

Directors Handbook

Ontario Soil and Crop Improvement Association



The thirst for new ideas endures. Seek, Test, Adopt.

Updated: Fall 2019



Grassroots Innovation
Since 1939

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SECTION 1 - INTRODUCTION TO OSCIA

This OSCIA Handbook for Directors has been prepared to assist with the duties and responsibilities expected of Provincial Directors of the Ontario Soil and Crop Improvement Association (OSCIA).

It also offers some suggestions for county/district programs and activities.

This handbook is the property of the regional association, and the intent is for the Director to be the individual who keeps possession until they are no longer in that position. The hard copy would then be passed onto the new Director for that region. A digital version is available on the OSCIA Directors website – The Barrel (<https://osciabarrel.wordpress.com/>)

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

The Director can contact the Provincial office at any time to request a more current version, however it is always our intent to have the most current version posted on our website .

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.”

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 local President or Secretary of their local association to find out more about how to participate in a most worthwhile association. Names and phone numbers of the local contacts are maintained on the OSCIA website.

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.



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



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 in agricultural production and rebated activities 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 can 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 provincial director is elected by the members from their county/district in each of the 11 regions across the province.
- Through the OSCIA provincial directors, local associations' 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 conference. The association pays a portion of the expenses for one official delegate from each local association to attend the conference. These costs include half the cost of accommodation, registration for the conference, and travel costs.
- **OSCIA Grants** – Grants may be requested by both local and regional SCIA's on an annual basis. Grant Guidelines are posted on the OSCIA website (<http://www.ontariosoilcrop.org/association/association-membership/grants/>). Please refer to the separate document entitled "OSCIA Grant Guidelines".
- OSCIA prepares an "**OSCIA Provincial Newsletter**" on a quarterly basis, which offers information on provincial activities and events. The Provincial Newsletter 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. These two newsletters are sent to the 11 regions on the 5th of the four specified months (i.e. March, June, September and November) and each region prepares their own Regional newsletter (at least quarterly) and shares them with our membership by the 20th of each specified month. These quarterly newsletters can be found on the OSCIA website.
- 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. As well as discounts for some services (e.g. 10% discount on soil test analysis) may also apply.
- **OSCIA Website** - You are invited to visit OSCIA's website at 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 conference, details on all grants available to local/regional associations through OSCIA, and links to other related organizations.
- **OSCIA 'News and Views'** - Subscribers to OSCIA's list server will receive two to three articles each week on current topics facing farmers. 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/regional association, to your area OMAFRA office, or to your door.
- OSCIA has a variety of supplies available at no charge or at a cost recovery rate.
- Finally, what value can be placed on the sharing of information and the friends that are made as a direct result of local/regional activities, and the many exchanges that occur under the umbrella of OSCIA?

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 years 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.



OSCIA Past Presidents

NAME	COUNTY/DISTRICT	YEAR
		2022
		2021
		2020
		2019
Peter McLaren	Lanark	2018
Mack Emiry	Sudbury	2017
Gord Green	Oxford	2016
Alan Kruszel	Stormont	2015
Allan Mol	Thunder Bay	2014
Henry Denotter	Essex	2013
Joan McKinlay	Grey	2012
Max Kaiser	Lennox & Addington	2011
Barry Hill	Brant	2010
Murray Cochrane	Algoma	2009
Pat Lee	Oxford	2008
Frank Hoftzyer	Peterborough	2007
Keith Black	Huron	2006
Kevin Ferguson	Carleton	2005
Steven Eastep	Wellington	2004
Lloyd Crowe	Prince Edward	2003
Greg Kitching	Halton	2002
Fred Judd	Norfolk	2001
Ben Kamphof	Thunder Bay	2000
Allan Yungblut	Niagara North	1999
Denis Perrault	Russell	1998
Jim Fischer	Bruce	1997
Jim McWilliam	Durham West	1996
Allan Brown	Simcoe North	1995
Victor Roland*	Perth	1994
Ken McCurdy	Hastings	1993
Elwin Vince	Kent	1992
Maurice Martin	Elgin	1991
Jim Yungblut	Niagara South	1990
Bill Zandbergen	Dundas	1989
Don Hill*	Grey	1988
Richard Sovereign	Halton	1987
Donald MacDonald	Frontenac	1986

NAME	COUNTY/DISTRICT	YEAR
Frank Little	Essex	1985
Laurence Taylor	Huron	1984
Grant Richardson	Haldimand	1983
Graydon Bowman*	Temiskaming	1982
Ken Patterson*	Middlesex	1981
John Noel Dessaint*	Ottawa-Carleton	1980
John McGill	Lanark	1979
John Benham	Wellington	1978
George Gardhouse	Peel	1977
Howard Huctwith	Lambton	1976
James Barrie	Waterloo	1975
Leland Wannamaker*	Lennox & Addington	1974
Russell Morrison*	Durham East	1973
Alfred Beaudette*	Stormont	1972
Henry Davis	South Simcoe	1971
Ross Leedman	Norfolk	1970
Howard Salmon	Wentworth	1969
Fred Cohoe*	Oxford	1968
Reg McCann*	Northumberland	1967
Leonard Trivers*	Algoma	1966
Robert Sparrow	Carleton	1965
George Suffel*	Dundas	1964
Eugene Lemon*	York	1963
Hugh Glasgow	Kent	1962
Grover Smith	Prince Edward	1961
Morris Darby*	North Simcoe	1960
George VanSickle*	Brant	1959
H. H. G. Strang	Huron	1958
Jas. A. McBain	Elgin	1957
W. W. Dawson*	Peterborough	1956
Andy Johnston*	Renfrew	1955
W. J. Schneller*	Waterloo	1954
Howard Harper*	Ontario	1953
William Wallace*	Essex	1952
J. B. Graham	Wentworth	1951
L. B. Mehlenbacher*	Haldimand	1950
H. H. McNish*	Leeds	1949

(cont'd) **OSCIA Past Presidents**

NAME	COUNTY/DISTRICT	YEAR
A. A. McTavish*	Bruce	1948
T. A. Wilson	Lanark	1947
Frank V. Dedrick	Norfolk	1946
G. R. Rickard*	Durham East	1945
Gordon Hancock*	Peterborough	1944

