and crop improvement, and assisting in the holding of such meetings and field days;
  - Conducting and directing educational work through the province for the dissemination of a wider knowledge of crop production and soil management;
  - Cooperating with agricultural and other interested organizations and individuals in holding of soil improvement and field crop competitions and seed fairs;
  - Collecting and disseminating market information, field crop recommendations, and regulations governing production, marketing, and purchasing of seed for field crops;
  - Cooperating with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Agri-Food Canada and other government and industry partners in furthering these objectives;
  - Cooperating with major farm show events occurring annually in strategic locations across Ontario.

## OSCIA Insurance

Insurance coverage is available to local and regional Soil and Crop Improvement Associations when holding events.

Coverage includes property and casualty insurance as well as products and completed operations liability, blanket contractual liability, contingent employers' liability, broad form property damage, personal injury liability, cross liability clause, sever-ability of interest clause and non-owned automobile.

Associations may contact the provincial office to provide details of the event and obtain a copy of a certificate to post at the event.

Information required to obtain certificate includes the following:

- Name of Event
- Date of Event
- Location of Event
- Any additional insured required on certificate

## Directors' Handbook

Each of the 11 Regional OSCIA Directors have been provided a Director Handbook outlining their roles and responsibilities as a Provincial Director. This handbook is available on the website.

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## SECTION 2 - OSCIA'S HISTORY

### OSCIA Success Story

Sharing methods and ideas is the basis of the Ontario Soil and Crop Improvement Association (OSCIA). OSCIA is a clearing house for many new ideas and advanced methods in field cropping. It's the intermediary between researcher and the farmer, bringing results to the farm and the needs to the researchers.

The OSCIA membership is comprised of members across Ontario and from all major commodities. With approximately 4,000 members, OSCIA is a major force in the province.

OSCIA focuses its energies on the improvement of our soil and crop production capabilities by use of all those factors that affect yield, quality and sustainability.

The foundation for what was to become the OSCIA was laid down in 1876 when the Agricultural and Experimental Union was formed at the Ontario Agricultural College. The rapid development of agriculture during the following of World War I pinpointed the need for a coordinating body for various branches of agriculture.

In 1924, the Standing Committee on Crop Improvement was formed. It was a policy-making organization to encourage the use of quality seed and improved crop yields through seed shows and sales and improved seed cleaning facilities. There were no farmers on the board.

In 1929, the organization recommended the formation of County Crop Improvement Associations. They generated a great deal of activity up to 1931, including the operation of a seed cleaning train which traveled throughout northern Ontario.

In 1938 on the committee's recommendation, the constitution of another organization, called Ontario Field Crop and Seed Growers' Association, was expanded so it could act as the coordinating body for the County Crop Improvement Associations, and in 1939 it was adopted as the Ontario Crop Improvement Association.

In 1952, the name was changed to Ontario Soil and Crop Improvement Association (OSCIA) in recognition of the inter-relationship between soils and crops.

The organization that was to become the OSCIA was born at a very opportune time. Two major factors were operating here: the "dirty thirties" with its low prices and poor demand, followed by World War II which stimulated both production and interest in food products.

OSCIA focused attention on good seed through grading, marketing, and advertising. They answered the farmers' desire for new ideas and crops as well as created a much closer relationship between industry, government, and farmers.

It was in 1939 that the newly organized Ontario Soil and Crop Improvement Association recommended that: "news articles be prepared for the press and for radio farm broadcasts; a survey of seed supplies be made; a series of barn, hall, and field meetings be held; the Weed Act be more rigidly enforced; encouragement be given to seed shows, displays, and cleaning demonstrations; and the use of quality seed as an aid to improved crop production." It was an ambitious program; the OSCIA was privileged with organizers quite capable of carrying it out.

The success of OSCIA since 1939 is generally attributed to the groundwork laid down by people like Alex Stewart, the first president. John D. MacLeod was secretary manager of the organization from 1938 to 1948, an era when Ontario agriculture probably advanced faster than at any previous time. He brought the infant organization successfully to maturity.

Today, the OSCIA boasts over 4,000 members in over 50 branches, organized into one of eleven regions. Each branch appoints a delegate and an alternate delegate to attend the association's annual conference. The provincial directors are elected by their region to serve on the provincial board. In turn, the Executive is elected from these 11. The president's term is one year. The past president serves on the Executive one more year at full Executive meetings and then one another year on the Finance committee.

According to the Constitution, the objectives of the association are to encourage the development and expansion of the activities of county/district branches across Ontario in the field of soil and crop improvement; and to encourage the improvement of soil management and field crops.

This is achieved by:

- Stressing the importance of soil conservation for the production of crops with high yields and nutritive values and emphasizing the need for better soil management practices;
- Organizing, sponsoring, or assisting with active projects which involve topics such as drainage, irrigation, water storage, soil conservation, land use, field records, soil testing, and farm planning;
- Encouraging the wider adoption of such crops and varieties as are best suited to the soils and climate of this province;
- Developing a greater interest in the preparation, use and production of high-quality grain and seed;
- Holding meetings and field days related to all matters associated to crop production and soil and crop improvement and assisting in the holding of such meetings and field days;
- Conducting and directing educational work through the province for the dissemination of a wider knowledge of crop production and soil management;
- Cooperating with agricultural and other interested organizations and individuals in holding of soil improvement and field crop competitions and seed fairs;
- Collecting and disseminating market information, field crop recommendations, and regulations governing production, marketing, and purchasing of seed or field crops;
- Cooperating with Agriculture and Agri-Food Canada, OMAFRA, University researchers and others in furthering these objectives;
- The ongoing partnership with Canada's Outdoor Farm Show has been in place since 1994

In 1988, OSCIA along with the support from agricultural industry, was pleased to sponsor Conservation Farming '88. This two-day event was designed to foster and promote education on soil and water conservation under Ontario conditions. Remaining funds from this event have been turned into a scholarship program. Two scholarships in the amount of \$500.00 each were presented annually until the year 2000.

Another achievement of OSCIA was the more recent partnership forged with the University of Guelph, in 2015, through generous contributions of OSCIA founding partners and matching dollars from UofG. The 'Soil Health Graduate Scholarship' is awarded annually in the amount of \$10,000, presented to a selected University of Guelph graduate to further their studies in the Agricultural field. The main focus of study is on soil health or soil quality research. Recipient selection is completed internally by the University of Guelph. OSCIA is involved in collaboration and communication of research where possible. The previous year's recipient is provided the opportunity to present their first years' findings at the OSCIA annual conference, while the current year recipient is invited to be announced at the annual conference.

OSCIA's Soil Champion Award, is yet another achievement made possible by generous sponsorship and is presented annually by OSCIA to recognize excellence in sustainable soil management and those who advocate for the cause. Residents of Ontario who have contributed to soil management in a way that improves soil health and supports sustainable crop production can be nominated each year. A winner is selected via a committee and the winner is invited to and introduced at the OSCIA Annual Conference each year. The previous year's winner is provided the opportunity to make a presentation on their contributions to soil health at the Annual Conference.



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## SECTION 3- OSCIA SECRETARY-TREASURER – OVERVIEW

### Potential Roles and Responsibilities of the Secretary-Treasurer

*(This list is by no means all inclusive)*

- Record, distribute and maintain minutes of meetings
- Invoice members for annual membership dues; send reminders; submit membership lists and fees to the Guelph Provincial office by February 15th each year. (see Appendices for membership memo & blank membership list). The Secretary-Treasurer is encouraged to use the Wild Apricot online tool to coordinate membership activities and dues.
- Order supplies available from the Guelph Provincial office per supply list
  - All supplies are available by contacting the provincial office.
  - The supplies listing (see Appendices) includes items available free, at cost, or on loan to local and regional Soil and Crop Improvement Associations. Items include exhibits.
- Process grant applications and claims and submit to the Guelph Provincial office by stated deadlines on the Grant Blog website. (see Appendices for Grant guidelines and forms)
- Submit Delegate list to the Guelph Provincial office for the OSCIA Annual Meeting and accompanying fee (if sending more than one delegate). (see Appendices for Delegate registration form)
- Submit the name and contact information for the New Local President and Secretary (if applicable) to the Guelph Provincial office. (see Appendices for President/Secretary Form)
- Advertise upcoming events; send details of upcoming events to the OSCIA List Server (News & Views)
- Prepare local association annual report
- Coordinate dates of annual planning meetings (e.g. tour committee, awards committee, projects committee, promotion committee, etc.)
- Send invitations to events to neighboring counties and districts within the region
- Produce local association newsletter(s)
- Handle accounts receivable and payable for the local association/organization. Maintain books
- Handle correspondence



## **Local OSCIA Board of Directors - Sample Guidelines**

### **SAMPLE Local Association Guidelines**

#### **NAME HERE Soil and Crop Improvement Association Board of Directors - Guidelines**

Welcome to the Oxford SCIA Board of Directors! Here are some guidelines for directors and executive just to let you know what you can expect while part of our group. As a rule, and unless otherwise necessary, the board of directors meets three times a year in late January, early March and late November/early December depending on harvest and weather!

#### **Board of Directors:**

- Includes three representatives from each township
- In addition, includes three Vice Presidents, the President and Past President who make up the executive
- Term of a director is three years, maximum of two consecutive terms
- After completion of two, three-year terms (or sooner if necessary), you are eligible to be nominated to join the executive
- You are expected to attend all director meetings. If you are unable to attend, please inform the chairman or secretary. If you miss 50% or more director meetings during your first term, you will not be considered for nomination of a second term
- Directors are encouraged to participate in field trials when possible
- There are several committees to which you can sign up to assist in project planning for the year. You can pick as many or as few as you wish, but you must sign up for at least one

#### **Internal committees:**

- Tour - Chairman 1<sup>st</sup> Vice
- Field Crop Projects - Chairman 2<sup>nd</sup> Vice (including corn variety trials)
- Meetings planning committee - Chairman 3<sup>rd</sup> Vice (3 general meetings/year - March, June, September)
- Bursary
- Forage Masters competition organization - preferably someone willing to volunteer for a couple of years for continuity sake
- Farm Safety

#### **External committees:**

- Outdoor Farm Show - OSCIA tent planning committee meets 2-3 times/year
- Landsaver Award - variable, usually one meeting every 2-3 years
- Southwest Ag Conference planning committee - meets 2-3 times/year
- Agricultural Advisory committee (Oxford County ag groups) - meets 2-3 times/year

Our annual meeting is held the 2<sup>nd</sup> Tuesday in January and it is hoped that you can sign up to these additional committees to help plan the day, and help out the day of the show

- Promotion - Chairman 1<sup>st</sup> Vice
- Feed Fair Competition - Chairman 2<sup>nd</sup> Vice
- Exhibitors - Chairman 3<sup>rd</sup> Vice
- Featured Speakers - Chairman President
- Nominations for new directors - Chairman Past President and/or President

## **Local Board of Directors Listing Summary**

Each local & regional association should maintain a listing of their directors in this section of the handbook.

# Parliamentary Procedures At A Glance

## Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

### Notes

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.
2. In this case, any resulting motion is debatable.
3. Chair decides.

## Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

### Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.

## **Benefits and Opportunities for Local and Regional Associations**

A key component of OSCIA's Communication Plan is the strength and activities carried out by local and regional associations.

Key benefits and opportunities are as follows:

1. Learn methods to increase farm profitability and stewardship practice.
2. Access to Grants to demonstrate improved technology.
3. Access to Regional Communication Grant.
4. Network with OMAFRA staff on leading edge technology.
5. Opportunities for larger provincially significant projects.
6. Linking with OSCIA's provincial coordination for newsletter, website, crop alerts, etc.
7. RCCs to assist local associations.

## **Benefits of an OSCIA Membership**

- There are numerous benefits in being an OSCIA member. Here are just a few. If you wish to distribute this information further, we have created a one-page brochure that can be found in the appendices portion of this booklet.
  1. Current information on Crop Production
  2. Funding to test and share new ideas to increase profitability
  3. Crop Tours showing practical results of research trials
  4. Quarterly newsletters on timely soil and crop management
  5. Eligible to participate in the Ontario Forage Masters competition
  6. Registration discounts at qualifying events & FREE brunch at Canada's Outdoor Farm Show
  7. Have a voice on research and standing committees

## **Communication Activities - General**

- A priority is to communicate the business of OSCIA;
- Plain language brochures with appropriate photos to be prepared and distributed;
- Website to reflect core business and activities;
- Partners and sponsoring agencies to be profiled/hot linked on relevant activities;
- Partner with OMAFRA in publication of Crop Advances with Executive Summary of project activities.

## **Information Management**

Information Technology (IT) developments are moving at a rapid pace and OSCIA with its provincial infrastructure offers opportunities to improve communication.

1. Website;
2. Password protected Blogs;
3. OSCIA News & Views;
4. Each Director is assigned their choice of laptop, smart phone or iPad to stay connected with OSCIA business.

A growing number of regions also maintain their own website to communicate news and activities to their members. Please check our Newsletter page for regional website links.



## Regional Communication Plan Framework

**NOTE:** The following are excerpts from the OSCIA Directors' Handbook, which pertain to the Local Association(s)

The Regional Communication Plan Framework outlines the tasks to be carried out. It provides opportunity to identify: Activities, Who is Responsible, Partner Opportunities, Funds Required, Source of Funds, and Follow-Up in the form of evaluation. See Appendices section for sample.

### RCC Job Description

#### Duties

- Establish a mechanism to ensure communication flows back and forth between the RCC and the provincial Director.
- Support provincial Director's lead role in ensuring that the regional association functions as a strong organization with equal representation from all locals.
- Responsible for organizing, customizing, formatting, printing and distribution of leading technology and significant events into local newsletters.
- Establish electronic linkage with the OSCIA provincial office for information exchange.
- Encourage inter-association networking through local newsletters, field days and other promotional events (attend field days, crop tours, annual meetings, take pictures, report on the activities for newsletter).
- Organize activities and events to strengthen local Soil and Crop Improvement Associations.
- Cooperate and assist with key regionally significant events.
- Work with local partners and the OSCIA provincial office to enhance information exchange.
- Leverage funds to encourage sponsorships and financial contributions from local industry partners
  - e.g. Provide the municipality copies of annual reports/newsletters;
  - Seek funding for newsletter from seed or fertilizer companies;
- Use an established list of industry contacts that the RCC brings to the position to seek funding for the newsletter.
- Assist in recruitment of members and support maintenance of local membership lists.
- Provide reports, both to the provincial office and within region (at least annually), to describe the activities for the grants that are being administered locally or regionally.

#### Skills and Technology

- Proven experience and ability to work cooperatively within the local agricultural community.
- Excellent oral and written communication skills.
- Proven word processing, creative design and progressive investigative abilities.
- Equipped with computer hardware to efficiently manage email and electronic information transfer
- Proven ability to seek out, organize and distribute information through local newsletters.
- Ability to work within prescribed budgets.
- High visibility and credibility in the agricultural community.
- Newsletter design and development plus experience with websites and social media an asset.

Reporting to the regional executive, the Regional Communication Coordinator is responsible for working for the local Soil and Crop Improvement Associations within the region. To ensure a strong working relationship with the OSCIA provincial office, the appointment should be endorsed by the OSCIA provincial office via the Regional Communications Grant Form. Compensation to be negotiated with the Region, based on performance activities and funds available.

