



Ontario Soil and Crop Improvement Association's

Handbook for Local & Regional Associations



Last Updated: Spring 2025

ontariosoilcrop.org

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION TO OSCIA	3
SECTION 2 - OSCIA'S HISTORY	6
SECTION 3- OSCIA SECRETARY-TREASURER – OVERVIEW	8
SECTION 4 - OSCIA - ANNUAL MEETINGS, RESOLUTIONS/CONSTITUTIONS	29
SECTION 5 - OSCIA - RESEARCH PRIORITIES & COMMITTEES	37
SECTION 6 - OSCIA INFORMATION TECHNOLOGY (IT).....	43
SECTION 7 - OSCIA CONSTITUTION AND BY-LAWS	44
SECTION 8 - COMMUNICATING WITH YOUR AUDIENCE.....	54
SECTION 9 - APPENDICES	56

SECTION 1 - INTRODUCTION TO OSCIA

The OSCIA Handbook has been developed as a resource for local/regional associations, aimed at clarifying their responsibilities and providing reference material that will be helpful in various situations.

This document has been compiled with input from key stakeholders, including local association secretaries and the provincial board.

The handbook is the property of the local/regional association, and it is intended for the secretary-treasurer to retain until their term ends, at which point it should be passed to the next secretary-treasurer.

In the meantime, the handbook contains several sections that can be expanded upon, as well as blank sections that can be customized to meet the needs of each association.

Our goal is to ensure the most up-to-date version is available on the website, with an annual update. We hope this handbook will help local/regional associations better understand the operations of the Ontario Soil and Crop Improvement Association.

Our Vision *The world as we want it to be*

An agricultural system for Ontario that embraces soil health as a way to nourish communities and drive a thriving economy.

Our Mission *Our role in that world*

We support farmers with knowledge, programs and community so facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices.

Our Values *How we make decisions*

- Empowerment through Education
We are committed to empowering farmers through practical know-how and continuous learning
- Strategic Stewardship
Farming and organizational sustainability guide all our decisions. We will consider the long-term impact of our actions on the environment, the Ontario ag community and our association's success.
- Innovation And Integration
We continually seek ways to multiply our impact through land management techniques, effective organizational management and strategic partnerships.
- Community and Collaboration
We believe in an interconnected ag community where collaboration and knowledge-sharing benefit the social and economic wellness of our members and the entire province.

Slogan

Grassroots innovation since 1939

OSCIA Membership

Membership in OSCIA is automatically included when you join your local Soil and Crop Improvement Association (SCIA). Those interested in becoming a member can visit the membership portal at <http://osciaportal.org>, where they can learn about the benefits of membership and easily join their local association.

Here's how to sign up:

1. Create an account
2. Select the Membership Box
3. Click “Join a Local” in the yellow box at the top right
4. Choose your region to view a list of local associations
5. Select your local association to see available membership options
6. Pick the membership that best suits your needs.

New members are encouraged to reach out to the Secretary or President of their local association to learn more about how to get involved in this valuable organization. Their contact details can be found on the OSCIA website at: <https://www.ontariosoilcrop.org/contact/> and then click on the Local Contacts Tab.

Programs and Projects

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

What Is The Value of Affiliating With OSCIA?

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

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

Here are a few points to keep in mind:

- Each regional association is represented by an OSCIA provincial director at the provincial board table. Each OSCIA director is elected by the members from their county/district in each of the eleven director regions across the province.
- Through the OSCIA provincial directors, local association’s members have direct representation on several Ontario Agricultural Research and standing committees (coalitions with other organizations).
- Each year, OSCIA plans the Associations’ annual meeting. The association pays a portion of the expenses for one official delegate from each local association to attend the meeting. These costs include half the cost of accommodation, admission to AGM, and travel costs.
- **OSCIA Grants** – A number of grants are provided to both local and regional SCIA’s on an annual basis. Grant Guidelines are prepared and distributed annually, and are posted on the OSCIA website at <https://www.ontariosoilcrop.org/oscia-grants/>
 - Program guides for each of the grants can be found on the OSCIA website using the above link.
- OSCIA publishes a quarterly provincial newsletter, **The Innovator**, which provides updates on provincial activities and events. The newsletter is distributed to all OSCIA members.
- Members of OSCIA in good standing benefit from **discounts on entrance fees** to many agricultural events including conferences and farm shows, by presenting their current membership card.
- **OSCIA Website** - You are invited to visit OSCIA’s website at www.ontariosoilcrop.org. The website contains detailed information on many of the initiatives that OSCIA is involved with. The site also contains OSCIA news, recent press releases, responses to resolutions passed at the most recent annual meeting, details on all grants and programs available to local associations through OSCIA, and links to other related organizations.
- OSCIA distributes a bi-weekly e-newsletter, The Innovator, to members, industry representatives, and stakeholders. It features articles on topics relevant to Ontario farmers, along with information on upcoming events and workshops
- 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/oscia-soil-champion-award/>
- OSCIA offers a range of supplies either free of charge or at a minimal cost-recovery fee
- Last but not least, the value of sharing information and forming friendships as a direct result of local association activities, regional events, and the many bus tours and exchanges under the umbrella of OSCIA is immeasurable.