NAME	COUNTY/DISTRICT	YEAR
H. E. Simpson*	Simcoe North	1943
W. E. Breckon*	Halton	1942
R.J. McCormick*	Brant	1941
Clark Young*	York	1940
Alex M. Stewart	Middlesex	1939/38

Honorary Presidents

NAME	YEAR
	2021
	2020
Brian Hall	2019
Dawn Pate	2018
Gérald Beaudry	2017
Peter Johnson	2016
Dr. Dave Hume	2015
Jim Arnold	2014
Colin Reesor	2013
Lee Weber	2012
Peter Hannam	2011
Don Lobb	2010
Hon. Lyle Vanclief	2009
Ginty Jocius*	2008
Bill Parks	2007
Dr. Allan Hamill	2006
William Curnoe	2005
Harvey Wright	2004

NAME	YEAR
Dr. Terry Daynard	2003
Ken Knox	2002
Dr. Charles S. Baldwin	2001
Dr. Gordon Surgeoner	2000
Dr. Rob McLaughlin	1999
Galen Driver	1998
Ralph Shaw	1997
John Benham	1996
Vernon Spencer	1995
Everett Biggs*	1994
Jack Riddell	1993
Tom Sawyer	1992
Dr. Stan Young*	1991
Dr. Clay Switzer	1990
William A. Stewart	1989
Byron Beeler	1988
VACANT	1987
Mike Clitherow	1986

OSCIA Secretary Managers

1938 - 1946	John D. MacLeod*
1948 - 1962	Arthur H. Martin*
1963 - 1964	Douglas L. Parks*
1968 - 1971	Bryon E. Beeler
1974 - 1976	Ken Fallis*
1977 - 1977	Jim Rainforth
1977 - 1983	Galen Driver
1983 - 2002	Doug Wagner

OSCIA Executive Directors

2003	Doug Wagner
2004 - 2014	Harold Rudy
2014 - present	Andrew Graham

note: (* = deceased)

SECTION 3 – OSCIA PROVINCIAL DIRECTOR – DUTIES AND RESPONSIBILITIES

Governance Policy Statement - Succession

The OSCIA Constitution provides the legal framework for succession to occur through the political process. OSCIA has traditionally approached succession under a process of goodwill and mentorship, recognizing that it takes several years for Executive members to become familiar with the complexities of governance.

Executive members traditionally move up one position each year as it takes time and experience to understand and respond to operational procedures. There is a distinct advantage in taking this non-political approach to succession as it provides our funding partners with predictability and stability.

Traits and Practices of a Provincial Director

1. Be a promoter of soil and crop improvement projects and activities;
2. Have served as director/president on local and regional Soil and Crop Improvement Associations;
3. Willing to take time away from their business to attend many SCIA activities outside their county;
4. Willing to listen to the problems of those he/she represents and work toward solutions by using help from other directors or contacts made through OSCIA;
5. Have excellent communication skills, both verbally and in writing;
6. Extend ideas and promote successful projects to all areas by telling other Directors, the Executive Director, and communicate by newsletter;
7. Assist with the preparation of resolutions from local associations — are they within OSCIA objectives (Directors should be reminded that the annual meeting is for delegates and Directors should avoid speaking to resolutions except for clarification);
8. Practice good ethics — avoid political alignment;
9. Direct and promote OSCIA policies, projects, workshops, etc.;
10. Regularly attend committee and other appointed meetings;
11. Follow and promote decisions of the Board (including majority vote by delegates) or remain silent;
12. Contact the president or an executive member to request changes or to express concerns with policies or procedures;
13. Ensure regional governance is in place;
14. Ensure good communication with RCCs (Regional Communication Coordinator), as well as regional and local associations;
15. Delegate to another regional person, local/regional authority;
16. Details on meetings attended to be relayed provincially via Activity Reports posted to the Barrel.

Regional Responsibilities of the Provincial Director

- Communicate and work closely with the executive members of the local associations within his/her region. Responsible for involving the RCC in activities in the region and developing a good working relationship with the RCC and assisting in providing necessary support for the RCC.
- Attend local functions to maintain an understanding of the needs and wishes of the members represented.
- Take a lead role in regional meetings to promote active and strong organizations.
- Assist local and regional associations in becoming aware of funding opportunities for project work.
- Aid local and regional associations in drafting well-worded resolutions that fall within the association's mandate and objectives. Ensure the associations understand the importance of submitting resolutions by the deadline in order to be included in the provincial annual conference.

Board-Management Working Relationships

The working relationship between OSCIA's board and management has an excellent track record. From a process perspective, it is important to document the expectations and clarify these general procedures on governance.

Historically, the literature has many examples where non-profit boards and management have not worked well, and this may cost the organization money, the confidence of its staff, and its good name. Clarifying the role of the board as a whole, individual board members, and the protocol with management staff can have a very positive outcome.

The following are guidelines to clarify a positive board-management relationship:

1. The board establishes policy, management carries out the policy without individual board member interference;
2. The role of the board is to act as one unit. Policy decisions are decided through motion. Challenging operational issues may be cleared through the President, as a direct line of communication between senior staff and the President;
3. The President is the contact for board members who may wish to provide input on operational or management issues;
4. Management staff are responsible for providing accountability reports satisfactory to the board;
5. Management have the latitude to conduct their activities consistent with the strategic direction of OSCIA. New programs, new projects and new project direction are to be vetted through the Executive committee and ultimately approved by the board;
6. OSCIA staff are to prepare a detailed budget forecast as a work plan for the upcoming year. This plan is to be approved by the board with updates provided on a regular basis.

Lobbying and Political Involvement

OSCIA has been set up as an education, communication, training and technology advancement organization. Directors are expected to practice good ethics and avoid political alignment. A significant portion of OSCIA's funding is acquired from government. Meetings with government officials should focus on topics consistent with OSCIA's mandate. Public comments involving criticism of government are not acceptable. Concerns should be directed to the OSCIA Executive so that the issues can be reviewed and addressed from a provincial perspective.

Guidelines for Communication as a Provincial Director

Directors of OSCIA are encouraged to keep the lines of communication open with the Board, provincial office, regional and local associations, and with the membership through the use of all the following:

- Phone** – Your home, business, and cell phone numbers will be recorded by the provincial office and added to the listing of directors.
- Email** – Most information is being communicated to the provincial directors via email, including posts to The Barrel. Each director is issued an email address and Office 360 account to provide consistency (See Information Technology section on page 18).
- Courier Delivery** – Provincial directors are occasionally sent envelopes or packages via courier. For this reason, the provincial office maintains a listing of street or fire number addresses for their directors. Most items are sent using the “*no signature required*” method, so there must be a mailbox in which the envelope can be placed.