## **Communication Activities - Operational**

### **Local Association Development**

#### Objectives

1. Attract and maintain committed members;
2. Designate a “take charge” person;
3. Cooperate with government crop specialists;
4. Adequate funding;
5. Regional associations be more responsible for communication and networking to improve communication among their local associations:
  - Establish greater linkage with partners;
  - Ensure a timely response to information flow from research, government specialists, and agri-business;
  - Expand visibility of local/regional associations’ activities to attract new members.

### **Producer Education**

#### Objectives - Local

- On-farm demonstrations of leading-edge technology;
- County/district or regional website;
- Tours organized;
- Newsletters;
- Guest speakers at organized events.

### **OSCIA Regional Governance Model - Local County/District Level**

#### Focus is on membership:

1. Maintain numbers, grow the organization locally;
2. Maintain a locally appropriate program of activities;
3. Hands-on agriculture, i.e. test plots, demos, meetings;
4. Cross-regional cooperation for larger events of common interest;
5. Liaise with the region when necessary for support from the region or the provincial level as may be determined in consultation with the provincial director.

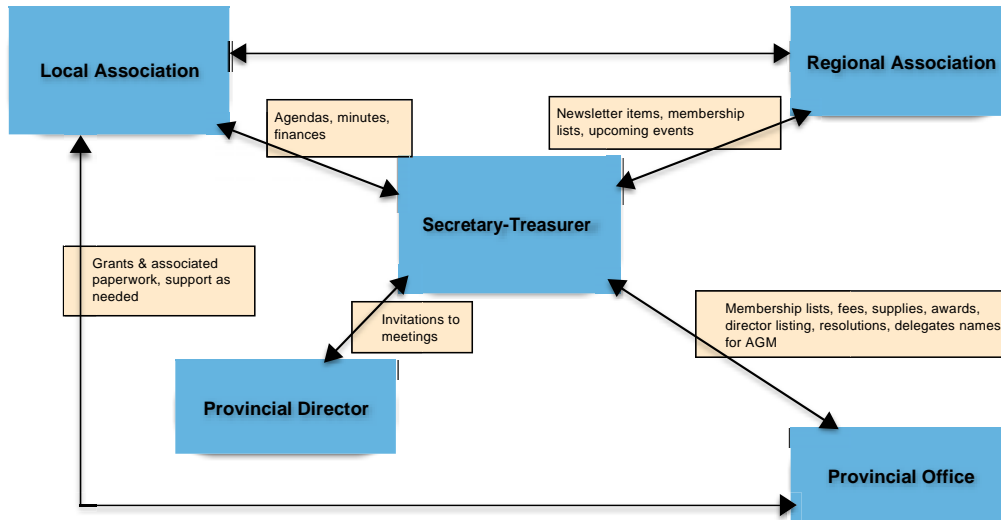
### **OMAFRA Factsheets for Local Association Planning**

- “Effective Organization, Resources & Fact-sheets”: <http://www.omafra.gov.on.ca/english/rural/facts/factshts.htm>
- “Procedures for Meetings”: <http://www.omafra.gov.on.ca/english/rural/facts/96-009.htm>
- “Communications Planning for Organizations”: <http://www.omafra.gov.on.ca/english/rural/facts/03-033.htm>
- “Promoting Your Organization’s Activities”: <http://www.omafra.gov.on.ca/english/rural/facts/96-021.htm>
- “Working with Volunteers”: <http://www.omafra.gov.on.ca/english/rural/facts/87-012.htm>

# Communication Flow Charts

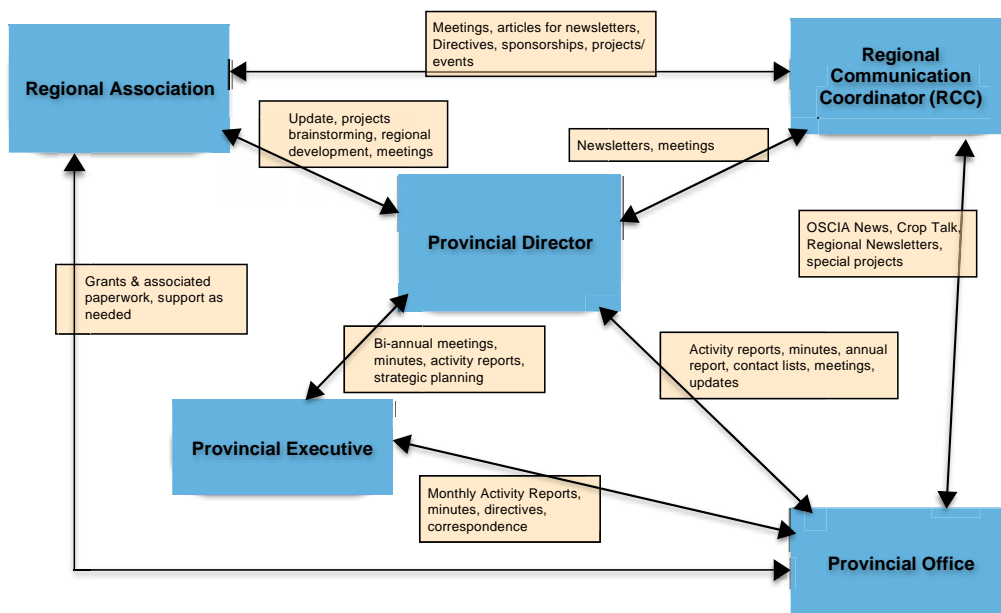
## A. Local Association Flow Chart

Communication Flow Chart - use this sample to indicate what information needs to flow between individuals or groups.



## B. Regional Association Flow Chart

Communication Flow Chart - use this sample to indicate what information needs to flow between individuals or groups.



## Local Association Membership Memo

Below is a memo that goes out to all local/regional SCIA's each year as a reminder to forward all required reporting materials and membership dues to the Provincial office on an annual basis. It might be a good idea to mark your calendar as a reminder to yourself.

**Date:** DATE HERE

**Memo To:** REGIONAL/LOCAL PRESIDENT NAME HERE  
REGIONAL/LOCAL SECRETARY NAME HERE  
PROVINCIAL DIRECTOR NAME HERE

**Copy To:** REGIONAL COMMUNICATION NAME HERE  
Amber Van De Peer, Executive Assistant

**From:** Les Nichols, President  
Andrew Graham, Executive Director

**Subject:** **Regional Association Documents**

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Before the weather warms up and attention turns to the fields, we are asking for your assistance in retrieving some documentation that is required to be on hand in the Guelph office. It's expected you have the material already in local files, you simply need to pass it along at your earliest opportunity. It should also be noted that this is an annual requirement and needs to be submitted to the Guelph office in the early spring each year.

There are a couple of reasons for asking. First, the provision of the documents and lists identified below is necessary for compliance with the *OSCIA Constitution and Bylaws*. This has always been the case, but in past years we've not always paid attention to keeping the yearly requirements up to date. The second reason is related to insurance. The stipulations of both the Commercial General Liability coverage and the Director and Officer coverage, make compliance with the *Constitution and Bylaws* mandatory. Non-compliance could clearly jeopardize the likelihood of successfully making an insurance claim should the need ever arise.

Here is the list of what needs to be assembled and forwarded to the Guelph office for East Central Region. It's your choice whether you do so electronically or in hard copy. Please direct all materials to Amber Van De Peer ([avandepeer@ontariosoilcrop.org](mailto:avandepeer@ontariosoilcrop.org)).

1. Every regional association needs to have *Constitution and Bylaws* adopted that are comparable to those of the provincial organization, and have a copy filed with the Guelph office. ASSOCIATION NAME has submitted a constitution document dated YEAR HERE. Should you update your constitution, please forward a copy to the provincial office. Please refer to the template which can be found in the *Handbook for Local and Regional Associations* on the website.
2. The most recent annual report of the regional/local association's business and activities, including a copy of the most recent financial statement. The annual report need not be lengthy, but should provide some information on organized events, and business meetings (dates, locations, participation, etc.). Typically, this can simply be the report provided to members at your region's annual meeting. In addition to complying with the rules of the Association, provision of the financial statement will provide peace of mind to the Executive Committee that regional financial matters are in good order.  
The most recent Annual report for ASSOCIATION NAME is dated DATE HERE and the most recent financial documents received are dated DATE HERE (Financials only applies to Regions). If these are not your most recent documents on file, please forward them to the provincial office as soon as possible.
3. The current list of officers and directors of the regional/local association. **OR FOR LOCALS** – Membership list for current year. We do not need postal or email addresses for the individuals, just names. This information will not be shared with any other organizations or companies. It is only the names and contact information for regional presidents and secretaries that is included on the OSCIA website.

We recognize this may take some effort to pull together, but we ask for your cooperation and trust you recognize the need. We are certainly available to answer questions that may arise. Thank you.

Respectfully,  
NAME OF PRESIDENT

Andrew Graham, Executive Director

## **Local Finances Summary**

The local & regional associations Financial Statements summary should be submitted to the Provincial office on an annual basis for our records.

### **OMAFRA Factsheets**

You can also find useful information on the OMAFRA website on the following topics:

- “Effective Organization, Resources & Fact-sheets”: <http://www.omafra.gov.on.ca/english/rural/facts/factshts.htm>
- “Being a Club Treasurer”: <http://www.omafra.gov.on.ca/english/rural/facts/89-107.htm>
- “Fundraising for Your Organization”: <http://www.omafra.gov.on.ca/english/rural/facts/88-011.htm>



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## **SECTION 4 - OSCIA - ANNUAL MEETINGS, RESOLUTIONS/CONSTITUTIONS**

### **OSCIA Provincial Annual Conference**

#### **Procedure for the Election of a Provincial OSCIA Director From Each Region**

- A current director will inform the presidents in each local association in his/her region that he/she will be stepping down as OSCIA Director for their area.
- Directors shall be elected for a term of one year.
- Directors shall be eligible for re-election. The maximum term of office for directors shall be ten years. After a waiting period of one-year, former directors shall be eligible for re-election.
- Prior to the annual meeting, the members of the local associations within the provincial regions, and in accordance with the procedure set out in the regional constitution of the region, shall elect one director from within the region to represent the local associations within that region on the Board of Directors of the Association. Each such director so elected shall be elected for and shall represent the region from which he or she was elected.
- The new director should attend all meetings of the provincial board when his/her term begins within their region, but no later than the first board meeting held during the OSCIA Annual Meeting (February).
- It is common practice for an outgoing director to introduce the new director-elect to local associations where feasible. Travel expenses for the director-elect will be covered by the provincial office.
- OSCIA covers the cost of the expenses for the director to attend the entire provincial annual meeting.

#### **Procedure for the Election of OSCIA President and Executive Members**

Prior to the annual meeting, the Board of Directors of the Association shall nominate and vote for a person to be the president-elect of the Association with the position of president commencing with the next annual meeting. This process takes place at a Board of Directors' meeting held at the summer meeting, prior to the annual meeting.

The name of the nominee will be put before the delegates at the annual meeting, who will be required to vote upon and ratify the nominee as president. A nominee may be a director of a region at the time of his/her nomination but must not be such director upon commencing his or her term as president. The president-elect will retain full voting privileges as a provincial board member. The president-elect, at the conclusion of the annual meeting, shall become the president of the Association and full voting member of the Board of Directors of the Association.

The election of the Executive takes place at a special meeting held within the timeframe of the annual conference.

## Resolutions at the OSCIA Annual Conference

**Note:** It is important that the recommended process herein be followed.

This document has been prepared for use at the local association meetings when writing resolutions. Please take it to your meetings and ensure those involved are familiar with its contents.

The following information was created for the OSCIA Provincial Directors' Handbook and is to be used as a reference when attending local meetings.

Please read carefully. Questions or clarification can be obtained from any Provincial Director or Executive Director, or by calling the Provincial office (800-265-9751) or contacting Amber Van De Peer at [avandepeer@ontariosoilcrop.org](mailto:avandepeer@ontariosoilcrop.org)

The current Provincial Resolution Committee is made up of:

Paul Hagey (East Central), Warren Schneckenburger (Eastern Valley), and Birgit Martin (Northeastern Ontario).

The last paragraph of the resolution (i.e. "Therefore be it resolved") needs to be worded so that the intent can be understood without reading the entire resolution. See sample below

### Presenting Resolutions at the OSCIA Annual Conference

1. The guidelines for writing a resolution are circulated with the annual conference notice. The information as it appears in the annual conference notice is:

Writing Resolutions - A resolution is a formal written proposal to be considered by a meeting.

- a) Define the problem.
- b) Develop arguments.
- c) Select valid and relevant arguments.
- d) Decide on best solution to the problem.
- e) Write the resolution. Be clear and concise. It may take time and discussion to reach this step.  
WHEREAS       (argument)      , and  
WHEREAS       (argument)      ,  
THEREFORE, BE IT RESOLVED,       (solution)      .
- f) Avoid using the word lobby when writing resolutions.
- g) Have someone read the resolution who was not directly involved in the discussions.
- h) Re-write if necessary.
- i) The resolution must be within the mandate of the organization.

Example: GYPSY MOTH

WHEREAS *trees in Niagara are infested with gypsy moth and they are unsightly and messy, and*

WHEREAS *trees have been defoliated two years in a row and this will destroy the trees, and*

WHEREAS *it is expensive for a homeowner to spray their own trees and it is not safe for homeowners to use insecticide on large trees without proper safety gear, and*

WHEREAS *the Ministry of Natural Resources (MNR) already has a spray program against gypsy moth in conservation areas in Niagara.*

*THEREFORE, BE IT RESOLVED, that the MNR extend its gypsy moth program to include infested residential areas.*

- Encourage county associations to form their own Resolutions Committee;
- Following the county annual meeting, the county Resolutions Committee decide on the disposition of their resolutions and whether they should go to the OSCIA Annual Conference;
- Resolutions going to the OSCIA Annual Conference must conform with the objectives of the provincial association as outlined in the Constitution and By-Laws. The provincial directors are to play a leading role in clarifying this;
- Resolutions must be passed at the local annual meeting before being accepted at the provincial annual conference;
- Provincial Resolution committee has the authority to reject or accept resolutions;

- Record the vote at the provincial annual conference on each resolution and use vote for guidance on appropriate action;
  - Arrange for resource people to attend the annual conference to respond to resolutions;
  - Only written resolutions will be accepted at the annual conference by the Resolutions Committee. Visual equipment to be provided to show resolutions not printed in the list of resolutions circulated to delegates at the annual conference;
  - Only a member of the provincial Resolutions Committee can present a resolution at the annual conference.
2. All the resolutions are to be in the provincial office in Guelph by the second week in January.
  3. OSCIA sorts the resolutions and presents them with similar resolutions. In some cases, if two or more resolutions are on the same topic suggesting the same action, the best one is selected, and the associations are indicated who submitted similar resolutions. All the resolutions are brought to the annual conference in case someone disagrees with the grouping.
  4. All resolutions that are received in the office early in January (and a few afterward) are prepared and emailed with the letter to delegates about details of the annual conference.
  5. The OSCIA Resolutions Committee receives the same resolution package with the agenda at the Directors' Meeting prior to the annual conference.
  6. The OSCIA Resolutions Committee may meet at the hotel on the evening before the annual conference to review the resolutions. The committee reviews the content of the resolutions and may decide which resolutions will be presented and which ones may be deleted because they are outside of OSCIA's mandate. This can be a difficult decision or easy decision to make.
  7. The Resolutions Committee presents the resolutions to the OSCIA board meeting prior to the annual conference to review the resolutions and recommend to the Board if any resolutions should be deleted or any other suggestions they wish to have discussed.
  8. The OSCIA Resolutions Committee is called on to start presenting resolutions at the annual conference. These points can be shared with the delegates.
  9. What is a resolution:
    - A resolution is an opportunity for the local associations to provide input on concerns to the provincial association.
    - The resolution defines the problem, develops relevant arguments and decides on the best solution to deal with the problem.
    - The resolution provides direction on specific topics to the Board of Directors. The directors in turn have the opportunity to debate the resolution and decide what action, if any, should be taken. It is important to note that resolutions provide direction to the Board. In many cases, delegates are under the impression that as soon as a resolution is passed on the floor at the annual meeting, action will be taken.

