



**CONSTITUTION AND BY-LAWS
OF THE
UXBRIDGE-SCOTT
AGRICULTURAL SOCIETY**

Ratified at AGM January 30, 2025

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CONSTITUTION AND BY-LAWS OF THE UXBRIDGE-SCOTT AGRICULTURAL SOCIETY

ARTICLE 1- NAME

The name of the Society shall be "The Uxbridge-Scott Agricultural Society" also known as "The Uxbridge Fair " and shall operate the Uxbridge Fair (hereinafter, the "Society").

ARTICLE 2 - AUTHORITY

The Society is organized under the authority of the *Agricultural and Horticultural Organizations Act* of the province of Ontario, RSO 1990, c A.9 (as amended) ("AHOA") and all articles of this document intend to conform with this act and its regulations.

The Society is also subject to the provisions of the Ontario *Not-for-Profit Corporations Act, 2010*, SO 2010, c 15 ("ONCA"), that do not conflict with the provisions of the AHOA.

The invalidity or unenforceability of any provision of these Articles and/or By-laws shall not affect the validity or enforceability of the remaining provisions of these Articles and By-laws

If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the AHOA or ONCA, the provisions contained in the Articles or the AHOA or ONCA, as the case may be, shall prevail.

The Society and the Ontario Association of Agricultural Societies ("OAAS") are separate and distinct legal entities, and neither shall have the authority to bind, or shall be liable for, the acts of the other.

ARTICLE 3 - PURPOSES

The purposes of the Society shall be in accordance with the objectives as stated in the AHOA which read as follows:

1. The objectives of a Society shall be to encourage an awareness of agriculture generally and to celebrate the accomplishments and important contributions of the agricultural community by
 - a. Researching the needs of the local and agricultural community and creating educational programs to meet those needs
 - b. Holding agricultural exhibitions featuring competitions for which prizes may be awarded
 - c. Promoting the conservation of natural resources
 - d. Encouraging the beautification of the agricultural and local community
 - e. Supporting and providing facilities to encourage activities intended to enrich rural life and draw together both rural and urban citizens for their mutual enjoyment and benefit
 - f. Developing and conducting activities to encourage young people to participate in activities of the society

2. The Society shall carry out its activities without purpose of gain for Members. Any profits or other accretions of gain shall be used for the purpose of promoting the purposes and objectives of the Society.

ARTICLE 4 - HEAD OFFICE

The head office of the Society shall be located in or about the Town of Uxbridge, in the province of Ontario, Canada and at such a place therein as determined from time to time by the Board of Directors of the Society.

ARTICLE 5 - MEMBERSHIP

5.1 Number of Classes

The Society has two classes of membership, who are referred to collectively herein as the Members.

5.2 Classes of Membership

5.2.1 General Member

5.2.1.1 Eligibility as General Member

1. Every person 18 years and older shall be entitled to be a General Member of the Society by paying the annual membership fee set by the Board of Directors.
2. A corporation or business may become a Member by paying the annual membership fee, but only one person shall exercise the privileges of membership in the Society on behalf of that corporation or business in that year.

5.2.1.2 Voting Rights of General Member

1. The annual membership fee must be paid prior to the beginning of the Annual Meeting for that year in order to be eligible to vote at such Annual Meeting.
2. Subject to clause 1 above, any person who is a General Member or who is the named representative or agent of a corporation or business that is a General Member and who is at least eighteen (18) years old is entitled to vote at meetings of the Society

5.2.2 Honorary Member

5.2.1 Eligibility as Honorary Member

1. The Board of Directors may elect Honorary Life Members who, from that time forward, are not required to pay annual membership fees.
2. Honorary Life Members shall have all the privileges of Members who have paid annual fees.
3. The Board of Directors may confer "Honorary Membership" at its pleasure.
4. An updated list of Honorary Life Members will be published each year in the Fair Book.

5.2.2 Voting Rights of Honorary Member

Any person who is an Honorary Life Member or is the named representative or agent of a corporation or business that is a representative or agent of a corporation or business that is an Honorary Life Member and who is at least eighteen (18) years old is entitled to vote at meetings of the Society.

5.3 One Vote Per Member

Members who are eligible to vote as per the voting rights listed above, are entitled to one vote at a meeting of the members.

5.4 Member in Good Standing

A Member in Good Standing has met the eligibility requirements of their class, and their membership fees are current and paid as per Society by-laws.