Objectives of OSCIA

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

OSCIA Insurance

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

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

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

Information required to obtain certificate includes the following:

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

Directors' Handbook

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

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:

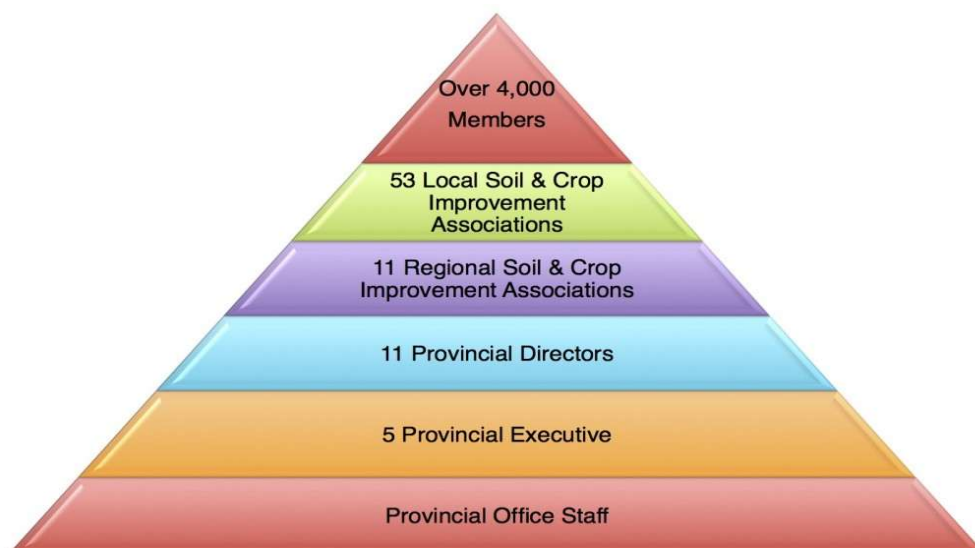
- Stressing the importance of soil conservation for the production of crops with high yields and nutritive values and emphasizing the need for better soil management practices;

- 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, OMAFA, University researchers and others in furthering these objectives;
- The ongoing partnership with Canada's Outdoor Farm Show has been in place since 1994

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

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

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



SECTION 3- OSCIA SECRETARY-TREASURER – OVERVIEW

Potential Roles and Responsibilities of the Secretary-Treasurer

(This list is by no means all inclusive)

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

Local OSCIA Board of Directors - Sample Guidelines

SAMPLE Local Association Guidelines

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

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

Board of Directors:

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

Internal committees:

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

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

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

Local Board of Directors Listing Summary

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

Parliamentary Procedures At A Glance

Parliamentary Procedures At A Glance

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

Notes

- 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.
- In this case, any resulting motion is debatable.
- Chair decides.

Parliamentary Procedures At A Glance (continued)

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

Notes

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

Benefits and Opportunities for Local and Regional Associations

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

Key benefits and opportunities are as follows:

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

Benefits of an OSCIA Membership

There are numerous benefits in being an OSCIA member. Here are just a few. If you wish to distribute this information further, we have created a one-page brochure that can be found in the appendices portion of this booklet.