NOTE: A resolution from the delegates to the Board provides direction whereas a motion passed by the Board provides action.

11. How is a resolution presented at the OSCIA Annual Conference?
  - Delegates and local association executive members have been advised in pre-conference information that delegates coming to the conference should be prepared to speak to the resolution and make the motion.
  - The OSCIA Resolutions Committee presents the resolution to the delegates by resolution number & name and asks for a mover & seconder. The mover's and seconder's names are recorded. A member from the association who forwarded the resolution should be the one to move the motion.
  - The Resolutions Committee's chair, or designate, then calls for further discussion. At the end of the discussion the Resolutions Committee chair then calls for a vote providing that the discussion has not resulted in the need for an amendment to the original resolution. If the discussion indicates that an amendment is required, the resolution is set aside to be re-presented on day two of the annual conference. In the interval between day one and day two, the Resolutions Committee will be meeting with the submitting county representative(s), and the amending county representative(s) to develop a revised resolution.

- If no changes are required the resolution is carefully considered, debated and finally passed, defeated, or tabled by the delegates present at the annual conference.
- The delegates at the conference shall use electronic iClickers for voting on resolutions. The resolution is simply declared as “passed” or “defeated.”
- The vote is taken and recorded. The resolution is passed, defeated, or tabled.

NOTE: Directors usually only speak on motions to help clarify the understanding of the motion. They are not to try to influence the vote.

**12. Who is eligible to vote on resolutions?**

- This is a members meeting. All delegates, both official and additional delegates, are eligible to vote on resolutions.
- On votes concerning the Constitution and By-Laws, each association is allowed only one vote and must vote using the colored voting paddle found in the official delegate kit.

NOTE: Directors do not vote on resolutions or constitution changes.

**13. What happens to the resolutions that are “passed” at the annual conference?**

- The resolutions are reviewed by the directors at the board meeting immediately following the annual conference. The directors decide if the motion will be forwarded or not, based on content of the motion, the number of people who voted on it, and general interest in the topic.
- Resolutions are forwarded to one, two, three, or more appropriate persons or agencies for their consideration and reply. The letter requests action and/or reply.
- Resolution letters are usually forwarded to agencies by the end of March.
- The local/regional President and Secretary for the passed resolution, along with the delegate who seconded the motion are informed as to where the resolution was sent.
- OSCIA receives replies, usually by mid-July, to approximately two-thirds of the resolutions that are sent out.
- The responses to resolutions are inserted after the resolutions as it was presented at the annual conference and posted by Region on the OSCIA website.
- The responses to the resolutions received with the original resolution are compiled in time for the August Directors’ Conference. Responses are posted on the OSCIA website as soon as they are received. Printed copies are available on request from the provincial office.
- Again, once responses are received, the local/regional President and Secretary for the passed resolution, along with the delegate who seconded the motion are informed and provided a copy of the response, along with notice that the website has been updated.

## **RESOLUTION TEMPLATE**

### **Resolution – NAME OF COUNTY/DISTRICT – topic of resolution**

WHEREAS text here, and

WHEREAS text here, and

WHEREAS text here.

THEREFORE, BE IT RESOLVED, that OSCIA (then put a verb here – encourage, contact, etc)  
text of what action is requested.

The above template is sent to everyone in Word format before the AGM, for completion and submission to the provincial office.



## OSCIA - Local Association Obligations (Constitution)

See Section 7 for Full Constitution

### ***“Membership***

*2.(e) Local Associations shall forward annually a current membership list with the appropriate per member fee to the Association. Membership lists/fees are due annually on February 15, with late membership due April 30.”*

Clarification: Fees and lists are due February 15.

Additional members acquired after that date are to be sent by April 30; however, later payments and names should also be forwarded when received.

### ***“Membership***

*2.(g) The minimum membership fee paid by the Local Association to the Association shall be \$250. Notwithstanding the foregoing, any Local Association that is unable to meet this financial requirement may appeal to the Executive of the Association.”*

Clarification: Should a Local Association wish to appeal, they must submit a letter **and** financial statement to the Association requesting an adjustment.

### ***“Membership***

*2.(h) Each Local Association must forward the membership list/fees by February 15 to be eligible for, and receive, grant payments under the Association grant program”*

Clarification: No Local Association grant proposals or claims will be approved (including benefits of the Ontario Forage Master Program) if the fees are outstanding.

### ***“Delegates and Annual Meeting***

*3.(a) Each Local Association must have forwarded membership fees to the Association for the ensuing year in order to participate at the Annual (or any special) Meeting of the Association.”*

Clarification: (If membership fee is paid):

1. Official Delegate registration fee is waived
2. Official and Additional Delegate may vote at the Annual meeting

## **Handling Constitution Changes**

The proposed change to the Constitution is forwarded to the local presidents and secretaries and the annual meeting delegates in January. Usually, constitution changes are forwarded in December with the notice of the annual meeting. The Constitution states changes should be circulated to local association secretaries thirty days before the annual meeting.

### Procedure:

- Each association receives one vote.
- The official delegate votes using the voting paddle that is provided in their kit.
- The OSCIA Constitution Committee presents the change/revision as a motion to the meeting.
- A member from the floor seconds the motion.
- Discussion follows.
- The chair of the meeting calls the question.
- The motion is passed or defeated.
- The vote requires a two-thirds majority for the change to be implemented.

## Proposal for an OSCIA 'Best Practices' Farm Tour Protocol

Information provided by Chris Duke, OMAFRA

*Hi there, thought I'd share some feedback I just got from a farmer who has a biogas facility and had a "bad tour experience." We are frequently involved in hosting or participating in farm tours. I'm sharing their concerns to help us tour coordinators and providing some suggestions...*

*Last year they hosted a group of ~50 people from an ag organization for them to see their biogas facility. The group was broken into 3 smaller groups. Afterwards the farmers were unhappy:*

Establish clearly with the host what part of the farm is the tour and what areas are off-bounds

### **Here are some useful tips to consider for the next tour you organize:**

- Establish clearly with the host what part of the farm is the tour and what areas are off-bounds
- Obey the "Authorized Entry Only" signs
- Tour coordinators should set clear rules for the visitors (a visitor inquired a couple of days after the tour if it could have been feasible if they caught E. coli from the farm visit, possibly when removing the plastic booties)
- Provide hand sanitizer - required to be applied before anyone gets on the bus
- No carrying food while on the farm tour
- Disinfectant tray to be stepped on before boarding bus
- Stay with the group and avoid "manure areas" (evaluations by the host)
- Best to call the host after the tour to discover how they felt about the tour event, get their feedback for improvements, and shower them with thanks
- Leave your business card with the host

The farmer didn't address safety with me (other than E. coli) but often we are requested to wear safety boots, hats, vests, etc. Other aspects we should be thinking about is how slippery the plastic booties are when walking on the snow. Washroom breaks along the tour for obvious plus hand washing shouldn't be underestimated.

## SECTION 5 - OSCIA - RESEARCH PRIORITIES & COMMITTEES

<b>RESEARCH COMMITTEES</b>	
<b>Agricultural Wildlife Conflict Working Group</b>	
<b>Canadian Corn and Pest Coalition</b>	
<b>Ontario Cereal Committee</b>	
<b>Ontario Corn Committee</b>	
<b>Ontario Pulse Crop Committee</b>	
<b>Ontario Soybean &amp; Canola Committee</b>	
<b>Ontario Soil Management Research &amp; Services Committee</b>	
<b>Soil and Water Quality Sub-Committee</b>	
<b>Waste Utilization Sub-Committee</b>	
<b>Field Crops Sub-Committee</b>	
<b>Ontario Weed Committee</b>	
<b>OSCIA STANDING COMMITTEES</b>	
<b>Ontario Certified Crop Advisors Association</b>	
<b>Canada's Outdoor Farm Show</b>	
<b>Canadian Forage and Grassland Association</b>	
<b>Farm and Food Care Ontario</b>	
<b>AgScape</b>	
<b>Ontario Agri-Food Technologies</b>	
<b>Ontario Forage Council</b>	
<b>Ontario Invasive Plant Council</b>	
<b>Ontario Soil Network</b>	
<b>South West Ag Conference Committee</b>	
<b>Soil Conservation Council of Canada</b>	
<b>OSCIA INTERNAL COMMITTEES</b>	
<b>Nominations Committee</b>	<b>Annual Meeting Committee</b>
<b>Resolutions Committee</b>	
<b>Finance Committee</b>	
<b>Research Committee</b>	
<b>Membership Committee</b>	
<b>Constitution and Bylaws</b>	

### OSCIA Committee Involvement

Each of our 11 Provincial Directors sit on one or more of the OSCIA Research and/or Standing committee(s) listed on above and more information on each committee/council can be found in the Director handbook, found on the OSCIA website.

## **OSCIA Internal Committees**

### **Nomination Committee**

The purpose of the Nomination Committee is to prepare the slate of directors to serve on the following: OSCIA Research Committees, OSCIA Standing Committees, OSCIA Internal Committees.

The Nomination Committee is made up of the immediate past president, the current president, and the 1st-vice president. The immediate past president serves as chair.

The Nomination Committee is to approach each eligible director and discuss the committee(s) the director wishes to represent the board on. This usually occurs at the annual meeting. The report of the Nomination Committee is presented by the chair at the first directors meeting following the annual meeting. The directors discuss the appointments, make adjustments when necessary, and approve the slate of directors to serve on committees for the upcoming year.

### **Resolutions Committee**

The committee is responsible to review and present the resolutions at the OSCIA Annual Conference.

The committee is to review each resolution to ensure it conforms with the objectives of the provincial association as outlined in the Constitution and By-Laws. Resolutions that conform to the objectives of the association are presented at the annual meeting for discussion. The committee may reject resolutions that do not conform.

Resolutions presented at the annual meeting must pass by at least a 50% vote. Resolutions that are passed at the annual meeting are forwarded to the appropriate person, organization or institution for consideration.

The responses received are compiled with the original resolution and posted on the OSCIA website and distributed to the full board at the Summer Directors' Meeting.

The resolution responses are compiled as they are received.

### **Finance Committee**

#### **Terms of Reference**

The purpose of the OSCIA Finance Committee is to:

- Provide strategic direction to the OSCIA Executive by investigating and considering options for accountability to funding sources, while ensuring accountability to the association and its members.
- Carry out fiduciary responsibility by performing in-depth review of OSCIA's financial statements and budget projections, identifying areas of concern and proposing reasonable solutions.
- Review/monitor financial investments of the association.

Activities:

- Primary focus is to examine the revenue and expenses of OSCIA.
- Project/Program Contacts are to be reviewed to ensure financial risk is well managed and level of management and overhead is appropriate to cover all association costs.
- Efficiencies in financial operations are to be monitored and reviewed.

Members:

- Members are to consist of the OSCIA Executive members (or designates appointed by the Executive), OSCIA Executive Director, additional staff as designated, outgoing past president and an independent accountant with an accounting designation.
- Appointments are to be made by the OSCIA Executive for one year after the OSCIA Annual Meeting each year.

Schedule of Meetings:

- Meetings are to be scheduled quarterly or as deemed necessary.

Mandate:

- The OSCIA Finance Committee provides recommendations to the OSCIA Executive.

Chair:

- The Committee will appoint its own chair.

## **Research Committee**

The research committee is made up of Provincial Directors with support from OSCIA staff as well as Dr. Ian MacDonald, OMAFRA. This year the Committee met by conference call to scrutinize and adjust the research priorities that had been previously created. These priorities play a valuable role in directing where our research efforts should be directed. OSCIA sits on many committees and are approached frequently to help with funding and otherwise assist in various research efforts. Our resources are limited so the research priorities help direct our efforts to where they will be most effective while addressing the interests of you our members.

### **Role of OSCIA Research Committee:**

- ✓ Monitor similar organizations' research priorities such as the Ontario Field Crop Research Coalition and Grain Farmers of Ontario (GFO);
- ✓ Assist in connecting partners for research collaboration;
- ✓ Monitor on-going research progress and attempt to direct research in areas where research is deficient;
- ✓ Identify several priorities as highlighted by membership input, rather than providing a comprehensive review of other organizations' priorities;
- ✓ Identify and pursue leading-edge research, demonstrating ownership by direct involvement of staff and directors; Examples include:
  - The Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs (OMAFRA) grants. Working in partnership with OMAFRA field staff are also excellent examples of direct collaboration;
  - Compost Council of Canada, along with Peel Region proposal request for funding research;
- ✓ Help fill the gaps. OSCIA's Research Committee is to:
  - Report at least annually to the full board at the summer meeting in preparation for the fall/winter meetings;
  - Meet with other industry partners (e.g. GFO, Ontario Forage Council, etc.) to discuss common research interests and collaboration opportunities;

### **Purpose of OSCIA Priorities:**

- ✓ To have a paper approved by the OSCIA Board to prioritize the research topics;
- ✓ Send priorities to the OMAFRA Research Advisory Network (ORAN) structure;
- ✓ Focus on agronomy and nutrient utilization but also support areas that could be augmented;
- ✓ Provide input through strong representation on research committees, including representation on TAG (Environmental Sustainability);
- ✓ Include direct involvement (transfer of funds and opportunity to sit on the research committee) in research such as with the 'Soluble Phosphorus' research, the 'Bio-economy R & D' project, Soil Health, SuperFoods agronomy, and 'Species at Risk' project.

### **OSCIA Research Priorities Ranked to Include:**

- i. Long-term soil health and biological interactions of soil, including additives to enhance crop production.
- ii. Residue and tillage management for crop production, soil erosion control, and reduction of nutrient loss from fields.
- iii. Economics and agronomics of emerging cropping systems and new crop development especially related to adaptation to climate change and provincial cap and trade policy.
- iv. Manure and municipal bio-products such as green bin materials and biosolids.
- v. Bio-economy impacts, such as from biomass production, residue management and biosolids application as it relates to soil management.

## **Constitution and By-Laws Committee**

This committee is made up of the Executive. The purpose and duties are to monitor the Constitution and suggest changes deemed as necessary for the successful operation of the association.