As mentioned above, all provincial directors are encouraged to maintain each of the above systems for communication in order to help keep them up to date on the latest information available.

Attendance at Research and Standing Committee Meetings

OSCIA stresses the importance of our directors attending standing committee meetings in which OSCIA is a member. In many cases, OSCIA members represent the only farmer input that the standing committee receives. OSCIA contributions to these meetings are very valuable for both parties. In most cases, OSCIA standing committee members receive meeting notices directly from the committee chairperson.

It is the Director's responsibility to keep the Executive informed of the business taking place at the meetings they attend representing OSCIA. The appropriate way of carrying out this responsibility is to submit an Activity Report to the board members via The Barrel blog (<http://osciabarrel.wordpress.com>).

In the event you are unable to attend, please follow these steps:

1. Contact the alternate.
2. If the alternate is unable to attend, please contact the Executive Director at 519-826-4216, so other arrangements can be made.

Should a provincial director find that he/she is unable to attend a **county/regional meeting** in the capacity of provincial directors, a delegate may be approached to attend in their place. The expenses normally incurred by the provincial director may be claimed by the designate, once the claim is authorized by the provincial director. An Activity Report is required on The Barrel.

NOTE: The provincial director may not delegate duties of a provincial nature to a designate.

Participation in Provincial Board Meetings/Monthly Conference Calls

Collectively, the Board must satisfy legal requirements and provide programmatic, financial, and ethical oversight. As strategists, board members shape the future of the organization.

Equally important—but often overlooked—board meetings bring together the governing body that is responsible for the organization's health and sustainability. As allies with the chief executive in pursuit of the mission, board members must be well informed about the opportunities and challenges facing the organization and ensure that the organization has appropriate strategies, plans, and resources to meet them.

The following is a good source of information/tips/advice: <https://boardsource.org/board-support/membership/board-support-nonprofits/>

'Time' is one of the most precious resources of board members because they are busy people and board meetings are scheduled periodically with a limited timeframe. Therefore, the Directors are only responsible for participating in a monthly one-hour conference call, scheduled between 9:00-10:00am the day of the monthly Executive meeting. This is the opportunity for the previous month's meeting minutes to be approved, the Directors to verbally provide updates to the Executive on the going's on in their region, and any pertinent updates to be shared regarding current/potential/upcoming projects.

OSCIA Annual Conference – Processes and Protocols

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/conference, 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/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/ Conference.

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 meeting.

Procedure for the Election of OSCIA President and Executive Members

Prior to the annual meeting/conference, 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/conference. This process takes place at a Board of Directors' meeting held prior to the annual meeting (generally the summer meeting held in August each year).

The name of the nominee will be put before the delegates at the annual meeting/conference, 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/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/conference, 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 meeting/conference.

Presenting 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/conference. The Constitution states changes should be circulated to local association secretaries thirty days before the annual meeting/conference.

Procedure:

- Each association receives one vote.
- The official delegate votes using the iClicker provided at the meeting/conference (or paper voting paddle should iClickers not be provided).
- 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.

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.

Communication Activities - Operational

Local Association Development

Objectives

1. Attract and maintain committed members;
2. Designate a "take charge" person;
3. Cooperate with extension;
4. Efficient and effective program delivery;
5. Adequate funding;
6. 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, Extension, agri-business;
 - Expand visibility of local/regional associations' activities to attract members.

Regional Association Development

Objectives

- Attract and maintain committed members;
- Designate a "take charge" person;
- Cooperate with extension;
- Efficient and effective program delivery;
- Adequate funding;

Regional associations be more responsible for communication and networking to improve communication among their local associations:

- Establish greater linkages with partners;
- Ensure a timely response to information flow from research, Extension, agri-business;
- Expand visibility of local/regional associations' activities to attract members.

Provincial Association Development

Objectives

- Cooperate with extension and research;
- Efficient and effective program delivery;
- Adequate funding;
- Establish greater linkages with partners;
- Ensure a timely response to information flow from research, Extension, agri-business.

Producer Education

Objectives - Local

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

Objectives - Provincial

- Newsletter coordination to regions;
- Network and acquire sponsorships with agri-business;
- Provincial coordination of funding sources;
- Participate on Ontario Agricultural Services and Coordination Committees (OASCC) and standing committees.

Program Delivery

Objectives

- Contract with government agencies to carry out mandated programs;
- Ensure adequate financing to cover management, overhead and risk;
- Contract with agri-business where feasible;
- Revenue generation for OSCIA operations.

Addressing Consumers' Concerns Regarding Agricultural Environmental Issues

Objectives

- Work in cooperation with other farm organizations and government;
- Membership in provincial/federal coalitions, and delegate responsibility to lead organizations;
- Contract to carry out specific communication projects;
- Locally participate in community events with exhibits (applied research and demonstrations);
- Solicit non-voting memberships and sponsorships from community groups supportive of agriculture.

List of Resources

OSCIA Grant Guidelines

OSCIA website

OSCIA Regional Governance Model

County/District Local 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.

Regional Level

The director and the county delegates are to focus on policy issues active within the region that have impact on SCIA activities in that region;

1. Develop local responses to policy impacts imposed by the regional population;
2. Bring issues to the Board for cross-province common direction. Examples: Impacts of Greenbelt Legislation on normal farm practices (there are communities wanting in to the Greenbelt);
3. Bio-solids utilization;
4. Pesticide use and retention;
5. Application of EFP programs;
6. Farm management evaluation;
7. Bio crops and the impact on longer-term soil health;
8. Cover crops and carbon;
9. Nutrient utilization and management... (animal, vegetable, mineral);
10. Water; our impact; our needs, long-term viability of crop production;
11. Air; what is our impact; what impacts do we receive from society and how does it impact farm viability;
12. Provide education opportunities.