1. Funding to test and share new ideas to increase profitability
2. Crop Tours showing practical results of research trials
3. Quarterly newsletters on timely soil and crop management
4. Eligible to participate in the Ontario Forage Masters competition
5. Registration discounts at qualifying events & FREE brunch at Canada's Outdoor Farm Show
6. Have a voice on research and standing committees

Communication Activities - General

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

Information Management

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

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

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

Regional Communication Plan Framework

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

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

Regional Communication Coordinator

Job Description Duties

- Organize and assist with activities and events to strengthen the local and regional Soil and Crop Improvement Associations and build member engagement;
- Assist with or lead in the development of regional-significant educational outreach events for member outreach, engagement and recruitment.
- Assist in recruitment activities for new members;
- Assist the Region with the preparation and submission of grant applications and related claim reports;
- Develop and maintain the Region's landing page (or website as applicable) with relevant and updated material.
- Prepare written report to be submitted to Provincial Director by March 31 for performance evaluations that details activities and accomplishments over the previous 12 months, and recommendations for next 12 - months;
- Collect data on local and regional educational and outreach activities and prepare requested reports on time.
- Monitor and assist with approval of pending memberships for the Region on the OSCIA Membership Platform.
- Support the Provincial Director's lead role in ensuring that the Regional Association functions as a strong organization, ideally with equal representation from all local associations;
- Work with local/regional secretaries to ensure all association media accounts (e.g. website, Twitter, Facebook, Instagram as applicable) stay current and up to date;
- Encourage inter-association networking through reports in the province-wide newsletter, annual meetings, educational and other organized events (e.g. crop tours, guest speaker presentations, field days).
- Regional Secretary/Treasurer duties (as assigned);
- Development and distribution of promotional materials.
- Posting events on the OSCIA event calendar
- Secure sponsorship funding from local industry partners to help support local and Regional Association activities;
- All other duties assigned by the Region.

Skills and Technology

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

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

Communication Activities - Operational

Local Association Development

Objectives

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

Producer Education

Objectives - Local

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

OSCIA Regional Governance Model - Local County/District Level

Focus is on membership:

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

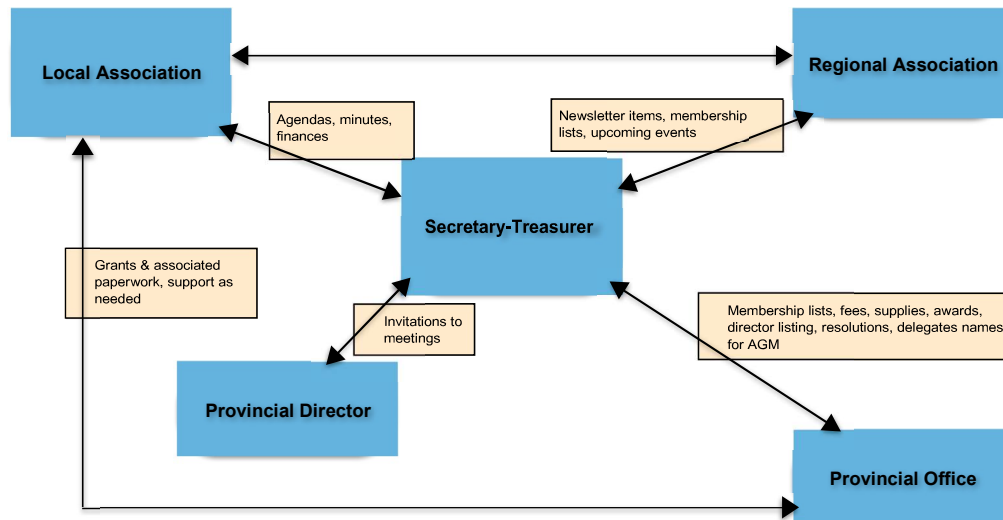
OMAFRA Factsheets for Local Association Planning