A brief description of the purpose of the Constitution and By-laws is as follows:

- The Constitution is the functional framework of the organization. It briefly outlines objectives, roles of officers, methods and procedures, and provisions for amendment (to accommodate changes that need to be made).
- By-laws describe the internal workings of the organization and can be written as part of the Constitution or as a separate document. In either case, procedures for setting up committees (e.g. nominating committee), their roles and responsibilities, and election procedures should be contained in the By-laws. Identical procedures would then be followed, ensuring continuity and therefore satisfaction of the general membership. If procedures that are acceptable to the organization are not written into its by-laws, a process for amending the Constitution can be initiated prior to the time of the annual election. Notice of change to the Constitution must be sent to local association secretaries thirty days prior to the annual meeting or special meeting of the OSCIA.
- Each organization is unique. Election procedures are adopted to suit particular needs. There is no one model for proper conduct of elections but whichever method your group chooses, that method should be proposed to the general membership for agreement and inclusion in the by-laws.

## **Membership Committee**

The committee is made up of three provincial directors (one will serve as chair for the committee) and one support person from the provincial office. The term of office for each position is two years.

The purpose of the Membership Committee is to encourage solutions and tools for local associations to implement in order to sustain and grow their membership.

Objectives of the committee include:

- create awareness of OSCIA to non-members;
- look for areas of partnership with other organizations to reach the goal of enhancing membership;
- create tools for association to use to facilitate and enhance value for membership.

Tasks of the committee include:

- regular conference calls to determine ideas/activities to act upon;
- generate ideas geared toward increasing membership in OSCIA;
- track membership numbers and monitor changes;
- help define the membership issue, resolve the problem of declining membership, and involve group members;
- plan ahead for goals and outcomes for each year.

The committee is not responsible to address issues outside membership development or promotion of OSCIA to the general agricultural community.

The Membership Committee is directly responsible to the OSCIA Executive and Board of Directors.

Terms of Reference for the Membership Committee is located in the Appendices.

## **Annual Conference Committee**

The purpose of this committee is to plan and provide a stimulating and informative annual meeting program. This role has traditionally been carried out by the OSCIA Executive Committee and staff.

Duties include:

- select site and date for annual meeting;
- prepare and distribute annual meeting notice;
- set registration fee for delegates;
- prepare annual report of the association.

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## SECTION 6 - OSCIA INFORMATION TECHNOLOGY (IT)

The goal of the OSCIA IT system is to continually improve communications. This includes:

- enhance the ability to store and share information
- simplify the infrastructure to easily adapt to change
- extend the network across Ontario and be secure

The IT system strives to provide access to more information, a more informative website, with blogs and easy navigation.

Improved communications may include various approaches available, including examination and investigation into alternate systems. Consideration is given to usability, feature set and interoperability, stability, security, and efficient management of costs.

Security remains of highest priority for the IT system at OSCIA.

### OSCIA Website

Link to website: [www.ontariosoilcrop.org](http://www.ontariosoilcrop.org)

(the following is a sample of what can be found on the website)

- Information on becoming a local SCIA member, along with the benefits of membership
- General information on OSCIA as an organization
- Detailed listing of Program information
  
- Link to the Grant Blog - where you can find the 2015-2018 Grant Guidelines, forms, and a forum for discussion
- Crop Advances
- Ontario Forage Master Program information, Guidelines, previous winner(s)
- Soil Champion Award information & Past winner(s)
  
- Local Association Listing of Presidents & Secretaries & their contact information
- Regional Association Listing of Presidents, Secretaries & RCCs & their contact information
- OSCIA Board of Directors' contact information
- OSCIA Provincial Staff contact information
  
- Listing of Upcoming SCIA events & workshops
- Supplies available from the Provincial office and a blank order form
- News Release(s)
- Provincial Newsletters & Regional Newsletters
  
- Links to Many organizations

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## SECTION 7 - OSCIA CONSTITUTION AND BY-LAWS

### CONSTITUTION AND BY-LAWS

WHEREAS the members of Ontario Crop Improvement Association, designated an Association under "The Agricultural Associations Act" by the Lieutenant-Governor in Council the 13th of March, 1940, deemed it expedient to recommend by a motion passed at the Annual Meeting of the Association held at the City of Toronto the 24th of January, 1952, that the Association be designated "The Ontario Soil and Crop Improvement Association";

AND WHEREAS the Ontario Soil and Crop Improvement Association was designated an association, society, institute, or organization under section 2 of The Agricultural Associations Act by Lieutenant-Governor in Council and the Order-in-Council was filed with the Registrar of Regulations the 11th of March, 1952, as O. Reg. 121/52;

AND WHEREAS the constitution and by-laws under which the Association shall be conducted has been submitted to and approved by the Minister of Agriculture and Food the 19th day of March, 1974; the 19th day of August, 1975; the 18th day of March, 1976; the 12th day of May, 1982; the 15th day of May, 1986.

AND WHEREAS, The requirement for the Minister of Agriculture, Food and Rural Affairs to approve changes to the constitution of an association was discontinued in 1986;

AND WHEREAS "The Agricultural Associations Act" was repealed and replaced by the "Agricultural and Horticultural Associations Act" R.S.O. 1990 Chapter A.9 (hereinafter known as the "Act") and the affairs of the Association are now governed by the Act.

NOW THEREFORE be it enacted and it is hereby enacted that the constitution and by-laws under which the Ontario Soil and Crop Improvement Association shall be conducted are as follows:

#### DEFINITIONS

**Association** - Ontario Soil and Crop Improvement Association

**Board of Directors** - Will consist of members comprised of Directors elected from the Regions, the President, the President-Elect, the immediate Past-President, and one representative from each affiliate organization recognized at the discretion of the Board of Directors

**Ministry** - Ministry of Agriculture, Food and Rural Affairs

**Minister** - Minister of Agriculture, Food and Rural Affairs

**Local Association** - County or District Soil and Crop Improvement Association

**Act** - the Agricultural and Horticultural Associations Act R.S.O. 1990 Chapter A.9.

**Region** - Regional Association geographic area containing local associations

#### OBJECTS

1. The objects of the Association shall be:
  - (a) To encourage the development and expansion of the activities in Local Associations in the area of soil and crop improvement.
  - (b) To encourage the improvement of soil management and field crops in the Province of Ontario by:
    - (i) stressing the importance of soil conservation and for the production of crops of high yield and nutritive value and emphasizing the need for better soil management practices;
    - (ii) organizing, sponsoring, or assisting with active projects which involve drainage, irrigation, water storage, soil conservation, land use, energy, pest control, field records, soil testing, and farm planning;
    - (iii) encouraging the wider adoption of such crops and varieties as are best suited to the soils and climatic conditions of the Province;
    - (iv) developing a greater interest in the preparation, use, and production of high quality grain and seed;
    - (v) holding meetings and field days of all matters relating to crop production and crop and soil improvement and assisting in the holding of such meetings and field days;
    - (vi) conducting and directing educational work through the Province for the dissemination of a wider knowledge of crop production and soil management;
    - (vii) co-operating with agricultural and other interested organizations and individuals in holding of soil improvement and field crop competitions and seed fairs;
    - (viii) collecting and disseminating market information, field crop recommendations, and regulations governing production, marketing, and purchasing of seed of field crops. Co-operating with the Ministry and Agriculture & Agri-Food Canada in furthering these objects.

#### MEMBERSHIP

2. (a) Membership in the Association is composed of individuals who join a Local Association, and the Local Associations itself.



- (b) The Local Association shall charge an appropriate individual membership, with a portion allocated to the Local Association, and a set portion allocated to the Association.
- (c) The portion of the individual membership fee to support the Association shall be reviewed annually by the Board of Directors and may be adjusted to reflect the more relevant value in today's economy to maintain the activities of the Association.
- (d) The Association portion shall be set from time to time by the Board or Directors as required.
- (e) Local Associations shall forward annually a current membership list with the appropriate per member fee to the Association. Membership lists/ fees are due annually on February 15, with late memberships due April 30.
- (f) Each Local Association shall have a minimum number of members as determined by the Local Association to ensure a successful program in that geographic area.
- (g) The minimum membership fee paid by the Local Association to the Association shall be \$250. Notwithstanding the foregoing, any Local Association that is unable to meet this financial requirement may appeal to the Executive of the Association.
- (h) Each Local Association must forward the membership list/fees by February 15 to be eligible for, and receive, grant payments under the Association grant program.
- (i) An individual or Association member who has not renewed their membership by payment of the annual fee by April 30, shall cease to be a member as of that date, and shall thereupon forego all rights of membership.

#### *DELEGATES AND ANNUAL MEETING*

- 3. (a) Each Local Association must have forwarded membership fees to the Association for the ensuing year in order to participate at the Annual (or any special) Meeting of the Association.
- (b) At every Annual (or any special) Meeting of the Association each Local Association may have:
  - (i) one official delegate entitled to vote on all matters;
  - (ii) one alternate delegate entitled to vote on all resolutions only;
- (c) At every Annual or Special Meeting of the Association, individual members of each Local Association shall be entitled to attend and to take part in the discussions but not vote. Only the delegate referred to in subsection (b) (i) and (ii) are entitled to vote.

#### *ANNUAL AND SPECIAL MEETINGS*

- 4. (a) The Annual Meeting of the Association shall be held after January 15, and before the 31st of March of each year, at such time and place as the Board of Directors of the Association may determine.
- (b) Notice in writing of the time and place of the holding the Annual (or any special) Meeting of the Association shall be mailed by the Executive Director of the Association to the Secretary or Secretary-Treasurer of each Local Association at least ten days before the date of the holding of such meeting. It shall be the responsibility of the Local Association to so inform the members of the Local Association.
- (c) A quorum at any special or Annual Meeting shall consist of 40 percent or more of the Local Associations represented by accredited delegates.
- (d) No business shall be transacted at any special meeting except that stated in the written notice mailed to each secretary or secretary-treasurer of each Local Association at least ten days before the holding of such special meeting.
- (e) The Annual (and any special) Meeting of the Association, shall be presided over by the President, or in the President's absence, by one of the Vice-Presidents, and the business of any Annual Meeting shall be:
  - (i) disposal of the minutes;
  - (ii) report of the Executive Director for the preceding year;
  - (iii) presentation of the audited financial statement;
  - (iv) election of a Board of Directors in a manner hereinafter provided;
  - (v) appointment of Auditor or Auditors for the current year;
  - (vi) appointment of representatives of the Association, to any other agricultural organizations, by the Directors, from members of the Local Associations;
  - (vii) discussion of new business, resolutions, and any other matters pertaining to the Association.

#### *DIRECTORS*

- 5. (a) Directors shall be elected for a term of one year. Such term will begin immediately after ratification of the incoming slate of Directors at the Annual Meeting.
- (b) Directors shall be eligible for re-election. The maximum term of office for Directors shall be ten years. After a waiting period of one year, former Directors shall be eligible for re-election.

- (c) Prior to the Annual Meeting, the members of the Local Associations within the geographic regions hereinafter set out (the "Regions"), in accordance with the procedure set out in the regional constitution of the Region, shall elect one Director from within the Region to represent the Local Associations within that Region on the Board of Directors of the Association. Each such Director so elected shall be elected for and shall represent the Region from which he or she was elected. The Regions shall be as follows:
- (i) St. Clair (Lambton, Essex, Kent)
  - (ii) Thames Valley (Middlesex, Elgin, Oxford)
  - (iii) Heartland (Huron, Perth, Waterloo, Wellington)
  - (iv) Georgian Central (Bruce, Grey, Dufferin, Simcoe North, Simcoe South)
  - (v) Golden Horseshoe (Niagara North, Niagara South, Haldimand, Wentworth, Halton, Peel, Brant, Norfolk)
  - (vi) East Central (York, Durham, Victoria, Peterborough, Haliburton)
  - (vii) Quinte (Prince Edward, Hastings & Lennox and Addington, Northumberland)
  - (viii) Eastern Valley (Prescott, Russell, Glengarry, Stormont, Dundas)
  - (ix) Ottawa Rideau (Grenville, Leeds, Lanark, Renfrew, Carleton, Frontenac)
  - (x) North Eastern Ontario (Parry Sound / Nipissing East, Muskoka, Algoma, Cochrane, Manitoulin, Sudbury, Temiskaming, Nipissing West/East Sudbury)
  - (xi) North Western Ontario (Rainy River, Thunder Bay, Kenora).
- (d) Prior to the Annual Meeting, the Board of Directors of the Association shall nominate a person from among themselves to be the President-Elect of the Association commencing with the next Annual Meeting. The name of the nominee will be put before the delegates at the Annual Meeting, who will be required to vote upon and ratify the nominee as President-Elect. A nominee will be a director of a Region at the time of his or her nomination but will not be such director upon commencing his or her term as President. The President-Elect, will retain all voting privileges on the Board of Directors, and at the conclusion of the Annual Meeting, shall become the President of the Association and a full voting member of the Board of Directors of the Association.
- (e) If a vacancy from any cause occurs in the Board of Directors, it shall be filled for the unexpired term by the remaining members of the Board of Directors, provided the Board of Directors shall use their best efforts to fill the vacancy with a person from within the Region no longer represented on the Board of Directors.
- (f) Seven Board Members shall form a quorum at any meeting of the Board of Directors.
- (g) Questions arising at any meeting of the Board shall be decided by a majority of votes where the Chair remains neutral. In case of an equality of votes, the Chair of the meeting may have an additional or casting vote.
- (h) The Board of Directors may expel any delegate or member found guilty of dishonourable practices or other conduct detrimental to the Association provided that the delegate or member shall have an opportunity to state the case before the Board of Directors.
- (i) A Director shall be paid for any bona fide expenses incurred while performing the work of the Association in the Director's own region, other than the county in which the Director resides, and for attendance at the Annual Meeting, or any special or Directors' meetings or of special boards of committees to which the Director has been appointed by the Board of Directors. In determining the amount of such expenses, the Board of Directors may pay to a Director in addition to traveling expenses, an expense allowance not to exceed an amount fixed by the Board of Directors.
- (j) A person authorized by the Board of Directors to represent the Association on special boards and committees shall be paid for bona fide expenses incurred for attending meetings of the special boards and committees to which the authorized person has been appointed and may be paid, in addition to traveling expenses, an expense allowance not to exceed an amount fixed by the Board of Directors.
- (k) The Board of Directors of the Association may approve the establishment of "Section", organized within the Association, to serve the special interests and requirements of the section.
- (l) The section may draft regulations and elect a committee to conduct the business of the section.
- (m) Any section established within the Association shall have as its objects, one or more of the objects of the Association.
- (n) Any organization, at the discretion of the Board of Directors, may be recognized as an affiliate and shall pay an affiliation fee, amount of which will be negotiated between the Association Executive and the affiliated organization. Upon admission to membership, the affiliated organization shall be entitled to appoint a representative to the Association's Board of Directors who shall have full voting privileges. The affiliated organization will be represented by one voting delegate to the Association's Annual Meeting.