Actions and Responsibilities

To ensure excellent communication within the region:

1. Regional meeting should be held regularly, to address regional governance;
2. Regional projects (e.g. FarmSmart) can be used to promote teamwork, but are extra to the regional governance;
3. Directors must be present at the majority of regional meetings;
4. Directors must attend the annual meetings of each county in the region and be present when requested by the local to address an issue of local significance that exceeds the mandate of the regional association board or is critical in either a time related or political sense that such issue needs to be addressed by the OSCIA Executive in a timely manner;
5. It is appropriate that directors (or designate) be present and speak at all field day events held in the region;
6. The provincial director will work closely with the RCC to ensure that information flow between the Board, the region and the locals within it is satisfactory.
7. Provincial director's communication regularly and stay well-informed at all levels.

SECTION 4 – OSCIA ADMINISTRATION FOR PROVINCIAL DIRECTORS

Guidelines for Travel Expenses

Provincial directors of OSCIA are eligible to claim per diems and travel expenses when acting on behalf of the association with the exception of home county/district meetings. Please submit expense claims (see Appendices) to the provincial office in a timely manner (ideally within one month of the meeting).

To submit electronically:

- Open a new copy of the Director or Executive Expense Report. Add your information electronically including the date of the meeting, name/type of meeting, and any associated costs such as kilometers and hotel stays.
- Save the document for your own reference and submit a copy to timesheets@ontariosoilcrop.org for payment. Any expenses that require a receipt should be submitted at the same time.
- The Excel expense report will automatically calculate the Per Diems and Total Expenses.

Please follow these general guidelines:

1. Review basic guidelines on the second tab of the expense claim form.
2. Check for accuracy and completeness with your email submission.
3. Two expense claims can be listed on each electronic form. Please ensure the Meeting/Committee and date are filled out for each meeting.
4. Allowances for per diems and travel are reviewed annually by the Executive and Directors.

Home County/district Meetings

- Directors are expected to attend home county/district meetings without charging the association for per diems or expenses.

Per Diems/No. Of Days

- Enter the number of days for which you are claiming.
- Use whole numbers or fractions (1/4, 1/2, 3/4 only).
- If the meeting was a conference call, please indicate “1” under “No. of Days” on the Conference Call line.

Particulars:

- Indicate the location and meeting attended.
- Indicate what the additional expenses are (i.e. hotel). Please also note in Particulars if you have carpoled, to indicate no mileage claimed.

Kilometers:

- # - Enter the number of kilometers of the round trip. The Excel expense form will automatically calculate the total allowable amount based off \$0.48/km.

Expenses:

- List any other expenses on subsequent lines from the mileage.
- Attach receipts for all other claims.
- All claims for meetings require that an Activity Report be submitted via The Barrel (blog) prior to the claim being processed. The exceptions to this are any Directors meeting where all are in attendance, or meetings that are confidential in nature.

For further assistance, please call the OSCIA provincial office at 1-800-265-9751

OSCIA Information Technology Setup

When a new Director joins the Provincial Board of Directors they are supplied with an OSCIA email – typically “first initial last name @ontariosoilcrop.org (e.g. asmith@ontariosoilcrop.org) and set up with an Office 360 account, Signed up to receive messages/contribute to the Barrel and get their email added to the OSCIA Director’s email group.

Directors will also be set up in our finance system to process EFTs – both for Director meeting per diem’s as well as a \$50/month payment for use of their technology (phone, computer, etc.) for OSCIA work, as well as any other expenses related to OSCIA work.

Activity Reports

An electronic version of the Activity Report (see Appendices) is to be written and posted to the directors’ blog called *The Barrel* for each meeting attended, with the exception of provincial directors’ meetings or annual meetings.

The process for submitting Activity Reports was introduced at an OSCIA directors’ meeting held February 5, 2004. A policy motion was passed that each expense claim submitted must be supported by an Activity Report.

The idea behind the process is to improve communications between directors by providing them with a report of the meeting or event as soon as it was over, so that all directors would be as up to date as possible.

The report is posted by logging into *The Barrel (website)* and creating a blog post. A notification is sent to all directors who are registered to the website. An expense claim must be submitted to the Accounting Department and is matched to *The Barrel* blog post when it is received. If an expense claim is received and it does not correspond to the Activity Report posted on *The Barrel*, the director will be contacted by the provincial office and asked to post an Activity Report.

Activity Reports are posted on The Barrel (a WordPress blog). www.osciabarrel.wordpress.com

OSCIA Supplies

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 and videos.

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

SECTION 5 – OSCIA BOARD – ADDITIONAL INFORMATION

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 opportunities for education activities through grants for applied research;
3. Access to Tier One and Tier Two Grants with OMAFRA Specialists' support to demonstrate improved technology;
4. Access to 11 regional Communication Grants;
5. Network with OMAFRA staff on leading edge technology;
6. Opportunities for larger provincially significant projects;
7. Linking with OSCIA's provincial coordination for newsletter, website, crop alerts, etc.;
8. RCCs to assist local associations;
9. Seed Fair, and other potential designated grants.

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.
- Maintain French content as on-going communication activities.

Secretary Handbook and Regional Communication Framework

A copy of the OSCIA Secretary Handbook can be found on OSCIA's website at:
<http://www.ontariosoilcrop.org/association/association-membership/resources/>

Every local/regional association secretary should have an updated secretary handbook to ensure they are keeping up with all relevant information. Please ensure that your local associations secretary has a current binder.

Regional Communication Plan Framework

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.

New Ideas/Proposals/Potential Projects – Potential Process

The Idea:

Many times, the first time an idea for a new program is discussed is when someone from agri-business, and organization, government agency, or an OSCIA member, approaches one of the OSCIA Executive member or senior staff with the framework for a project or program.

If the idea has merit, there is a discussion with the president and executive to review the possibilities of the program being a “fit” for OSCIA. If it is, the person/company/or organization may be invited to an upcoming Executive meeting or directed to meet with senior staff to introduce the idea in detail.

Executive Approval:

Following the presentation, the Executive, along with staff, discuss the merits of the program and whether it fits the mandate of the organization. If not, the idea goes no further.

If the idea has merit, either the OSCIA staff or the agri-business will write up the proposal along with a budget. The proposal is reviewed by both OSCIA and the respective partner (company/person/organization/etc.). Quite often, many more meetings are held by the president, OSCIA and respective party to further define the program offering. If both are still on track, a motion is made by the Executive to proceed.

Director Approval:

The proposal is prepared for distribution to OSCIA provincial directors who typically ratify programs and projects through approval of the minutes.