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

Communication Flow Charts

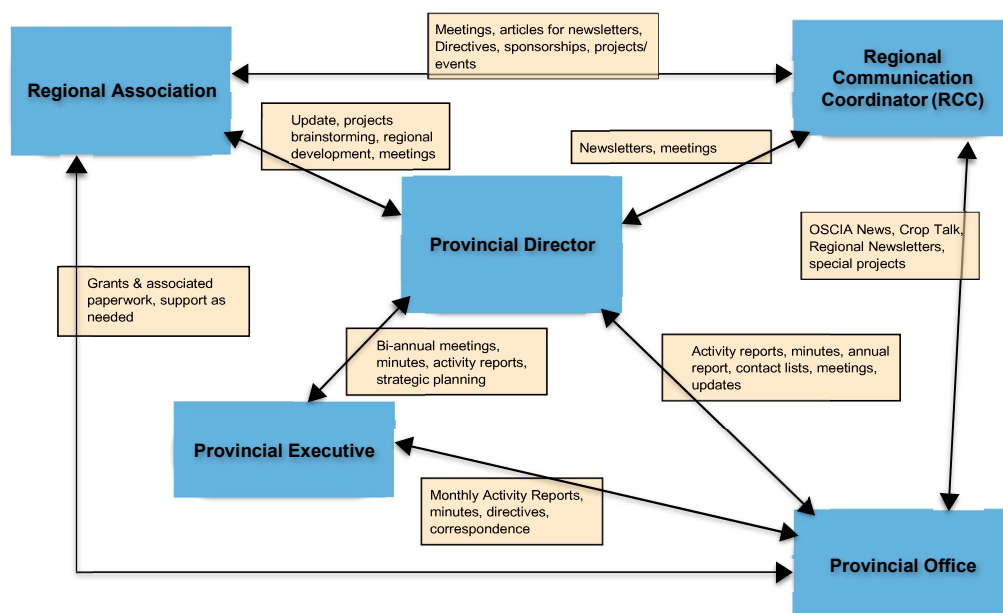
A. Local Association Flow Chart

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



B. Regional Association Flow Chart

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



Local Association Membership Memo

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

Date: DATE HERE

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

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

From: Les Nichols, President
Andrew Graham, Executive Director

Subject: **Regional Association Documents**

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

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

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

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

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

Respectfully,
NAME OF PRESIDENT

Andrew Graham, Executive Director

Local Finances Summary

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

OMAF Factsheets

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

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

SECTION 4 - OSCIA - ANNUAL MEETINGS, RESOLUTIONS/CONSTITUTIONS

OSCIA Provincial Annual Conference

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

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

Procedure for the Election of OSCIA President and Executive Members

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

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

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

Resolutions at the OSCIA Annual Conference

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

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

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

Please read carefully. Questions or clarification can be obtained from any Provincial Director or Executive Director, or by calling the Provincial office (800-265-9751)

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

Presenting Resolutions at the OSCIA Annual Conference

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

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

- a) Define the problem.
- b) Develop arguments.
- c) Select valid and relevant arguments.
- d) Decide on best solution to the problem.
- e) Write the resolution. Be clear and concise. It may take time and discussion to reach this step.

WHEREAS (argument) , and

WHEREAS (argument) ,

THEREFORE, BE IT RESOLVED, (solution) .

- f) Avoid using the word lobby when writing resolutions.
- g) Have someone read the resolution who was not directly involved in the discussions.
- h) Re-write if necessary.
- i) The resolution must be within the mandate of the organization.

Example: GYPSY MOTH

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

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

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

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

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

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

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

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

11. How is a resolution presented at the OSCIA Annual Conference?

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

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

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

12. Who is eligible to vote on resolutions?

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

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

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

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

RESOLUTION TEMPLATE

Resolution – NAME OF COUNTY/DISTRICT – topic of resolution

WHEREAS text here, and

WHEREAS text here, and

WHEREAS text here.

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

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

OSCIA - Local Association Obligations (Constitution)

See Section 7 for Full Constitution

“Membership

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

Clarification: Fees and lists are due February 15.

“Membership

2.(g) The minimum membership fee paid by the Local Association to the Association shall be \$25 PER member. . Notwithstanding the foregoing, any Local Association that is unable to meet this financial requirement may appeal to the Executive of the Association.”