ARTICLE 6 - DIRECTORS

1. The Board of Directors shall consist of a minimum of 12 and a maximum of 18 directors elected in accordance with By-law 3 of the Society.
2. The affairs of the Society shall be managed by the Board of Directors.

ARTICLE 7 – DISSOLUTION OF SOCIETY

7.1 Process

The directors shall call a special meeting of the Members to discuss the proposed dissolution of the Society.

At least 30 days' notice and not more than 50 days of the special meeting shall be given by delivery notices of the meeting by email or regular mail to each member, each director and officer and to the auditor or persons appointed to conduct the financial review at the last address/email address registered with the Society.

The notice for this meeting must contain sufficient information regarding the possible dissolution of the Society to permit the members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

7.1.1 Contacting Minister (OMAFRA)

Upon the passing of a special resolution at a special meeting of the Members of the organization duly called for that purpose, the Society President shall contact the Minister to request the dissolution of the Society.

7.1.2 Trustees

Upon dissolution of the Society by the Minister, the persons comprising the Board at the date of dissolution are the trustees of the assets of the organization and shall deliver to the Director (OMAFRA) a statement of the assets and liabilities of the organization.

7.2 Dispersal of Remaining Assets

In event of the dissolution of the Society, after payment of all debts and liabilities, in accordance with the AHOA, subject to the approval of the Director (OMAFRA), the remaining assets shall be disposed of by the trustees of the Society in such manner as they may determine.

ARTICLE 8 – ORGANIZATION TYPE

The Society qualifies as an “agricultural society” under Section 22 of the AHOA.

BY-LAWS

BY-LAW 1 - GENERAL

1.1 Interpretation

All terms contained in this By-law that are defined in the AHOA and ONCA Acts shall have the meanings given to such terms in the Acts. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

BY-LAW 2 - MEMBERS

2.1 Classes of Membership

The Society's classes of membership are listed in **Article 5.2 Classes of Membership**.

2.2 Payment of Fees

A General Member must pay the annual membership fee by the date of the annual meeting (usually in January of each year) for that member to be considered "in good standing".

The membership fee shall be determined from time to time by the Board of Directors and recorded in a Society by-law.

2.3 Renewal of Membership

The membership term is one (1) year with the term beginning December 1 and ending November 30.

2.3.1 Notice of Renewal of Membership dates will be:

1. Emailed to last address on record for member, director or officer.
2. Posted on Society website or social media site.
3. Sent by Canada Post to last address on record for member, director, or officer.

2.4 Privileges of Membership

1. Every Member in good standing is entitled to:
 - a) receive notice of, attend, speak at any annual meeting, special, or general meeting of the membership;
 - b) participate in the activities of the Society as shall be defined by the Board of Directors each year,
2. In addition, every Member in good standing with voting privileges as per Article 5 is entitled to:
 - a) vote at any annual meeting, special, or general meeting of the membership
 - b) unless otherwise stipulated, be elected or appointed as a director or serve as an officer;
 - c) Submit resolutions to the Association as per the requirements in By-law 5.5.2.4 Resolutions by Member.

2.5 Transfer of Membership

Membership in the Society is not transferable.

2.6 Termination of Membership

Membership in the Society automatically terminates upon the occurrence of any of the following events:

- a) The member's term of membership expires and was not renewed within the required time frame
- b) the resignation in writing of a member
- c) the death of a member
- d) the insolvency or dissolution, as applicable, of an associate or business member OPTIONAL
- e) the member is expelled or the person's membership is otherwise terminated in accordance with the articles or by-laws of the Society
- f) the liquidation or dissolution of the Society under the AHOA.

2.7 Disciplinary Act or Termination of Membership for Cause

All members are expected to /shall act appropriately and treat Society directors, officers, volunteers, members, exhibitors, visitors and guests with courtesy and respect at all times.

- a) The Board may pass a resolution authorizing disciplinary action or the termination of membership for any one or more of the following grounds:
 - i) violating any provision of the articles, by-laws or written policies of the Society.
 - ii) carrying out any conduct which may be detrimental to the Society as determined by the Board in its sole discretion
- b) In the event the Board determines that a member should be disciplined or terminated from membership in the Society, the President, or such other Officer as may be designated by the Board, shall provide at least fifteen (15) days' written notice of disciplinary action or termination to the member and shall provide specific reasons for the proposed disciplinary action or the termination of Membership. The notice of proposed disciplinary action or the termination of Membership shall be sent via registered mail and email to the last address provided by the member when they became/renewed their membership.
- c) The member receiving the notice shall be entitled to give written submissions to the President, or such other Officer as may be designated by the Board opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the member before making a final decision regarding disciplinary action or termination of membership.
- d) In the event that no written submissions are received, the President, or such other Officer as may be designated by the Board, may proceed to notify the member that the member is subject to disciplinary action or the termination of membership in the Society.