## *SPECIAL PROJECTS/INITIATIVES*

6. (a) Board members of the Association may from time to time initiate special projects/initiatives and authorize persons to manage the projects/initiatives on behalf of the Association.
- (b) The special project/initiative may draft regulations and appoint a committee to conduct the business of the special project/initiative.
- (c) Any special project/initiative within the Association shall have its own objectives, one or more of which shall be an objective of the Association.
- (d) Any person or persons authorized by the Board of Directors to represent the Association on special initiatives, projects, or committees may be paid a bona fide per diem incurred for completing the task or attending meetings of the special initiative to which the person or persons authorized has been appointed and may be paid, in addition to traveling expenses, an expense allowance not to exceed an amount fixed by the Board of Directors.

## *VICE-PRESIDENTS*

7. (a) The First, Second, and Third Vice-Presidents shall be elected during or after the Annual Meeting, by the Board of Directors, from among themselves at their first board meeting which shall be held within ten days after the Annual Meeting.
- (b) The Board of Directors shall have general charge of the affairs of the Association and shall meet at the call of the President.
- (c) The Board of Directors may delegate any of its powers to an Executive Committee composed of the President, the immediate Past-President, and the Vice-Presidents, but any action taken on powers so delegated shall be recorded in minutes, and approved by the Board of Directors before the next Annual Meeting.
- (d) Association Board members that are employed under contract with the Association, are not eligible to be elected to the Association Executive unless the Board member agrees to resign the contract position immediately following the Election of Officers.
- (e) If a vacancy from any cause occurs, a special meeting may be called by the President or Acting President to elect a replacement from among the Board of Directors.

## *DUTIES OF PRESIDENT AND VICE-PRESIDENTS*

8. (a) The President shall call meetings of the Executive Committee and the Annual (and any special) Meeting of the Association, and shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee.

- (b) Where the President is absent or fails to exercise his/her rights and powers under these by-laws, any of the Vice-Presidents shall have and may exercise all the rights and powers of the President.
- (c) The outgoing President (Past-President) shall remain on the board with full voting privileges on all matters, until such time as a succeeding Past-President is declared.

## *DUTIES OF EXECUTIVE DIRECTOR AND TREASURER*

9. (a) The Executive Director shall be appointed by the Board of Directors and shall hold office until such time as the Executive Director may resign or until a successor in office is appointed in their stead in accordance with the Employment Standards Act. The Executive Director shall be responsible to the Board of Directors.
- (b) The Executive Director shall keep a record of the proceedings of all meetings of the Association and of the Board of Directors and any committees and the Executive Director shall have the custody of all books, papers, records, materials, or equipment belonging to the Association, which the Executive Director shall deliver when authorized to do so by a resolution of the Board of Directors to such person or persons as may be named in the resolution.
- (c) The Treasurer shall be appointed by the Board of Directors from among themselves or otherwise and shall hold office until such time as the Treasurer may resign or until a successor in office is appointed in the Treasurer's stead.
- (d) The Treasurer shall have and keep custody of all monies immediately upon receipt thereof to the credit of the Association in a chartered bank or a trust company.
- (e) The Treasurer shall, with the approval of the Board of Directors, pay all accounts of the Association by cheque countersigned by the President or other officer authorized by resolution of the Board.
- (f) The Board of Directors may appoint the same person to the position of Executive Director and Treasurer.
- (g) All officers and employees of the Association having charge of money or property belonging to the Association, shall, before entering into office or employment, as the case may be, provide such security as the Board of Directors deem adequate and in such form as it may approve.

## DUTIES OF DIRECTORS

10. (a) Each Director shall have a working knowledge of soil and crop conditions for the region the Director represents and shall assist in the development of policies or programs within the Local Associations within the Region represented by the Director respecting soil and crop improvement.
- (b.) Conference calls are considered a meeting of the Board when called.
- (c.) Each Director shall regularly attend all Board meetings and shall be expected to discuss and formulate plans and policies for the Association.
- (d.) Each Director shall be responsible for assisting in the organizing and conducting of the Annual Meeting of the Association.

## AUDITORS

11. (a) The accounts of the Association shall be audited by an Auditor or Auditors appointed at the Annual Meeting of the Association.
- (b) No Board member or employee of the Association shall act as its Auditor.
- (c) In the event of the death or resignation of an Auditor or Auditors, the Board of Directors shall appoint an Auditor or Auditors to fill the position until the next Annual Meeting.
- (d) The Auditor or Auditors shall present a statement of accounts in such form as the Board of Directors may decide and shall also prepare the annual returns of the Association and shall duly fulfill all obligations pertaining to the office.

## FISCAL YEAR

12. The fiscal year shall be from Oct. 1<sup>st</sup> to Sept. 30<sup>th</sup>.

## LOCAL ASSOCIATIONS

13. (a) A Local Association of the Association may be formed in any geographic region in the Province and shall be known as the ..... Association of the Ontario Soil and Crop Improvement Association.
- (b) The objects of the Local Association shall be the same as for the Association insofar as such objects are applicable to a Local Association.
- (c) Any person interested in the production and improvement of soils and field crops shall be eligible for membership in a Local Association.
- (d) Each Local Association shall have a minimum number of members deemed adequate to operate a successful program in that geographic area.

- (e) There shall be an annual fee for membership set by the Local Association.
- (f) The Annual Meeting of each Local Association shall be held at such place as the Board of Directors of such Local Association may determine and at such Annual Meeting one voting delegate to the Annual Meeting of the Association shall be selected.
- (g) Every Local Association shall have by-laws similar to the by-laws of the Association and objects not inconsistent with the objects of the Association, and Directors and Officers with the duties and powers similar to the corresponding duties and powers of the Officers and Board of Directors of the Association.
- (h) Every Local Association which has paid its membership fee to the Association for the ensuing year shall be entitled to send one voting delegate to the Annual Meeting of the Association.
- (i) On or before the 15<sup>th</sup> of January, the secretary or secretary-treasurer of each Local Association shall forward a report for the Local Association of the year's business/activities along with the name of the voting delegate and the names of the delegates attending the Annual Meeting of the Association to the Executive Director of the Association.
- (j) On or before the 15<sup>th</sup> of February, the secretary or secretary-treasurer of each Local Association shall forward the list of officers, directors, and the complete membership list of members in the association to the Executive Director of the Association.
- (k) No person may hold the office of President in a Local Association for more than two years in succession.
- (l) The Secretary of each Local Association shall inform the Director for the Region of all activities of that Local Association.

## REGIONAL ASSOCIATIONS

14. (a) The Association organized the Local Associations into eleven Regions in 1999. Several regional associations were operating when the Regions were formed, while all other Local Associations were assigned to new Regions.
- (b) Each Region shall elect a regional executive from directors from the member Local Associations.
- (c) Each Region shall hold an annual meeting to elect officers.

- (d) A Director to the provincial Board of Directors shall be elected and represent a recognized Region which shall conform to the geographic regions as described in section 5. (c).
- (e) The objects of the Region shall be the same as for the Association insofar as such objects are applied to a Region.
- (f) Each Region shall have by-laws similar to the bylaws of the Association, and the directors and officers with the duties and powers similar to the corresponding duties and powers of the officers and Board of Directors of the Association.
- (g) Each member of a Local Association is a member of the Region.
- (h) On or before the 15<sup>th</sup> of January, the secretary or designated person of each Region shall forward a report of the regional association's business/ activities, including their most recent financial statement, to the Executive Director of the Association.
- (i) On or before the 15<sup>th</sup> of January, the secretary or designated person shall forward a list of officers and directors to the Executive Director of the Association.
- (j) It shall be the duty of each Region to make such returns and reports as may be requested from time to time by the Association.
- (k) No person may hold the office of President in a Region for more than two years in succession.
- (l) Each Region shall appoint a Regional Communications Coordinator to assist with the communication function within that Region.

#### *APPOINTMENT OF DELEGATES*

- 15. Every Local Association recognized by the Association and in good standing shall be entitled to have in attendance one voting delegate at every annual or special meeting of the Association.

#### *PAYMENT OF EXPENSES OF ACCREDITED DELEGATES*

- 16. Subject to the provisions of sub-section (h) of section 13 of these by-laws, the delegate from every Local Association, which has paid its membership fee to the Association, may be paid bona fide expenses by the Association.

#### *GOVERNMENT GRANTS TO LOCAL ASSOCIATIONS*

- 17. Subject to the approval of the Ministry and to the provisions of section 13 (h) of these by-laws, there may be paid annually out of the monies appropriated by the Legislature a grant to each Local Association for approved project work, held by a Local Association or Region and in amounts agreed thereto by the Association and the Minister, and based upon actual expenditures by the Local Association or Region for such approved projects..

#### *DISPOSITION OF ASSETS UPON DISSOLUTION*

- 18. Upon dissolution, the assets of the Association remaining after payment of all debts and liabilities shall, subject to the approval of the Minister, be distributed or disposed of to other not-for-profit organization(s) with similar purposes.

#### *AMENDMENTS TO BY-LAWS*

- 19. This Constitution and these By-Laws may be changed, altered, or repealed at any Annual or Special Meeting of the Association. Notice of amendments to Constitution and By-Laws must be sent to Local Association secretaries thirty days prior to the Annual or Special Meeting of the Association. A two-thirds majority vote of the official voting delegates is required to pass all amendments to the Constitution and By-Laws of the Association.

#### *CONSTITUTION AND BY-LAWS REVISED:*

January 1987; April 1989; February 1992; March 1999; February 2003; February 2004; February 2006; February 2007; February 2008; February 2009; February 2010; March 15, 2011; February 2013; December 2013; February 2014; December 2014; February 2015;

## Model Constitution for Consideration by Regional SCIA's

*(Please note that this model constitution is provided for your reference. Each region may wish to modify to meet their needs to be consistent with the Ontario Soil and Crop Improvement Association Constitution).*

### CONSTITUTION AND BY-LAWS

The association shall be known as the (name of region) Soil and Crop Improvement Association. The participating counties/districts in this association shall be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. These counties/districts shall henceforth be referred to in this Constitution as the 'Region'.

### OBJECTIVES

1. The objectives of the association shall be:
  - a) To encourage the adoption of such soil and crop management practices that are best suited to the soil and climatic conditions of the Region.
  - b) To organize, coordinate, sponsor, and facilitate with projects and outreach on a regional basis that 'Communicate and Facilitate the Economic Management of Soil, Water, Air and Crops' through field days, special meetings, field crop demonstrations, or other activities as decided upon by the directors.
  - c) To cooperate with other agricultural organizations of common interests.
  - d) To elect annually a provincial board member to represent the Region on the provincial Board of Directors.

### MEMBERSHIPS

2. Membership in the Region shall consist of the county/district Soil and Crop Improvement Associations of \_\_\_\_\_, \_\_\_\_\_, etc.
3. There shall be an annual membership fee of an amount to be determined by the directors of the Region, for each participating county/district association, which shall be due March 1st of each year.

### DIRECTORS

4. The directors of the association shall be:
  - a) the President, or their nominee, of the Soil and Crop Improvement Association of each participating county/district;
  - b) the Secretary and/or Treasurer of the Soil and Crop Improvement Association in each participating county/district;
  - c) the Provincial Director on the Board of the Ontario Soil and Crop Improvement Association representing that Region;
  - d) one member appointed by each participating county/district association;
  - e) additional members appointed annually to the Board of Directors.

### MEETINGS

5. The annual meeting shall be held once every calendar year at a time and place decided upon by the Executive Committee. The date of the annual meeting shall be held prior to the Ontario Soil and Crop Improvement Association Annual Meeting. The date of this annual meeting shall be announced at the county/district Soil and Crop Improvement Association annual meetings in the Region.
6. The annual meeting shall be open to all members of the participating county/district Soil and Crop Improvement Associations.
7. Each county/district association shall have one vote from a duly appointed official delegate and that vote shall be by a show of hands or by secret ballot. (NOTE: Some may wish to have two votes per county/district)
8. Director meetings may be held at the call of the president as frequently as is necessary to conduct the business of the Region during the year.

### ELECTION of PROVINCIAL BOARD DIRECTOR

9. One provincial director representing that Region on the provincial board will be elected at the regional Board of Directors' Meeting in sufficient time to provide 20 days notice to the provincial office prior to the Ontario Soil and Crop Improvement Association Annual Meeting.
10. Each county/district may provide a candidate for the one provincial board position. Election will be made by secret ballot with each county/district providing one vote.

### QUORUM

11. An attendance of 40% shall form a quorum at any meeting of the Board of Directors or the Executive Committee

## **EXECUTIVE OFFICERS**

12. a) The Executive Committee shall be comprised of the past president, president, 1st vice-president, 2nd vice-president, secretary-treasurer and the provincial director (NOTE: some may wish to have an additional member).
- b) The Executive Committee of the Region shall be elected at the annual meeting by the Directors of the association. These positions are for one year only.
- c) The secretary-treasurer of the association shall be one of the directors for the Region, elected annually.
- d) The Board of Directors may delegate any of its powers to the Executive Committee.
- e) The Board of Directors shall have general charge of the affairs of the association and shall meet at the call of the president.

## **DUTIES OF OFFICERS**

13. a) The president shall be the Chief Executive Officer of the association. The president shall call executive and general meetings of the association and shall preside at these meetings. This officer shall have voting privileges only in the event of a tie vote.
- b) The vice-president shall assume the role of the president in the absence of the president.
- c) The secretary is responsible for maintaining a record of the minutes of all meetings, dealing with general correspondence and internal communication within the association.
- d) The treasurer is responsible for the financial records of the association and the custody of funds.
- e) The executive shall conduct the "ongoing business" of the association and report any actions taken to the \_\_\_\_\_ (# of) county association.
- f) Signing authority for financial transactions shall reside with the treasurer and one of the officers (2 signatures required).
- g) Disbursement of all funds must be at the discretion of the president.

## **DUTIES OF THE SECRETARY-TREASURER**

14. a) The secretary-treasurer shall keep a record of the proceedings of the meetings of the Board of Directors and any committees.
- b) The secretary-treasurer shall keep custody of all funds of the association in a chartered bank or trust company. Deposits shall be made in duplicate deposit.
- c) The secretary-treasurer shall, with the approval of the Board of Directors, pay all accounts of the association by cheque.

## **COMMITTEES**

15. Standing and ad hoc committees as necessary may be appointed at the discretion of the Board of Directors or Executive Committee.

## **AUDITORS**

16. The accounts of the association shall be audited or examined by a qualified person prior to the annual meeting.

## **YEAR END**

17. The fiscal year end of the Region shall be\_\_\_\_\_.

## **AMENDMENTS TO CONSTITUTION AND BY-LAWS**

18. Amendments to this Constitution and its By-laws may be made at the annual meeting or special meeting provided that:
  - a) Notice in writing regarding the proposed change is in the hands of the secretary of the county/district association at least 30 days in advance of the annual or special meeting.
  - b) The secretary of the Region notifies all directors at least one week in advance of the annual or special meeting.
  - c) Two-thirds of the delegates present at the annual meeting approve the amendment.

\_\_\_\_\_ (include date ratified by the Region)

## **Model Constitution for Use by County/District SCIA's**

### **Article 1 - Name**

This organization will be known as the XYZ Soil and Crop Improvement Association.