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

“Membership

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

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

“Delegates and Annual Meeting

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

Clarification: (If membership fee is paid):

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

Handling Constitution Changes

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

Procedure:

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

Proposal for an OSCIA ‘Best Practices’ Farm Tour Protocol

Information provided by Chris Duke, OMAFA

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

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

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

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

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

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

SECTION 5 - OSCIA - RESEARCH PRIORITIES & COMMITTEES

RESEARCH COMMITTEES	
Agricultural Wildlife Conflict Working Group	
Canadian Corn and Pest Coalition	
Ontario Cereal Crops Committee	
Ontario Corn Committee	
Ontario Pulse Crop Committee	
Ontario Soybean & Canola Committee	
Ontario Soil Management Research & Services Committee	
Ontario Weed Committee	
OSCIA STANDING COMMITTEES	
Ontario Certified Crop Advisors Association	
Canada's Outdoor Farm Show	
Farm and Food Care Ontario	
AgScape	
Ontario Forage Council	
Ontario Professional Agri-Contractors Association	
Ontario Ag Conference Committee	
Soil Action Group	
OSCIA INTERNAL COMMITTEES	
Nominations Committee	
Resolutions Committee	
Finance Committee	
Research Committee	
Membership Committee	
Governance and Board Engagement Committee	

OSCIA Committee Involvement

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

OSCIA Internal Committees

Nomination Committee

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

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

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

Resolutions Committee

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

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

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

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

The resolution responses are compiled as they are received.

Finance Committee

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.

Governance and Board Engagement Committee

This committee is made up of members of the board of directors as well as the Executive Director. The committee ensures the organization adheres to the highest standards of governance, maintaining transparency, accountability, and integrity in its operations and decision-making processes, overseeing board functions and compliance.

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.

Learning Day Venture and AGM Committee

The purpose of this committee is to plan and provide a stimulating and informative annual meeting and Deep Dive program. . The committee is comprised of members of the Board of Directors as well as provincial staff. .

Duties include:

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

SECTION 6 - OSCIA INFORMATION TECHNOLOGY (IT)

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

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

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

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

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

OSCIA Website

Link to website: www.ontariosoilcrop.org

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

- Information on becoming a local SCIA member, along with the benefits of membership
- General information on OSCIA as an organization
- Detailed listing of Program information
- Link to the Grant Blog - where you can find the 2023-2028 Grassroots Grants Guidelines and forms,
- Crop Advances
- Ontario Forage Master Program information, Guidelines, previous winner(s)
- Soil Champion Award information & Past winner(s)
- Local Association Listing of Presidents & Secretaries & their contact information
- Regional Association Listing of Presidents, Secretaries & RCCs & their contact information
- OSCIA Board of Directors' contact information
- OSCIA Provincial Staff contact information
- Listing of Upcoming SCIA events & workshops
- Supplies available from the Provincial office and a blank order form
- News Release(s)
- Provincial Newsletters & Regional Newsletters

SECTION 7 - OSCIA CONSTITUTION AND BY-LAWS

CONSTITUTION AND BY-LAWS

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

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

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

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

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

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

DEFINITIONS

Association - Ontario Soil and Crop Improvement Association

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

Ministry - Ministry of Agriculture, Food and Rural Affairs

Minister - Minister of Agriculture, Food and Rural Affairs

Local Association - County or District Soil and Crop Improvement Association

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

Region - Regional Association geographic area containing local associations

OBJECTS

1. The objects of the Association shall be:

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

MEMBERSHIP

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

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

DELEGATES AND ANNUAL MEETING

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

ANNUAL AND SPECIAL MEETINGS

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

DIRECTORS

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

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

SPECIAL PROJECTS/INITIATIVES

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

VICE-PRESIDENTS

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

DUTIES OF PRESIDENT AND VICE-PRESIDENTS

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

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

DUTIES OF EXECUTIVE DIRECTOR AND TREASURER

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

DUTIES OF DIRECTORS

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

AUDITORS

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

FISCAL YEAR

12. The fiscal year shall be from Oct. 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 SCIAs

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

CONSTITUTION AND BY-LAWS

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

OBJECTIVES

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

MEMBERSHIPS

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

DIRECTORS

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

MEETINGS

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

ELECTION of PROVINCIAL BOARD DIRECTOR

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

QUORUM

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

EXECUTIVE OFFICERS

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

DUTIES OF OFFICERS

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

DUTIES OF THE SECRETARY-TREASURER

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

COMMITTEES

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

AUDITORS

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

YEAR END

17. The fiscal year end of the Region shall be _____.

AMENDMENTS TO CONSTITUTION AND BY-LAWS

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

_____ (include date ratified by the Region)

Model Constitution for Use by County/District SCIA's

Article 1 - Name

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

Article 2 - Objectives

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

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

Article 3 - Members

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

Article 4 - Honorary Membership

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

Article 5 - Membership Fees

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

Article 6 - Powers and Duties of the Board of Directors

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

Article 7 - Fiscal Year

The fiscal year of the association will be_____.