The Executive forwards information to provincial directors for review prior to either the summer meeting or February annual conference provincial directors’ meetings. The president also arranges monthly conference calls between these meetings to discuss new program activities.

If approved by the provincial directors, there are usually more good suggestions put forward that could be included in the potential program(s).

Agreement:

When terms of the agreement are complete, and both parties agree, the document is signed, and the agreed-to activities begin.

Summary:

The description of how new programs are introduced is similar to all programs undertaken by the association. Many ideas are discussed over the course of a year. A few are supported and moved forward by the Executive for approval by the provincial directors. Many more are discussed once, noted in the Directors’ minutes, and never seen again.

Most proposals that are recommended to the Directors by the Executive are approved. This is largely due to the background work that is completed before it reaches this stage, as well as the confidence the Directors have given the Executive to move the association forward.

Hopefully, this explanation will assist members in understanding how new projects are created, discussed, debated, approved, and executed by the association.

Protocol for Partnerships

OSCIA works with agri-business in partnership for special projects. Agri-business also sponsors major events. At the local level, it is estimated that agri-business provides close to \$50,000 per year to assist the local associations in carrying out their duties. At the provincial level, an additional \$40,000 assists in the annual conference and summer meetings, and much more.

Receiving funds from agri-business - the following guidelines are provided to direct the local/regional associations:

1. The project must be a direct benefit to assist farmers in learning about new science and technology.
2. The sponsoring agri-business must be well respected by the farm community at large and use scientific methods that are accepted by a third party (university, government) to back up their work.
3. Projects promote the use and understanding of technology rather than a brand name.
4. Projects may compare one brand name to another as a demonstration to assess their characteristics.
5. Where agri-business requests that OSCIA carry out a service, the project is to be carried out with full cost recovery.

“Service” refers to:

Recruitment of participants	Organizing and coordination	Promotion of special events
Field trials and demonstrations	Field inspections	Data collection
Publishing results	Administration	Other

6. Timing of provincial projects is to be such that they can be announced in the fall before local annual meetings, so they can be introduced at those local meetings for recruitment and promotion to establish buy-in and ownership at the local level.
7. Realistic lead time is required for farmers to plan and implement farm demonstrations and trials.

It is conceivable that local associations will often work independently on projects and provide a considerable donation of time and resources for a cooperative project which may involve many partners. This protocol may not apply to the locals in its entirety, but the above protocol should form the basis for these partnerships.

Government (Agriculture)

- Assist governments in carrying out their mandates and providing a service to the farm community.

Government (Non-Agriculture)

- Partnering opportunities
- Community focused
- Full cost recovery

Non-Ontario (Other Canadian Provinces)

- Share information with other provinces at full cost recovery

International

- Discretion to be used
- Full cost recovery basis
- OSCIA Executive to approve international travel

Suggestions for Association Planning

County/District Program Planning

A committee structure may be effective.

Example:

Program Planning

- determine the NEEDS of the County/District
- decide on the ACTION required
- assign RESPONSIBILITY (for action, follow up, etc.)

Committee Responsibilities:

Projects

- decide on types of projects for the year
- direct Education Committee to publish results

Education

- annual meeting planning
- plan educational meetings (all types) summer and winter, maybe at direction of other committees
- resolutions for provincial annual meeting
- input into newsletter and press releases during year

Conservation

- plan complete soil conservation program for the year
- may include a Conservation Award (very positive)

Developing Memberships

- need a broad base to disseminate information to and collect from:
 - i.* County program should be planned to:
 - benefit all sectors of agriculture, i.e. beef, dairy, hog, crops as well as all age groups
 - build a broad base of membership
 - ii.* A “membership” must offer something in return:
 - up-to-date soil management and crop production information in the form of a newsletter: well planned and regularly mailed
 - fee must at least cover postage (easily explained)
 - iii.* Annual Meeting:
 - well publicized; well planned; INFORMATION-oriented rather than entertainment

Director Meetings (suggestions)

- i.* Encourage your directors to take leadership courses available
- ii.* Conduct meetings according to parliamentary procedure (if starting on time is a problem — have a ½ hour bull session first)
- iii.* Build a “social base” among your Directors:
 - e.g. - project tours, crop tours, or other tours during the year, just for directors
 - summer meeting (mid-July or late-August), including wives at the home of a director — BBQ, local crop tour, etc.
 - extra mailing of research reports, technical information for directors, “the in” group
 - winter planning meetings 10:00 a.m. - 4:00 p.m. including lunch

Building Finances

- i.* Use provincial project money
- ii.* County Council grant
- iii.* Major Project grant
- iv.* Membership fees
 - must provide something in return (e.g. newsletter with up-to-date crop production information (fee must cover postage)
 - reduced banquet cost at annual meeting
 - Mail-outs of agricultural events, provincial publications, etc.
 - magazine subscriptions
 - provincial soil and crop newsletter

- v. Membership for local agri-business, agricultural chemical representatives, etc.
 - may be larger than individual membership
- vi. Build relationship with local agri-business
 - they may contribute to joint meetings, i.e. refreshments, door prizes, etc.
 - * MUST be recognized for their efforts
 - how? Certificates, flowers, etc.
- vii. Selling items at a profit, e.g. safety equipment, books, soil sampling tubes, etc.
 - *it is not intended (or recommended) to build bank accounts

Uses for Surplus Funds

- i. Dinner or evening meal for county directors' meeting (or summer meeting)
- ii. OMAF and MRA office for postage, secretarial help, etc.
- iii. Hire someone to summarize, coordinate, or inspect special projects

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 is a listing of potential Best Practices:

- 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 under-estimated.