### **Article 2 - Objectives**

The objectives of the above association shall be to encourage the improvement of field crops in the (county/district) of XYZ by:

- 1) Communicating responsible economic management of soil, water, air and crops.
- 2) Organizing, sponsoring or assisting with active projects which involve drainage, water storage, soil conservation, fertility, land use, energy, pest control, field records, soil testing, general farm business management, and environmental farm planning.
- 3) Encouraging the wide adoption of such crops and varieties as are best suited to the soils and climatic conditions of the county/district.
- 4) Developing a greater interest in the preparation, use and production of high quality grain and seed.
- 5) Holding meetings and field days for the discussion of all matters relating to crop production and crop and soil improvement and assisting in the holding of such meetings and field days.
- 6) Conducting and directing education work through the county/district for the dissemination of a wider knowledge of crop production and soil management.
- 7) Cooperating with agricultural and other interested organization and individuals in the holding of soil improvement and field crop competitions and seed fairs.
- 8) Collecting and disseminating market information, field crop recommendations and regulations governing production, marketing and purchasing of seed for field crops
- 9) Cooperating with the Ontario Ministry of Agriculture, Food and Rural Affairs (herein known as OMAFRA) and Agriculture and Agri-Food Canada (herein known as AAFC) in furthering these objectives
- 10) Cooperating with other county/districts/regions of the Ontario Soil and Crop Improvement Association (herein known as OSCIA).
- 11) Cooperating with other agricultural organizations within the county/district.

### **Article 3 - Members**

- 1) The XYZ Soil and Crop Improvement Association shall be affiliated as branch of the OSCIA.
- 2) Any person interested in the production or improvement of field crops shall be eligible for membership. Membership shall be open to all persons growing or interested in growing, processing and/or merchandising of field crops within XYZ county/district.
- 3) Membership in the XYZ branch shall also entitle the member to membership in OSCIA.
- 4) The president shall be the delegate, and the vice-president shall be the alternative to the annual meeting of the OSCIA as named at the last directors' meeting prior to the local annual meeting.
- 5) Additional alternatives may be appointed by the directors up to or at the day of the local annual meeting.

### **Article 4 - Honorary Membership**

Honorary membership may be conferred upon any person who is recognized as having performed some outstanding service in the improvement of field crops within the county/district by unanimous vote of members present at the annual meeting of the association. Honorary members are exempt from payment of fees.

### **Article 5 - Membership Fees**

- 1) Each member shall pay a minimum annual fee of \$\_\_\_\_\_ which will entitle that person to membership in the XYZ, also in the OSCIA, and to all the benefits arising out of the organization. The fee will be reviewed annually by the directors.
- 2) Associate memberships are available to interested agri-business or associations for an annual fee of \$\_\_\_\_\_. There will be non-voting memberships. The fee will be reviewed annually by the directors.
- 3) Annual affiliation fees, as determined by the OSCIA Constitution, shall be due and payable on an annual basis to the provincial office of OSCIA by February 15, along with a current listing of members' names and addresses.



#### **Article 6 - Powers and Duties of the Board of Directors**

- 1) Directors shall be elected, at the annual meeting, from the members at large. There will be a minimum of 10, maximum of 16, elected excluding the past president and the OSCIA director.
- 2) Fifty percent of the directors shall form a quorum of any meeting of such directors, and shall be presided over by the president or vice-president.
- 3) The Board of Directors shall have general charge of the affairs of the association. They shall hold meeting at such time and place as may be deemed necessary by the president. At its first meeting, which shall be held within ten days after the holding of the annual meeting, the president, vice-president, secretary and treasurer, or secretary-treasurer, executive committee and auditors shall be elected.
- 4) The order of business for regular meetings of the Board of Directors shall be:
  - a. the reading and approval of the minutes of the last meeting;
  - b. the reading and disposal of communications;
  - c. report of the executive committee;
  - d. report of standing committees;
  - e. unfinished business;
  - f. new business.
- 5) The president shall cause a notice of any regular meeting of the Board of Directors to be sent to each of the members of the said body at least five days before the date named for holding the meeting.
- 6) If, for any cause, there occurs a vacancy in any office of the association, it shall be filled for the unexpired term by an appointed member of the Board of Directors.
- 7) Questions arising at any meeting of the directors shall be decided by a majority of votes. In the case of an equality of votes, the chairperson shall have an additional casting vote.
- 8) Any appointed OMAFRA representative with the county/district and OSCIA director within their Region shall be an honorary ex-officio director without voting privileges.
- 9) The Board of Directors may delegate any of their powers to an executive committee.

#### **Article 7 - Fiscal Year**

The fiscal year of the association will be \_\_\_\_\_.

#### **Article 8 - Annual and Special Meetings**

- 1) The annual meeting shall be held within the county/district during the month of \_\_\_\_\_ at such time as the Board of Directors may determine. Due consideration to nomination of a provincial board member will be included, as well as appointment of delegates to the regional and OSCIA annual meetings.
- 2) Notice of the time and place of holding the annual or special meetings shall be communicated to the members at least seven days before the date of the holding of such meetings.
- 3) Special meetings of the membership-at-large shall not transact any business except that appearing on the written notice which must be given at least seven days prior to the holding of such a meeting.
- 4) The annual and any special meeting of the association shall be presided over by the president, and in his absence, by the vice-president. The order of business at the annual meeting shall be as follows:
  - a) the reading and approval of the minutes of the last annual or special meeting;
  - b) the reading and disposal of communications;
  - c) report of the Board of Directors;
  - d) report of the committees appointed by the association;
  - e) report of officers;
  - f) unfinished business;
  - g) election of a Board of Directors for the ensuring year;
  - h) nominate a provincial director candidate (to the provincial board) who may stand for election at the Regional Soil and Crop Improvement Association annual meeting;
  - i) new business.

#### **Article 9 - Quorum**

For the transaction of the business of the association at an annual or special meeting, a quorum shall be 20. At a meeting of the Board of Directors, a quorum shall be 50% of the number of directors, and at a meeting of the Executive Committee, a quorum shall be three.

## **Article 10 - Powers and Duties of Officers**

### **Executive Committee**

- 1) It shall be the duty of the Executive Committee to transact the business of the association between meetings of the association and between meetings of the Board of Directors.
- 2) The Executive Committee shall consist of the president, vice-president, and three directors appointed at the first directors' meeting.
- 3) The president shall cause a notice of any meeting of the executive to be sent to each of the members of the said body at least three days before the date named for holding the meeting but may call a meeting without having sent a written notice providing a quorum have given their consent to the meeting being held.

### **Past President**

The retiring president shall hold the office of past president during such time as his/her immediate successor is in the office.

### **President**

It shall be the duty of the president to preside at all meetings of the association, the Board of Directors, and the Executive Committee and to give the casting vote, in the case of a tie.

### **Vice-President**

It shall be the duty of the vice-president to aid and assist the president. In the absence of the president, he/she shall have and exercise all the rights and powers of the president.

### **Secretary and Treasurer**

- 1) The secretary shall be appointed by the directors from among themselves, or otherwise, and shall hold office until such time as he/she resign or be discharged by the Board of Directors. It shall be his/her duty to attend all meetings of the association, the Board of Directors, and the Executive Committee, and to keep correct minutes of same, to send notices of meetings to members, to issue publications, and to keep such other records as may be in the interests of the association. He/she shall have the custody of all books, papers, records, etc., belonging to the association which he/she shall deliver when authorized to do so by a resolution of the Board of Directors to such person(s) as are named in the resolutions.
- 2) The treasurer shall be appointed by the directors from among themselves, or otherwise, and shall have and keep custody of all monies and securities of the association and he/she shall deposit all such monies immediately upon receipt thereof to the credit of the association in a chartered bank, accredited trust company, or province of Ontario savings office.
- 3) He/she shall, at the discretion of the Board of Directors, pay all accounts of the association by cheque.
- 4) To present an examined financial statement at the annual meeting.
- 5) It is provided that the same person may be appointed to the offices of secretary and treasurer.

## **Article 11 - Auditors**

- 1) It shall be the duty of the Board of Directors to name an auditor(s) at the first meeting of the Board.
- 2) No director, or employee of the association shall act as its auditor.
- 3) In the event of the death or resignation of an auditor, the Board of Directors shall appoint an auditor(s) to fill the position until next annual meeting.
- 4) It shall be the duty of the auditors to examine all books and records showing statements of receipts and expenditures and to approve a financial statement showing the financial position of the association at the end of each year.

## **Article 12 - Amendments to By-Laws**

This Constitution and these By-Laws may be changed, altered or repealed at any annual or special meeting of the association, but any change, alteration, or repeal shall be submitted to the Board of Directors prior to the above meeting.

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## SECTION 8 - COMMUNICATING WITH YOUR AUDIENCE

### Presenting Yourself with Confidence

- Organize your thoughts and consider why you have been asked to speak, who is the audience, if there is a need for audio visual support material, what are the key messages and how much time has been allocated for the speech?
- Once you are satisfied that your content is appropriate and complete, you must develop your own natural delivery style. Be thoroughly familiar with the content. This only comes with practice.
- Audiences generally remember the beginning and the end of the speech. Therefore, the moment you are visible, the audience will begin developing a perception of you. Walk deliberately and confidently to the podium. Once there, take time to breathe deeply and settle in. You are the main attraction - so enjoy yourself!
- Develop a rapport with the audience. Be calm and smile at the audience. Look at the audience when you address them. It is very important that you maintain a reasonable amount of eye contact with them throughout your speech.
- Speak slowly and deliberately. Pace yourself. Take time to take a deep breath before launching into a new paragraph or page or thought. This will allow the audience to absorb what you are telling them. If you're nervous, deep breathing will allow you to relax.
- Try to minimize distractions. Don't jingle coins in your pocket or rock back and forth behind the podium. Manage your papers in a calm manner - paper shuffling is annoying to the audience. Try not to clench the podium. Stand up straight and act with confidence. The audience wants to hear what you have to say. Ensure you reinforce your presentation with the appropriate body language.
- Do not fill up with coffee before you speak. Coffee and pop constrict the vocal cords. Drink water or juice before the presentation so you won't suffer from dry mouth.
- If you need to adjust the microphone, which should be at chin level, do so before you start speaking. Then, keep your hands away from it. Speak at a normal volume - let the microphone project your voice - you do not have to shout.
- Try to use the full range of your voice. Monotones put people to sleep. If you are working from a script, underline some of the key words or messages and emphasize the highlighted notes.
- If using speaking notes, on paper or on a screen, it is recommended that you triple space your speech and if you feel more comfortable, use a larger font size.
- Be sure to have FUN! If you look like you are enjoying yourself and everything is under control, in the event that an error is made, the audience may not even pick up on it or you can minimize the effect with your calm demeanor.

## Fielding Questions

- You have been asked to speak; therefore, perceived as an authority.
- As long as you prepare in advance, you should have no difficulty answering questions from the floor.
- Remember; it's not just what you say, it's how you say it that determines whether your audience will believe you.
- Prepare by thinking up a list of the most difficult questions you can think of. Then prepare an answer for each one.
- When a question is being asked, look at the person asking it, but answer the entire audience. This will include everyone and maintain their interest.
- Listen carefully to what they are asking, and if necessary, ask for qualification/clarification.
- Make sure you understand what the person wants to know. Then answer it fully, using concrete example, if possible.
- Take as much time as you need to think before responding. Do not fill the air with empty words while you are thinking. When you finish answering, stop talking.
- If there is a question you cannot answer because you do not have the information at your finger tips, don't be afraid to say so. Offer to find the information and get back to the person who posed the question.
- Avoid letting anyone questioner monopolize the Q & A period. Remember it's okay to be firm and in charge.

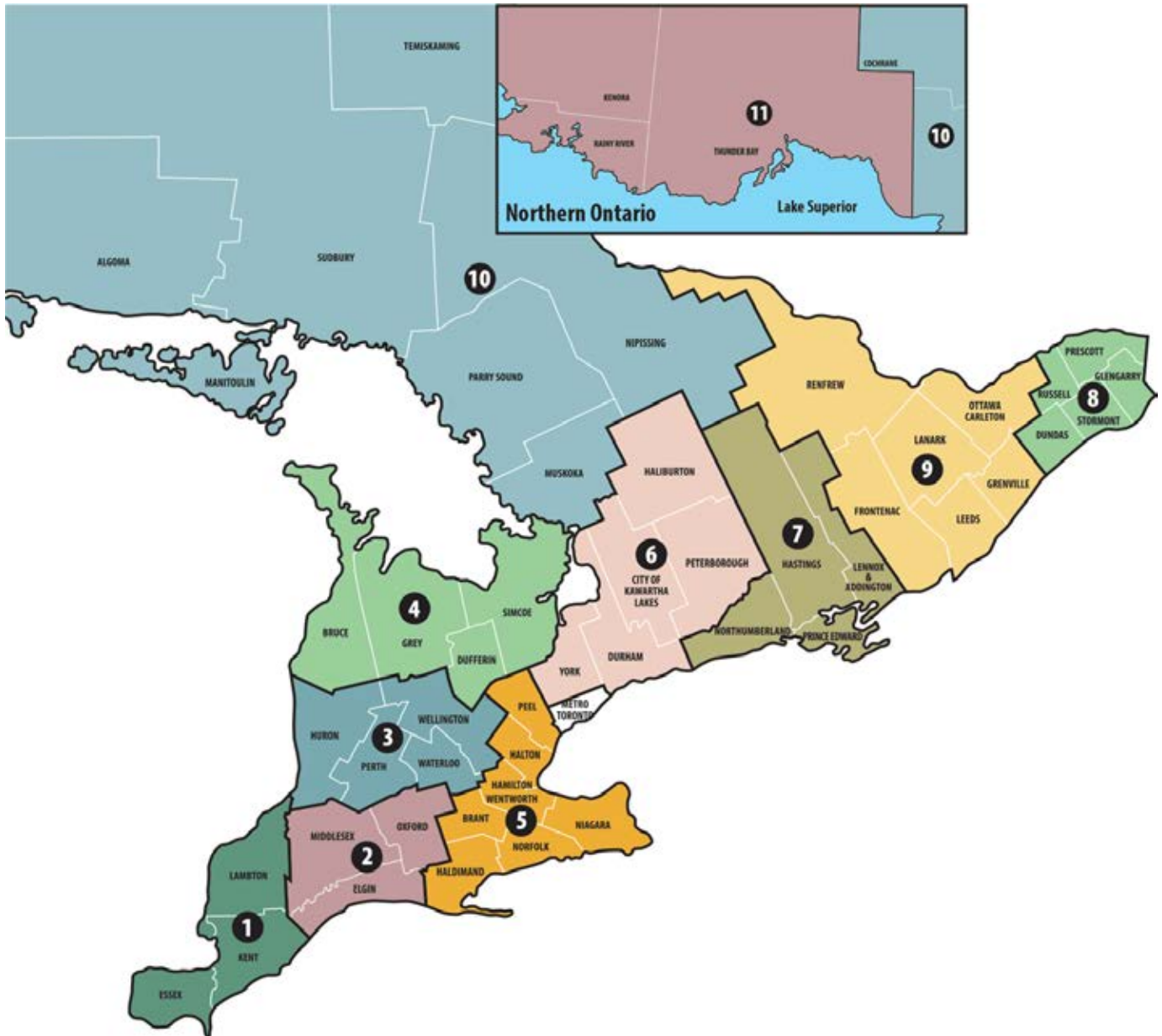
## The 5 Ws of Information Gathering for writing articles

Use this format to gather information from others. Call the President or other members from the counties/districts where an event took place, and go through the listed questions, write out the responses, and prepare an article based on the information provided.