Article 8 - Annual and Special Meetings

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

Article 9 - Quorum

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

Article 10 - Powers and Duties of Officers

Executive Committee

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

Past President

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

President

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

Vice-President

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

Secretary and Treasurer

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

Article 11 - Auditors

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

Article 12 - Amendments to By-Laws

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

SECTION 8 - COMMUNICATING WITH YOUR AUDIENCE

Presenting Yourself with Confidence

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

Fielding Questions

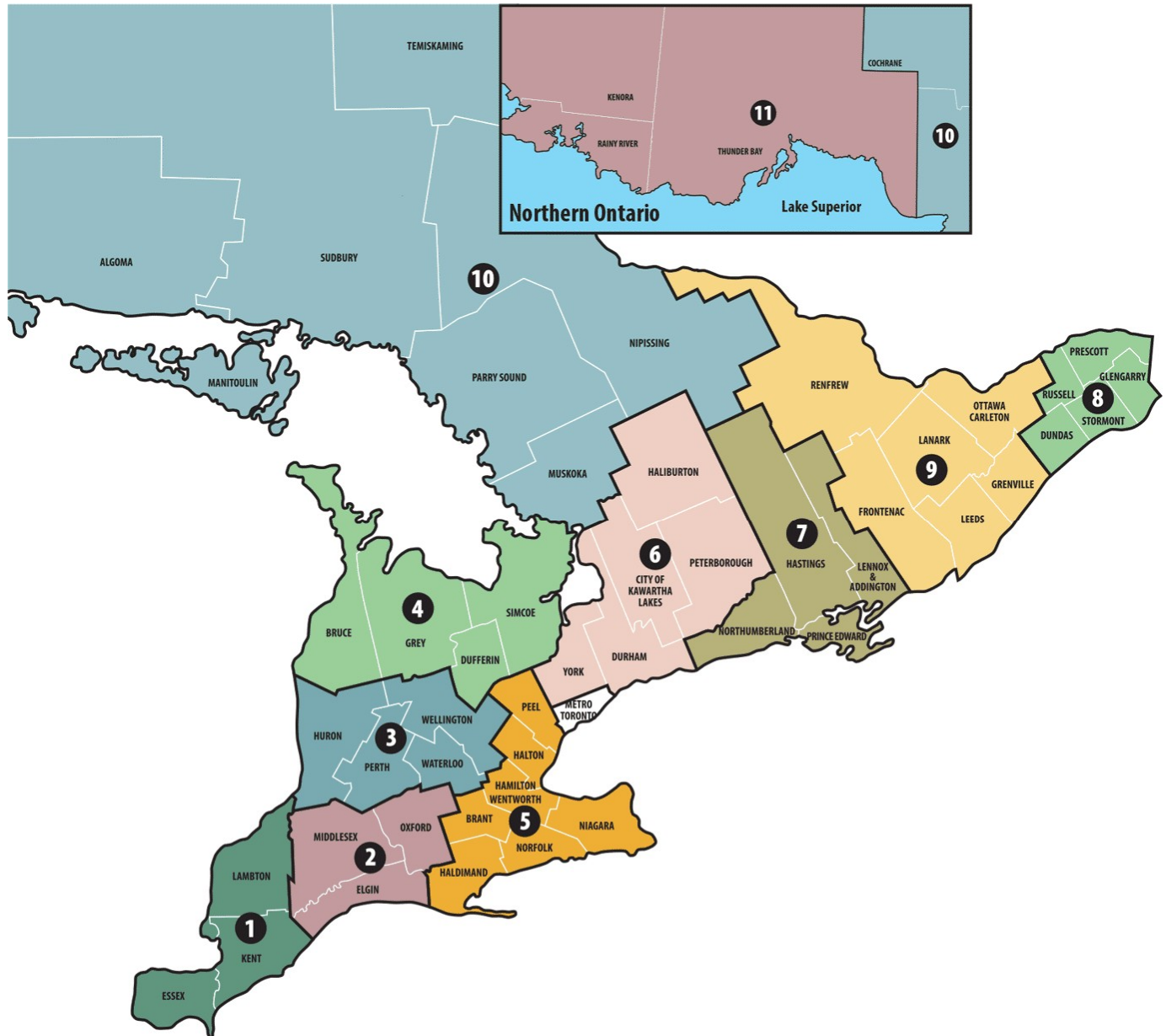
- You have been asked to speak; therefore, perceived as an authority.
- As long as you prepare in advance, you should have no difficulty answering questions from the floor.
- Remember; it's not just what you say, it's how you say it that determines whether your audience will believe you.
- Prepare by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