SECTION 6 – OSCIA MEMBERSHIP IN OTHER ORGANIZATIONS

External Memberships

OSCIA maintains memberships in the following organizations:

Farm & Food Care Ontario

Farm & Food Care brings farmers, agricultural professionals, related businesses, government organizations and other groups together with a mandate to provide credible information on food and farming. <https://www.farmfoodcare.org/>

Agricultural Adaptation Council

The Agricultural Adaptation Council (AAC) are leaders in administering government funding to help producers build their agribusiness ideas. <https://adaptcouncil.org/>

Soil & Water Conservation Society

The Soil & Water Conservation Society (SWCS) is the premier international organization for professionals who practice and advance the science and art of natural resource conservation. <https://www.swcs.org/>

Ontario Agri-Food Technologies

Ensuring that the Ontario ag sector is at the forefront of agri-tech, to compete globally and to develop new market opportunities. <http://www.oaft.org/>

AgScape

As the voice of Agriculture in the Classroom, AgScape provides factual, balanced, curriculum-linked food literacy programs and resources to Ontario's educators and students. <https://agscape.ca>

Ontario Forage Council

The Ontario Forage Council is a non-profit organization devoted specifically to forages. It is comprised of producer associations, commercial companies and other agribusiness interests which share common goals—gathering and disseminating ideas and information, supporting research and development in forages and sponsoring consolidation of forage projects to provide a focus for the efforts of a multitude of personnel. <http://www.ontarioforagecouncil.com/>

Soil Conservation Council of Canada

The SCCC is the only national organization to concentrate on the issues of soil health and soil conservation within a broadly-based landscape context. It works to build a greater understanding of the importance of soil as an essential resource to society by facilitating the exchange of information with all stakeholders. Healthy soils are the foundation of sustainable food production, enhanced biodiversity and cleaner air and water for present and future generations. <https://soilcc.ca>

Canadian Forage and Grassland Association

Since its incorporation in March 2010, the Canadian Forage and Grassland Association (CFGGA) has been providing a national voice for all Canadians who produce hay and forage products and for those whose production is dependent upon forage/grassland production. By working as a team, CFGGA can respond to issues on a national level and effectively initiate projects that address production issues, new technology, trade barriers etc. <https://www.canadianfga.ca/>

Canadian Roundtable for Sustainable Crops

The Canadian Roundtable for Sustainable Crops (CRSC) was initiated with the objective of creating value for all members of Canada's grains sector by providing a national forum for advancing, reporting on and communicating the sustainability of Canadian grain production. The CRSC is a national, multi-stakeholder initiative dedicated to advancing sustainable production practices and outcomes across Canada's grains sector. <http://sustainablecrops.ca/>

SECTION 7 – OSCIA – RESEARCH PRIORITIES/COMMITTEE INVOLVEMENT

The following is the listing of committees on which OSCIA provincial directors sit:

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

BRIEF SUMMARY OF OSCIA RESEARCH COMMITTEES

Agriculture-Wildlife Conflict Working Group

Stated Mandate:

“The working group will ensure a transparent and effective implementation of the agriculture-wildlife conflict strategy. It will provide members with the opportunity to provide input on information, tools and programs developed under the strategy before they are made public.” There is currently no website for this working group.

Meetings:

OMAFRA provides secretarial and meeting coordination support for the Working Group. The group meets 3 times a year, at 1 Stone Road West, Guelph with teleconference access and on an as required basis.

Statistics on the Ontario Wildlife Damage Program are always on the agenda plus other items relevant to the working groups mandate.

Canadian Corn Pest Coalition

The Canadian Corn & Pest Coalition (CCPC) is a collaborative group of corn experts promoting the proper stewardship of corn pest management technologies.

More information can be found here: <https://www.cornpest.ca/>

Ontario Cereals Crop Committee

Ontario Cereals Crop Committee (OCCC) acts as the recommending body to The Canadian Food Inspection Agency (CFIA) for cereal variety registration in Ontario. The OCCC also coordinates cereal performance testing, dissemination of the results and reviews cereal-related research to facilitate its coordination. More information can be found here: <https://www.gocereals.ca/>

Ontario Corn Committee

The Ontario Corn Committee (OCC) consists of an executive and two sub-committees: Variety and Publications. More information can be found here: <http://www.gocorn.net/>

The OCC is responsible for the coordination and dissemination of research/results in the improvement of crop production practices of corn and sorghum in Ontario.

The most visible function of the OCC relates to its role in coordinating public performance trials for corn hybrids, the results of which are published in the “Ontario Corn Hybrid Performance Trials Report.”

From time to time, the OCC sponsors Field Days (August) or Research Update Days (March), as a forum for the presentation and discussion of current progress in corn research in Ontario.

Ontario Pulse Crop Committee

The Ontario Pulse Crop Committee (OPCC) co-ordinates the variety registration trials and variety performance trials for dry beans in Ontario. The Ontario Dry Bean Tests are conducted annually by a combination of private and public trials. The purpose of these tests is to obtain agronomic, pest, disease, and quality information for use in supporting the registration of new dry bean varieties and in preparing an annual performance report of varieties in Ontario. More information can be found here: <https://www.gobeans.ca/>

Ontario Soybean & Canola Committee

The mission of the Ontario Soybean & Canola Committee (OSACC) is to promote research, development and extension knowledge sharing throughout the soybean and canola sector of the agriculture and food system in Ontario. They are also responsible for conducting trials. This committee consists of a Research sub-committee and a Variety sub-committee. More information can be found here: <https://www.gosoy.ca/>

Ontario Soil Management Research & Services Committee

In the past, soil management information in Ontario has been generated by three organizations: the Soil Test program, the Fertilizer Advisory Board, and the Ontario Soil Management Research Committee (OSMRSC). Although there was some common membership, these organizations behaved largely independently. To economize on committee meetings, there was a reorganization in 1975 which resulted in the Fertilizer Advisory Board being dissolved and the OSMRSC assuming responsibility for developing and approving soil management information.

The Ontario Soil Management Research and Services Committee has under its jurisdiction, three sub-committees: Soil and Water Quality sub-committee; Waste Utilization sub-committee; and Field Crops sub-committee.

Sub-Committees of OSMRSC

I. Soil and Water Quality Sub-Committee

This sub-committee provides recommendations for soil management practices in Ontario to ensure that the potential for detrimental effects on the environment is within acceptable limits.

II. Waste Utilization Sub-Committee

This sub-committee is responsible for coordination of research efforts and information exchange on soil management problems as they relate to waste utilization in crop production.

III. Field Crops Sub-Committee

This sub-committee is responsible for providing recommendations concerning fertilizer use and other soil management practices as related to Field Crops.

Ontario Weed Committee

The purpose of the Ontario Weed Committee (OWC) is to provide recommendations on herbicides that may be registered for use in Canada for field crops, horticultural crops, roadsides, and non-crop areas in Ontario. They are also responsible for coordination of research for long-term and short-term weed management and minor use registration in Ontario.