<b>What?</b>	What was the event called?	
<b>Where?</b>	Where did the event take place? (town, county, who's farm)	
<b>When?</b>	When did the event take place? (date, time)	
<b>Who?</b>	Who organized the event? Who attended? Who sponsored? Who greeted? Who presented? Who all did what?	
<b>Why?</b>	What was the purpose of the event or activity? What did the participants gain?	
<b>Other</b>		

# SECTION 9 - APPENDICES

## Regional Boundary Map



<b>1 St. Clair</b>	Lambton, Kent, Essex	<b>7 Quinte</b>	Prince Edward, Hastings, Lennox & Addington, Northumberland
<b>2 Thames Valley</b>	Middlesex, Elgin, Oxford	<b>8 Eastern Valley</b>	Dundas, Prescott, Russell, Glengarry, Stormont
<b>3 Heartland</b>	Huron, Perth, Waterloo, Wellington	<b>9 Ottawa-Rideau</b>	Grenville, Leeds, Lanark, Renfrew, Ottawa-Carleton, Frontenac
<b>4 Georgian Central</b>	Bruce, Grey, Dufferin, Simcoe North, Simcoe South	<b>10 North Eastern Ontario</b>	Parry Sound/Nipissing East, Muskoka, Algoma, Cochrane, Manitoulin, Temiskaming, Sudbury, Nipissing West/ East Sudbury
<b>5 Golden Horseshoe</b>	Niagara North, Niagara South, Haldimand, Wentworth, Halton, Peel, Brant, Norfolk	<b>11 North Western Ontario</b>	Rainy River, Thunder Bay, Kenora
<b>6 East Central</b>	York, Durham, Peterborough, Victoria, Haliburton		

# President/Secretary Form



## President and Secretary-Treasurer Form

County/District/Region: \_\_\_\_\_ Date: \_\_\_\_\_

**PRESIDENT (Full Name and Address):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SECRETARY-TREASURER (Full Name and Address):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please return this completed form to:

Amber Van De Peer - [avandeppeer@ontariosoilcrop.org](mailto:avandeppeer@ontariosoilcrop.org)  
OSCIA  
1 Stone Road West  
Guelph, Ontario, N1G 4Y2  
FAX: (519) 826-4224

**Contact Information:** *Would you prefer your local association's contact on the OSCIA website be your President or your Secretary/Treasurer (name, email and phone number will be listed)?*

**Contact Choice:** \_\_\_\_\_

# Annual Conference - Delegate Registration Form



## **DATE HERE OSCIA ANNUAL CONFERENCE**

*DATE OF CONFERENCE & LOCATION  
HERE*

THIS FORM **MUST** BE USED IN ORDER TO REGISTER.  
DOWNLOAD, COMPLETE, MAIL, FAX OR EMAIL  
([avandeppeer@ontariosoilcrop.org](mailto:avandeppeer@ontariosoilcrop.org)) Fax: 519-826-4224

County / District: \_\_\_\_\_

The following people will be attending the OSCIA Annual Conference:

### **OFFICIAL DELEGATE:**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

### **ADDITIONAL DELEGATE: (TOTAL COST \$) – make cheque payable to OSCIA**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

If more than one additional delegate is attending, please add second page.

**By January 13, YEAR HERE**, please return this completed form (with payment if applicable) to:

Amber Van De Peer  
Executive Assistant, OSCIA  
1 Stone Road West  
Guelph, Ontario, N1G 4Y2





# OSCIA Supplies, Price List & Order Form

**Seek - Test - Adopt**

## Promotional Items

Promotional items are available to Local and Regional Associations, and OSCIA members.

<p><b>OSCIA Soft Shell Jacket</b></p> <p><b>Colour:</b> Black <b>Size:</b> XS - 3XL <b>Price:</b> \$57.50 ea</p> 	<p><b>OSCIA Polo Shirt</b></p> <p><b>Colour:</b> Green <b>Size:</b> XS - 3XL <b>Price:</b> \$34.60 ea</p> 
<p><b>OSCIA Rain Jacket</b></p> <p><b>Colour:</b> Green <b>Size:</b> XS - 3XL <b>Price:</b> \$81.00 ea</p> 	<p><b>OSCIA T-shirt</b></p> <p><b>Colour:</b> Black <b>Size:</b> XS - 3XL <b>Price:</b> \$11.75 ea</p> 
<p><b>OSCIA Long Sleeve Shirt</b></p> <p><b>Colour:</b> Black <b>Size:</b> XS - 3XL <b>Price:</b> \$55.37 ea</p> 	<p><b>OSCIA Sweater</b></p> <p><b>Colour:</b> Black <b>Gender:</b> Unisex <b>Size:</b> XS - 3XL <b>Price:</b> \$38.75 ea</p> 
<p><b>OSCIA V-Neck Sweater</b></p> <p><b>Colour:</b> Black <b>Gender:</b> Ladies <b>Size:</b> S - 2XL <b>Price:</b> \$57.50 ea</p> 	<p><b>OSCIA V-Neck Sweater</b></p> <p><b>Colour:</b> Black <b>Gender:</b> Men <b>Size:</b> S - 4XL <b>Price:</b> \$57.50 ea</p> 
<p><b>OSCIA Baseball Hat</b></p> <p><b>Colour:</b> Green <b>Size:</b> On size fits all <b>Price:</b> \$13.00 ea <small>Min of 50/order</small></p> 	<p><b>OSCIA Lapel Pin</b></p> <p><b>Material:</b> Metal <b>Size:</b> 1.5cm x 2cm <b>Price:</b> Free</p> 

**Price includes taxes and shipping!**

All promotional items are available to order by contacting the Provincial Office at: 1-519-826-3152 or [avandeeper@ontariosoilcrop.org](mailto:avandeeper@ontariosoilcrop.org)

**Seek - Test - Adopt**

## Promotional Items

Promotional items are available to Local and Regional Associations, and OSCIA members.

<p><b>OSCIA Seed Depth Indicator</b></p> <p><b>Material:</b> Metal <b>Size:</b> 6 5/8" <b>Price:</b> \$3.50 ea <small>max of 12/order</small></p> 	<p><b>OSCIA Plot Sign</b></p> <p><b>Material:</b> Coroplast <b>Size:</b> 18" x 24" <b>Price:</b> \$5.00 ea <small>H wire frame not included</small></p> <p style="text-align: right; color: red; font-weight: bold; font-size: small;">LIMITED TIME OFFER!</p> 
<p><b>OSCIA Window Decal</b></p> <p><b>Material:</b> Clear cling vinyl <b>Size:</b> 3.5" x 5" <b>Price:</b> \$1.75 ea <small>Min of 10/order</small></p> 	<p><b>Tru-chek Rain Gauge</b></p> <p><b>Material:</b> Clear cling vinyl <b>Size:</b> 3.5" x 5" <b>Style:</b> Wedge <b>Price:</b> \$10.00 ea</p> 
<p><b>OSCIA Members Gate Sign</b></p> <p><b>Material:</b> Aluminum pre-drilled <small>(available in English &amp; French)</small> <b>Size:</b> 5" x 17.5" <b>Price:</b> \$15.00 ea</p> 	<p><b>OSCIA Gate Sign - Soil &amp; Water Conservation Farm Award</b></p> <p><b>Material:</b> Aluminum pre-drilled <b>Size:</b> 5" x 17.5" <b>Price:</b> \$15.00 ea</p> 
<p><b>OSCIA Award Of Merit Certificate</b></p> <p><b>Material:</b> Thick card stock Framed in a black leatherette frame <b>Size:</b> 8.5" x 11" <b>Price:</b> Free <b>Description:</b> available to local/regional/provincial level and can be customized to fit the needs of the SCIA.</p> 	
<p><b>OSCIA Membership Cards</b></p> <p><b>Material:</b> Credit card style year stickers available upon request <b>Size:</b> 3.25" x 2" <b>Price:</b> Free to local SCIA's</p> 	
<p><b>OSCIA Brochure</b></p> <p><b>Material:</b> Colour brochure <b>Details:</b> Describing OSCIA activities <b>Price:</b> Free to local SCIA's</p> 	

**Price includes taxes and shipping!**

All promotional items are available to order by contacting the Provincial Office at: 1-519-826-3152 or [avandeeper@ontariosoilcrop.org](mailto:avandeeper@ontariosoilcrop.org)



# ORDER FORM

## RECOGNITION CERTIFICATE/ AWARD OF MERIT

For local and regional Soil and Crop Improvement Association use when ordering certificates and awards of merit. Allow up to two weeks for processing.

County/District: \_\_\_\_\_

Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name on award: \_\_\_\_\_

Date being presented: \_\_\_\_\_

Name of event: \_\_\_\_\_

Send to: Amber Van De Peer ([Amber.Vandeppeer@ontariosoilcrop.org](mailto:Amber.Vandeppeer@ontariosoilcrop.org))  
OSCIA  
1 Stone Rd W  
Guelph ON N1G 4Y2  
Fax: 519-826-4224

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*(for provincial office only)*

Order received: \_\_\_\_\_

Date mailed: \_\_\_\_\_



# ORDER FORM

## SOIL & WATER CONSERVATION FARM AWARD - FARM GATE SIGN

For local/regional Soil and Crop Improvement Association use when ordering.  
Allow up to two weeks for processing.

The sign has been redesigned as a Farm Gate Sign and will now be made available  
at a cost recovery rate of \$15/sign.

County/District: \_\_\_\_\_

Send to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recipient of award: \_\_\_\_\_

Date being presented: \_\_\_\_\_

Name of event: \_\_\_\_\_

Send to: Amber Van De Peer ([Amber.Vandeppeer@ontariosoilcrop.org](mailto:Amber.Vandeppeer@ontariosoilcrop.org))  
OSCIA  
1 Stone Rd W  
Guelph ON N1G 4Y2  
Fax: 519-826-4224

\_\_\_\_\_  
*(for provincial office only)*

Order received: \_\_\_\_\_

Date mailed: \_\_\_\_\_



## Benefits of OSCIA Membership



**Our diverse membership of over 4,000 has a significant presence in all agricultural areas of the province and across all major sectors.**



### Networking

Share your ideas and network with other progressive farmers in your area at:

- meetings
- bus tours
- twilight tours
- demonstration days
- workshops
- annual meetings

### Regional Newsletters

Highlight local activities, new technology and are distributed quarterly to OSCIA members.



## Membership Benefits



### Discounts

Members enjoy discounted rates for various services, agricultural conferences & farm shows across the province.

- FREE brunch at Canada's Outdoor Farm Show
- 10% off regular soil testing



### Crop Trials

Participate in applied research trials and access new and innovative technology that can improve your productivity and profitability. Also, align with OMAFRA Field Crop Specialists to gain valuable cropping information.



**Seek • Test • Adopt**

## **Regional Communication Coordinator**

### SERVICE CONTRACT

THIS AGREEMENT MADE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN

\_\_\_\_\_ REGION of  
ONTARIO SOIL AND CROP IMPROVEMENT ASSOCIATION  
as represented by the Regional Board of Directors

(hereinafter the "Employer")

AND

\_\_\_\_\_  
(hereinafter the "Contractor")

(jointly referred to as the "Parties")

WHEREAS the Employer desires to obtain the benefit of services of the Contractor and the Contractor desires to render such service on the terms and conditions as set out hereafter;

WHEREAS the Contractor acknowledges that this is a fixed term contract position which is dependent upon funding from third parties;

NOW THEREFORE THIS AGREEMENT outlines the terms and conditions of employment as agreed to between the parties.

#### **1.0 Position**

1.1 Subject to the terms and conditions set out in this agreement the Employer agrees to employ the Contractor in the position of **Regional Communication Coordinator (RCC)**, and the Contractor agrees to work for the Employer in such capacity and to perform such duties as may be prescribed or specified in Schedule "A" and as the Employer may reasonably request from time to time.

1.2 The Ontario Soil and Crop Improvement Association continually strives to maintain a high level of standards in its operations and recognizes that personal integrity and conduct is paramount to the Association's reputation both within the farm community and at the government level. During the term of this agreement the Contractor shall faithfully perform his



or her assigned duties and shall use his or her best efforts to promote the interests of the Employer. The Regional Communication Coordinator position is an occasional part-time position dependent on identified need by provincial management of OSCIA, the regional board of directors, and available funding.

1.3 The Contractor shall be subject to the policies of the Employer and has been provided with the current policies of the Employer which policies form part of this agreement in Schedule "B" (e.g. RCC Code of Conduct, Social Media Policy)

## **2.0 Term**

2.1 Subject to the early termination provisions herein, the Employer shall employ the Contractor and the Contractor shall serve the Employer on an occasional part-time position during the period from \_\_\_\_\_ to \_\_\_\_\_ (the "Term")

2.2 The Employer shall be entitled to terminate this agreement at any time and without notice or payment in lieu thereof, if the conduct of the Contractor is such as to constitute just cause for summary dismissal. The Parties agree that just cause shall include the willful refusal or failure of the Contractor to perform the duties and responsibilities established under this agreement or any other cause deemed sufficient in law or in any other circumstances in which no notice or payment in lieu thereof is required by law.

2.3 The Employer shall be entitled to terminate this agreement prior to the expiry of the Term or any renewal Term or Term(s) without just cause upon providing the Contractor with all applicable notice, in accordance with the termination notice required by the *Employment Standards Act, 2000 (Ontario)* as amended from time to time. For clarity, termination without just cause includes termination due to withdrawal of funding. No other notice or severance whatsoever assessable at common law shall be provided or payable to the Contractor. The Contractor acknowledges and agrees provisions contained in this agreement regarding entitlements on termination without cause are fair and reasonable and that upon such termination the Contractor shall have no action, claim or demand against the Employer of any nature or kind.

## **3.0 Renewal**

3.1 The Employer may in its' sole discretion renew this agreement for a successive Term or Terms on the same terms and conditions as set out herein or on such other terms and conditions of employment as agreed to between the parties. In the event the Employer wishes to renew this agreement the Employer shall provide the Contractor with two weeks' notice of such renewal.

3.2 In the event that the Employer does not renew this agreement this agreement shall expire and the employment of the Contractor shall end on the expiry of the Term without further payment or obligation owing to the Contractor.

#### **4.0 Renumeration**

4.1 The Contractor shall receive from the Employer an hourly rate of \$\_\_\_\_\_, and will be paid \_\_\_\_\_ (*frequency*) as arranged by the Region. Renumeration is at the discretion of the Employer. Work performed at the direction of the OSCIA Guelph office (e.g. sanctioned training or attendance at provincial events) shall be compensated through a daily per diem of \$150 issued by OSCIA Guelph.

#### **5.0 Notice of Termination by the Contractor**

5.1 The Contractor may resign from his or her position at any time provided the Contractor provides the Employer with two (2) weeks written notice. The Employer may waive such notice in whole or in part.

#### **6.0 Return of Property**

6.1 On the cessation of employment for any reason the Contractor must immediately surrender all passwords and access to material created by the Contractor for the regional membership (i.e. website, financial records, email, etc.). The Contractor agrees to return all Employer property which may include but not be limited to any keys, passes, documents and records in any form whatsoever including electronic records and copies thereof. The Contractor must confirm in writing that all Employer property has been returned to the Employer including all copies, or has destroyed all such copies.