The 5 Ws of Information Gathering for writing articles

Use this format to gather information from others. Call the President or other members from the counties/districts where an event took place, and go through the listed questions, write out the responses, and prepare an article based on the information provided.		
What?	What was the event called?	
Where?	Where did the event take place? (town, county, who's farm)	
When?	When did the event take place? (date, time)	
Who?	Who organized the event? Who attended? Who sponsored? Who greeted? Who presented? Who all did what?	
Why?	What was the purpose of the event or activity? What did the participants gain?	
Other		

SECTION 9 - APPENDICES

Regional Boundary Map



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

President/Secretary Form



President and Secretary-Treasurer Form

County/District/Region: _____ Date: _____

PRESIDENT (Full Name and Address):

Name: _____

Address: _____

_____ Postal Code: _____

Phone: () _____ Fax: () _____

E-Mail: _____

SECRETARY-TREASURER (Full Name and Address):

Name: _____

Address: _____

_____ Postal Code: _____

Phone: () _____ Fax: () _____

E-Mail: _____

Please return this completed form to:

Kathleen Pentland kpentland@ontariosoilcrop.org
OSCIA
1-367 Woodlawn Road
Guelph, Ontario, N1H 7K9

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

Contact Choice: _____

Annual Conference - Delegate Registration Form



DATE HERE OSCIA ANNUAL CONFERENCE

DATE OF CONFERENCE & LOCATION

HERE

THIS FORM **MUST** BE USED IN ORDER TO REGISTER.

DOWNLOAD, COMPLETE, MAIL, OR EMAIL
(kpentland@ontariosoilcrop.org) Fax: 519-826-4224

County / District: _____

The following people will be attending the OSCIA Annual Conference:

OFFICIAL DELEGATE:

Name: _____
Position: _____
Address: _____

Phone #: _____ Fax #: _____
Email: _____

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

Name: _____
Position: _____
Address: _____

Phone #: _____ Fax #: _____
Email: _____

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

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

Kathleen Pentland
Executive Assistant
OSCIA
1-367 Woodlawn Rd.
Guelph, Ontario, N1H 7K9

DATE HERE OSCIA MEMBERSHIP LIST
(PLEASE PRINT OR TYPE CLEARLY)

ASSOCIATION: _____

DATE: _____

NAME	ADDRESS	TOWN	POSTAL CODE	TELEPHONE	EMAIL

TOTAL MEMBERS _____ X \$7.50 PER MEMBER = \$ _____

(Please make photocopies of this form if required)

OSCIA Supplies, Price List & Order Form

For any information on supplies available and how to order please visit

<https://www.ontariosoilcrop.org/skills-development-resources/> and scroll down to Association Resources.



ORDER FORM

RECOGNITION CERTIFICATE/ AWARD OF MERIT

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

County/District: _____

Send to: _____

Name on award: _____

Date being presented: _____

Name of event: _____

Send to: Kathelen Pentland
kpentland@ontariosoilcrop.org

OSCIA
1-367 Woodlawn Rd.
Guelph ON N1H 7K9

(for provincial office only)

Order received: _____

Date mailed: _____



ORDER FORM

SOIL & WATER CONSERVATION FARM AWARD - FARM GATE SIGN

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

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

County/District: _____

Send to: _____

Recipient of award: _____

Date being presented: _____

Name of event: _____

Send to: Kathleen Pentland
kpentland@ontariosoilcrop.org
OSCIA
1-367 Woodlawn Rd.
Guelph ON N1H 7K9

(for provincial office only)

Order received: _____

Date mailed: _____



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

Duties

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

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

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

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

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

Should a Director have a conflict they shall:

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

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

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

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

Updated: July 2016