BRIEF SUMMARY OF OSCIA STANDING COMMITTEES

Canadian Certified Crop Advisors Association

Certified Crop Advisors (CCAs) are experts in agronomy and provide honest, well thought out advice to farmers. At 655+ members in Ontario and counting, they are a strong voice in support of Ontario Farmers. They are a group of commercial, public and independent advisors that play an important role in modern agriculture.

Their purpose is to protect the public and the profession. It is a voluntary professional enhancement to a person's career credentials. Once certified CCAs are telling clients, employers and the public know that they are serious about what they do as a profession. More information can be found here: <http://ccaontario.com/>

Canada's Outdoor Farm Show (Advisory Committee)

Canada's Outdoor Farm Show, established in 1994, has a growing reputation as one of the premiere agricultural outdoor trade shows in Canada. With the head office located in Guelph, Ontario, the show site is located at Canada's Outdoor Park in Woodstock. The show is held on a Tuesday, Wednesday, and Thursday, usually the second full week in September after Labour Day. And more information on the show can be found here: <https://www.outdoorfarmshow.com/>

The COFS Advisory Committee offers advice on the current operation of the show and suggests additions or improvements that can be made to the show to keep the show in the forefront offering the latest technology to Ontario agriculture. OSCIA and the Ontario Ministry of Agriculture and Food (OMAFRA) manage a two-acre land base that features hands-on demonstrations, plots, and exhibits highlighting soil and crop production. The demonstration area's aim is to help producers obtain the latest technical information and, at the same time, offer the opportunity to assess the new crop management techniques firsthand.

Canadian Forage and Grassland Association

See Section 6 page 25

Farm and Food Care Ontario

See Section 6 page 25

AgScape

See Section 6 page 25

Ontario Agri-Food Technologies

See Section 6 page 25

Ontario Forage Council

See Section 6 page 25

Ontario Invasive Plant Council

Ontario Invasive Plant Council (OIPC) provide leadership, expertise and a forum to engage and empower Ontarians to take action on invasive plant issues. Provide expert information on how to manage invasive plants through our best management practices documents and training webinars, hosting workshops for landowners, land managers and municipalities on specific invasive plant topics, creating awareness campaigns, non-invasive garden plant alternatives, working with a number of partners in a number of different fields to spread awareness and educating the public about preventing their spread, to name a few. For more information visit: www.ontarioinvasiveplants.ca

Ontario Soil Network

The Soil Network is a soil-focused social and educational network with a shared goal of improving Ontario's Soils. The Leadership Challenge is a one-year challenge to improve your leadership and speaking skills, grow your network and build your soil. For more information visit: <http://ontariosoil.net/>

Southwest Ag Conference Committee

For information on this event visit: <https://www.southwestagconference.ca/>

Soil Conservation Council of Canada

See Section 6 page 25

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 off 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 conference program. This role has traditionally been carried out by the OSCIA Executive Committee and staff.

Duties include:

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

SECTION 8 – OSCIA PROVINCIAL 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.
- (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.

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.

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/Dryden).
- (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 dishonorable 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 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.
- (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 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.

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. 1st to Sept. 30th.

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 15th 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 15th 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 15th 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 15th 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.
 - a) 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.
 - b) To cooperate with other agricultural organizations of common interests.
 - c) 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. Executive Committee
 - 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. Duties of the Officers
 - 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. Duties of the Secretary-Treasurer
 - 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)

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**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 and 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/her 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.

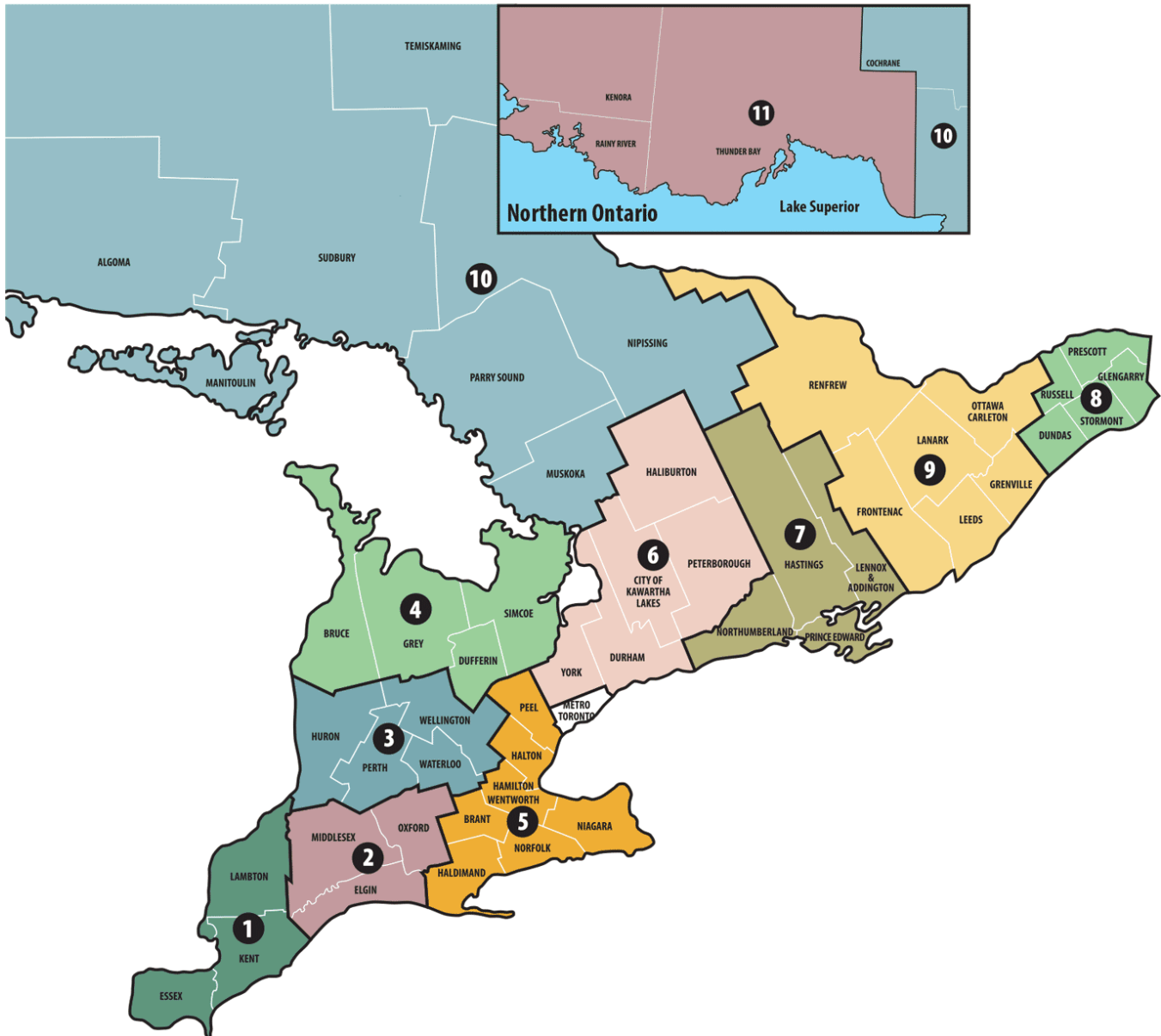
**Article 11 - Auditors**

- 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.