#### **7.0 Confidentiality**

7.1 The Contractor acknowledges that in connection with the performance of services the Contractor may have access to or become acquainted with confidential information of the regional or provincial membership. Confidential information includes any and all information relating to membership lists and payment information such as credit card numbers.

7.2 The Contractor agrees to keep confidential information of membership in confidence and that the Contractor will not publish, disclose or otherwise make available any confidential information to anyone without prior written consent unless required by law.

7.3 The Contractor agrees that the provisions of this Section 7 shall survive the expiry or termination of this Service Contract.

#### **8.0 General**

8.1 This document contains the entire agreement between the parties hereto relating to the subject matter and supersedes all previous agreements, if any. This agreement cannot be altered or amended except by written agreement signed by the parties.

8.2 Any notice required to be given or permitted to be given to the Contractor shall be sufficiently given if delivered to the Contractor personally or delivered to the Contractor by registered mail to the Contractor's last known address. Any notice required to be given to the



Employer shall be sufficiently given if mailed by registered mail to the Employer's head office last known to the Contractor.

8.3 The waiver by either party of any breach or violation of any provision in this agreement shall not operate or be construed as a waiver of any subsequent breach or violation.

8.4 The parties agree that in the event that any clause or provision or part thereof which forms part of this agreement is deemed void or unenforceable by a court the remaining clauses or provisions or parts thereof shall be and remain in full force and effect.

8.5 This agreement shall be governed in accordance with the laws of the Province of Ontario.

8.6 The Contractor acknowledge that:

- (a) they have received a copy of this agreement;
- (b) they have had sufficient time to review and consider this agreement thoroughly;
- (c) they have read and understands the terms of this Agreement and their obligations under this Agreement;
- (e) they have been given an opportunity to obtain independent legal advice, or such other advice as they may desire, concerning the interpretation and effect of this Agreement; and;
- (f) this Agreement is entered into voluntarily by them.

**This document has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**Signature of Contractor**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

**Name and Signature of President for the Regional Association**

*"I have authority to bind the \_\_\_\_\_ Regional Association"*





## Schedule A

# OSCIA Regional Communication Coordinator

### Primary responsibilities are:

- Responsible for organizing, formatting, printing and distribution of typically four regional newsletters per year for membership. The newsletters shall contain three components: Provincial News (provided by OSCIA Guelph office), OMAFRA Crop Talk (provided by the Ministry) and the Region's contribution that contains information on leading edge technology and significant events in the area;
- Encourage inter-association networking through reports in the newsletter, annual meetings, educational and other organized events (e.g. crop tours, guest speaker presentations, field days);
- Organize and assist with activities and events to strengthen the local and regional Soil and Crop Improvement Associations;
- Cooperate in regionally-significant educational events that are supported through the regional association;
- Support the Regional Director's lead role in ensuring that the regional association functions as a strong organization, ideally with equal representation from all local associations;
- Establish a mechanism to ensure clear communication flows regularly between the RCC and the Regional Director;
- Work with local association partners and the OSCIA Guelph office to enhance information exchange;
- Assist in recruitment of members and support maintenance of local membership lists;
- Secure sponsorship funding from local agriculture industry partners to help support regional association activities and newsletters;
- Follow OSCIA branding guidelines to ensure consistency across the regions;
- Prepare grant applications and related claim reports for activities administered regionally through Tier One Grants, and provide regular reports to the Regional Association and as required to the Guelph office to describe activities. Reports should detail accomplishments, event participation and related surveys, and regional web site traffic;
- Participate in training sessions organized by the Lead RCC and sanctioned events coordinated through the OSCIA Guelph office.
- Prepare itemized and timely invoicing for expenses and remuneration.
- Other duties as assigned.

**The ideal candidate will have:**

- Proven experience and ability to work cooperatively within the local agricultural community;
- Excellent oral and written communication skills;
- Demonstrated word processing, creative design and progressive investigative abilities;
- Personal computer hardware and software to efficiently and effectively manage email and electronic information transfer;
- Keen ability to seek out, capture, organize and distribute information through local newsletters;
- High visibility and credibility in the agricultural community;
- Excellent newsletter design and development skills, plus experience with web site design and social media an asset;
- Exceptional organizational skills and ability to work within prescribed budget independently and within group environments;
- Possess a valid Ontario's driver's license, have a personal vehicle and be willing to travel across the assigned Region.

The RCC is responsible for working with the regional board members who represent their local associations. Compensation to be negotiated based on performance activities and funds available. Additional opportunities exist to work in cooperation with other related organizations and projects not directly connected to the RCC position. Transportation for travel while conducting duties of the position is to be provided by the successful candidate and will be reimbursed based on mileage.

Revised August 2016





## Ontario Soil and Crop Improvement Association Regional Communication Coordinator Code of Conduct

**OSCIA Mission:** Facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices.

**Vision:** OSCIA is farmers actively seeking, testing and adopting optimal farm production and stewardship practices.

The Regional Communication Coordinator (RCC) is hired by and reports to the Regional Association's Board of Directors. Dollars to support regional communication activities comes in part from the OSCIA through the funding agreement with OMAFRA, as well as from the Region and agri-business.

1. RCC staff as a whole must be open and represent the interests of the entire membership; be a promoter of OSCIA projects, workshops and programs; and adhere to accepted policies.
2. RCCs shall maintain the confidentiality of the details of provincial Board of Director discussions as shared with them through highlights of monthly meeting minutes; and regardless of personal viewpoint, RCCs shall not speak against or in any way undermine Board decisions.
3. An RCC's contributions to discussions and decision making shall be professional, positive and constructive at all times.
4. The RCC's interactions in meetings and with other staff within the organization shall be courteous, respectful and free of animosity.
5. The RCC is expected to attend all regional association meetings and regularly attend local meetings as resources permit in order to be familiar to members and have a good understanding of the interests and issues of the county/district associations.
6. Individuals are expected to participate in all organized RCC provincial training sessions and meetings (including teleconference meetings).
7. The RCC is expected to regularly communicate with the elected Regional Director (minimum of once every two months); also with the local/regional secretaries to maintain open dialogue on member satisfaction, planned activities and communication challenges faced by the regional association; and finally with the Guelph office concerning required reporting on behalf of the region and special reporting requests (e.g. web site activity, surveys at selected education events, etc.).
8. RCCs must practice good ethics and avoid political alignment; public comments involving criticism of government are not acceptable.
9. RCCs will strive to participate in the organization in ways other than attending meetings, such as committee work, membership recruitment, and attending SCIA activities across the region (as resources permit).

I have read and understand the duties and obligations of a Regional Communication Coordinator as outlined in this document and agree to abide by them.

\_\_\_\_\_  
Signature of Regional Communication Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Please return a signed copy to Amber Van De Peer  
Fax: 519 826 04224**

**Email: [avandepeer@ontariosoilcrop.org](mailto:avandepeer@ontariosoilcrop.org)**

*This document is based on the Board of Director Code of Conduct developed by Farm and Food Care Ontario, and is used with their written consent.*





## Ontario Soil and Crop Improvement Association Social Media Policy

### **Purpose:**

To provide rules on the acceptable participation in social media. For Guelph office staff, this policy is to be read in conjunction with our Computer Use Policy and *Confidentiality Policy* contained in the OSCIA Employee Handbook. For all part-time employees, Directors and officers of the local and regional associations, the *Social Media Policy* shall also apply.

While OSCIA recognizes the popularity of social networking including Facebook, Twitter, LinkedIn and blogging, certain behaviors must be observed to protect both employees' and OSCIA's reputation.

### **A. Social Networking**

1. You are only permitted to access social networking sites (e.g., Facebook, LinkedIn) on OSCIA's computers during working hours as necessary to carry out your job duties.
2. Your participation in any social networking site at any time must not conflict with your role at OSCIA and must in no way harm OSCIA's reputation.
3. OSCIA's policies apply to all use of social media, regardless of whether you access it at home or at work, for business or personal use. (e.g., derogatory or offensive comments about your co-workers on social networking may be considered a form of workplace harassment; derogatory or offensive comments about OSCIA as your employer are inappropriate; such conduct may subject you to discipline or termination).

### **B. Social Media for Business Purposes**

1. When commenting about company business, be transparent, and identify yourself by first and last name.
2. You must only express OSCIA's opinions and never your personal opinions.
3. You are never to personally attack, harass, discriminate or display any cultural insensitivity in messages that you write on behalf of OSCIA.
4. You must maintain client confidentiality.
5. Use your judgment when deciding whether or not content is appropriate. If you are unsure, discuss it with your manager and document the discussion. It may be good practice to let potential postings accumulate for a short time, and then thoroughly review the batch before posting as appropriate.
6. Should a negative comment and/or sensitive content be posted about OSCIA or one of the programs we deliver or one of our staff members or clients on social media, staff have an obligation to report any they see to Guelph office management. Staff are to wait for a directive from Guelph office management before replying to or engaging in any content that is of a negative/sensitive nature/tone.

#### **E. LinkedIn**

1. You are permitted to list OSCIA as your employer.
2. Within 72 hours after you are no longer an employee with OSCIA, you must update your LinkedIn profile to reflect this change.
3. If your duties involve creating a social media account to develop a corporate media presence, such accounts belong to OSCIA (i.e. Guelph office, regional or local association). Aside from this and in accordance with the LinkedIn user agreement, your LinkedIn account belongs to you.
4. You may not identify any clients or divulge confidential information.

#### **F. Blogs**

1. Any blogs created to develop OSCIA's corporate media presence belong to OSCIA (i.e. Guelph office, regional or local association).
2. You may not identify any clients directly or divulge confidential information.

#### **G. General**

1. Within 72 hours after you are no longer an employee with OSCIA, you must update your online profiles to reflect this change.
2. For those staff and Directors who are in possession of OSCIA-issued computer hardware, as per OSCIA's *Computer Use Policy*, OSCIA has the right to monitor your computer use and as a result, you may not expect any privacy with respect to your use of corporate resources.
3. You may not use work e-mails for personal communications.
4. Violating this policy or any of OSCIA's policies may subject you to discipline or termination.





## Ontario Soil and Crop Improvement Association Financial Policy and Procedures

### **General:**

Good internal control over the financial management framework can help the Association achieve its objectives with as little effort as possible. Designing sensible internal financial controls helps to make the process as efficient and effective as possible.

Some people may feel that implementing strict financial procedures is an insult to the integrity and honesty of their treasurer and others who manage the funds of the organization. In reality, procedures of this type are as much for the protection of these people as they are for the protection of the organization. Proper financial procedures help to take the entire burden off the shoulders of the treasurer and eliminate temptations for anyone involved in managing the assets of the organization.

### **Purchases:**

Purchases should be authorized before goods are ordered. A purchase order system can help track expenditures and keep budgets in check. Once the goods are delivered it is too late as the organization is already committed to the purchase. All invoices must be paid within 30 days of receipt. Two authorized signatories are required to approve a transfer of funds between Association accounts.

### **Cheques:**

All cheques must be signed by at least two signing officers. The signatories should usually be the President and Treasurer with alternate in place to sign cheques payable to the President or Treasurer or a relative of the signatory. All material expenditures where the cheque must be released without the signature of the Treasurer should be pre-authorized by the Treasurer and have their supporting documentation reviewed by the Treasurer as soon as possible following the transaction.

As a general rule, cheques should never be pre-signed by a signing officer. Pre-signing effectively eliminates the need for two people to review supporting documentation. It is worth the inconvenience of having to arrange for two signatures to prevent the potentially devastating effects of misuse of a pre-signed cheque.

As a general rule a cheque payable to the signing officer or to a relative of a signing officer should not be signed by them.



### **Petty Cash:**

Petty cash expenses are often the most difficult to control. To help make sure petty cash payments are only for authorized expenditures:

A petty cash float will be maintained on an imprest basis. An "imprest basis" is one where the total of the cash on hand and receipts at any point in time equals a preset amount (suggested: \$300). The amount of the loan on hand will be reviewed by the Treasurer from time to time and set as necessary to provide a balance between control and operational flexibility.

The petty cash float will be replenished by cheque on submission of an itemized expense report with all receipts attached.

Under no circumstances should cash received from other sources be put directly in the petty cash box. (If this is done then the sum of expenses and receipts will not equal the preset amount).

Petty cash should be kept in a locked box tucked away in a safe drawer.

Always ensure that there are at least two people present when cash is being handled.

### **Bank Account Reconciliation:**

All bank accounts should be reconciled monthly to the accounting records. The bank reconciliations should be reviewed periodically by someone other than the person doing the reconciliation (at least twice a year).

Make bank deposits regularly to avoid having significant amounts of cash/cheques on hand.

When possible, someone other than the person posting transactions should reconcile bank accounts. Someone who doesn't reconcile should always review the reports.

A file of bank statements and cancelled cheques must be maintained.

### **Annual Review:**

An annual review of the year-end financial statements performed by an accountant is an effective way of reviewing the accounting records. The review can be a useful document when you need to provide financial documentation as proof of the Association's wealth. This can be relevant to secure funding and/or arranging external financing.

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*These standards will ensure your accounting records are free from material misstatement at the Association's year-end.*





## Ontario Soil and Crop Improvement Association Conflict of Interest Policy for Provincial Directors

### **Duties**

Directors have a duty to make decisions based solely in the best interests of OSCIA. Directors are obliged to avoid any situation wherein their ability to act in the best interests of the OSCIA may be compromised by a competing or conflicting interest. Additionally Directors must be alive to the appearance of perception of conflict of interest and avoid all such situations.

A Director has a conflicting interest when he or she is:

- (a) a party to a material contract or transaction, or a proposed material contract or transaction with OSCIA; or
- (b) has an immediate material interest in any person or entity who is a party to a material contract or transaction or proposed material contract or transaction with OSCIA; or

A Director will be deemed to have a conflict of interest if his or her spouse, parent, sibling, child or in-law has an interest as defined in (a) or (b) above.

Directors are responsible for and must regularly monitor their own conduct to be alert to the possibility of actual conflict and/or the appearance of conflict. Directors must act in an abundance of caution and err on the side of assuming conflict exists if there is uncertainty to protect to best interests of OSCIA.

Should a Director have a conflict they shall:

- (a) disclose that they have an interest, prior to the matter being discussed and/or dealt with;
- (b) request to have entered in the minutes of the meeting the nature and extent of their interest;
- (c) not take part in any meeting or part of a meeting during which the subject matter of the conflict is discussed; and
- (d) not attempt to influence the outcome of the Board's decision in any manner.

A Director who questions whether a fellow Director has a conflict of interest may raise the matter respectfully and informally with the potentially conflicted Director, but may not declare a conflict on behalf of that Director, or request that the Director be denied the opportunity to participate in discussion or cast a vote.

If a Director fails to declare a conflict of interest they are subject to the provisions of Section 5(h) of the OSCIA Constitution and By-Laws and may be expelled.

Should a Director have a questions about this Policy they may direct their inquiry to the Executive Director and/or feel free to obtain independent legal advice on their situation.

*Updated: July 2016*