## SECTION 9 – APPENDICES



|                           |                                                                                  |                                 |                                                                                                                       |
|---------------------------|----------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <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                                 |                                 |                                                                                                                       |

Guidelines

**RETURN TO:** Ontario Soil and Crop Improvement Association  
 1 Stone Road West  
 Guelph, Ontario  
 N1G 4Y2

**Expense Account Guidelines**

1. The most economical mode of transportation must be used when traveling at the expense of the Ontario Soil and Crop Improvement Association, keeping in mind the purpose and urgency of the trip.
2. A mode of travel or facility other than what is stipulated can be claimed, but reimbursement will be based on allowable cost.
3. The allowance for accommodation will be at the single room rate; however we encourage room sharing between members when practical to keep costs to a minimum. In that case, allowance will be at half the room rate.
4. The allowance per kilometre for personal vehicles will be \$0.48 per kilometre.
5. Receipts must be submitted with the expense account.
6. Activity Reports must be posted to the Barrel when making an Expense Claim (or prior to) in order for reimbursement to be made.
7. Expense forms may also be submitted to [timesheets@ontariosoilcrop.org](mailto:timesheets@ontariosoilcrop.org).



**DIRECTOR**

ONTARIO SOIL AND CROP IMPROVEMENT ASSOCIATION  
 1 Stone Rd. West, Guelph, Ontario N1G 4Y2  
 1-800-265-9751

**\*\*ATTACH RECEIPTS FOR EXPENSES CLAIMED\*\***

|                           |               |
|---------------------------|---------------|
| <b>Name:</b>              | Select One... |
| <b>Date:</b>              |               |
| <b>Meeting/Committee:</b> |               |

| NO. OF DAYS                                  | DATE | PARTICULARS     | KILOMETERS |    | EXPENSES | HST  |      |
|----------------------------------------------|------|-----------------|------------|----|----------|------|------|
|                                              |      |                 | #          | \$ | \$       | F    | P    |
|                                              |      |                 |            | -  |          |      |      |
|                                              |      |                 |            | -  |          |      |      |
|                                              |      |                 |            | -  |          |      |      |
|                                              |      |                 |            | -  |          |      |      |
|                                              |      | Conference Call |            | -  |          |      |      |
| <b>TOTALS (do not write in shaded areas)</b> |      |                 |            | -  | 0        |      |      |
| Report Rec'd:                                |      | Account Totals  |            |    |          |      |      |
| Yes                                          | No   | Account #       |            |    |          | 7950 | 7952 |

|                           |  |
|---------------------------|--|
| <b>Date:</b>              |  |
| <b>Meeting/Committee:</b> |  |

| NO. OF DAYS | DATE | PARTICULARS | KILOMETERS |    | EXPENSES | HST |   |
|-------------|------|-------------|------------|----|----------|-----|---|
|             |      |             | #          | \$ | \$       | F   | P |
|             |      |             |            | -  |          |     |   |
|             |      |             |            | -  |          |     |   |
|             |      |             |            | -  |          |     |   |

## 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.



**REGIONAL COMMUNICATION PLAN FRAMEWORK**

| OSCIA Mission: To Communicate and Facilitate Responsible, Economic Management of Soil, Water, Air, and Crops. | Activities to be Carried Out                                                                                                                                                                                                                   | Who is Responsible? | Partner Opportunities | Funds Req'd | Source of Funds | Evaluation : How Have We Done? |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|-------------|-----------------|--------------------------------|
| 1                                                                                                             | RCC and provincial Director for region work closely in all communication activities.                                                                                                                                                           |                     |                       |             |                 |                                |
| 2                                                                                                             | Responsible for organizing, customizing, <b>formatting, printing and mailing</b> of leading technology and significant events into local newsletters.                                                                                          |                     |                       |             |                 |                                |
| 3                                                                                                             | Establish electronic linkage using MS Office with the OSCIA provincial office for information exchange (OSCIA listserver): <a href="mailto:osica-requests@lists.ontariosoilcrop.org">osica-requests@lists.ontariosoilcrop.org</a>              |                     |                       |             |                 |                                |
| 4                                                                                                             | Encourage inter association networking through local newsletters, field days and other promotional events ( <b>attend field days, crop tours, annual meetings, take photos, report on the activities for newsletter</b> ).                     |                     |                       |             |                 |                                |
| 5                                                                                                             | Organize activities and events to strengthen local Soil and Crop Improvement Associations (e.g. <b>highlight one producer/focal association in each newsletter</b> ).                                                                          |                     |                       |             |                 |                                |
| 6                                                                                                             | Cooperate and assist with key regionally significant events ( <b>Ridgetown Diagnostic Days, FarmSmart</b> ).                                                                                                                                   |                     |                       |             |                 |                                |
| 7                                                                                                             | Work with local partners and the OSCIA provincial office to enhance information exchange.                                                                                                                                                      |                     |                       |             |                 |                                |
| 8                                                                                                             | Leverage funds to encourage sponsorships and financial contributions from local industry partners.                                                                                                                                             |                     |                       |             |                 |                                |
| 9                                                                                                             | Assist in recruitment of members to maintain local membership lists ( <b>Word/Excel?</b> ).                                                                                                                                                    |                     |                       |             |                 |                                |
| 10                                                                                                            | Provide reports, both to the provincial office and within region, (at least annually) to describe the activities for the Major, Partner, Paired Partner, Communication and Education grants that are being administered locally or regionally. |                     |                       |             |                 |                                |

**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



## 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.