e) If written submissions are received in accordance with this section 2.7 Disciplinary Act or Termination of Membership for Cause, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision. Notification shall be in writing within a reasonable time. The Board's decision shall be final and binding on the member, without any further right of appeal.

f) upon the suspension or termination of membership or request of the Board, the member is required to return all Society property to the President, or such other Officer as may be designated by the Board. This includes, but is not limited to files and documents, equipment, computers, phones, passwords or access codes, tools, keys or items used to access property, buildings, or storage, vehicles, etc.

BY-LAW 3 – SOCIETY BOARD OF DIRECTORS

3.1 Board of Directors

3.1.1 Composition of the Board of Directors

The Board of the Directors of the Society shall consist of the number of elected or appointed directors as per Article 6 – 6.1 Number of Directors.

3.1.2 Terms of Office

- a) The Society has stipulated the number of directors in Article 6 – 6.1 Number of Directors
- b) directors shall be elected for a term of 2 years.
- c) at each annual meeting, a number of directors equal to the number of directors retiring plus any vacancies then outstanding shall be elected or appointed.
- d) Based on a 2 year term, 50 % of the director positions shall be up for election each year.
- e) Directors shall be eligible for re-election at the end of the 2 year term. Their service will be limited to two consecutive 2-year terms.

3.1.3 Nomination of Directors

To facilitate the election, the Past President or designate shall chair a Nominating Committee and shall have a slate of Members who are willing to stand for election.

Members wishing to have their names appear on the slate should contact the Past President or Designate in writing no later than seven (7) business days preceding the Annual General Meeting.

Nominations from the floor are not permitted.

3.2 Election of Directors

3.2.1 Eligibility and Qualifications

All candidates for the position of director must meet the Eligibility and Qualification requirements.

3.2.1.1 Eligibility to Become a Director

All candidates for the position of director shall

- a) be a General Member or Honorary Life Member of the Society as set out in By-law 2 above for at least one year.
- b) have reached the age of 18 as of the date of the annual meeting.

3.2.1.2 Qualifications for Director Position

Each person elected or appointed as a director or ex-officio director must meet the following Qualifications and continue to meet these Qualifications of the position of director.

- a) must be an individual who is at least eighteen (18) years of age as of the date of their selection as a director
- b) must not have the status of bankrupt;
- c) must not be a person who has been found under the substitute decisions act, 1992 or under the Mental Health Act to be incapable of managing property;
- d) must not be a person who has been declared incapable by any court in Canada or elsewhere;
- e) must consent in writing to hold office as a Director within ten (10) days after their election or appointment, provided that where a Director consents in writing more than ten (10) days after election or appointment, it shall not invalidate their election or appointment as a Director. This does not apply to a director who is re-elected or reappointed where there is no break in his or her term of office.
- f) must continue to be a General or Honorary member in good standing of the Society;
- g) is expected to attend all regular meetings of the Board of Directors and committee meetings of which they are a member. Board members must meet the criteria set out in the Society policy regarding attendance at regular Board and committee meetings to continue to meet the qualifications of a director. OPTIONAL – at Society’s discretion. If this is included – the Society must create the accompanying Policy
- h) must sign the Society’s Code of Conduct document within 14 days of being elected as a director – OPTIONAL – at Society’s discretion
- i) must abide by the Society’s Code of Conduct. OPTIONAL – at Society’s discretion. If this point is included, the Society should consider ensuring that their Code of Conduct has objective stipulations that can be enforced
- j) must provide the appropriate Police Records Check (PRC) as indicated in the Society policy, within 30 days of being elected as a director. The Board may provide an extension of the deadline if the Director has submitted the application but the PRC document/approval is still being reviewed by the police force. – OPTIONAL - at Society’s discretion - may wish to consider especially if Director has a ‘position of trust’ over vulnerable persons (i.e., youth or seniors)
- k) abide by Conflict-of-Interest guidelines as per By-law 7 - 7.1 Conflict of Interest AND/OR Society policy. OPTIONAL – at Society’s discretion
- l) may not have been convicted of a Criminal Code offence for which a pardon has not been granted. OPTIONAL – at Society’s discretion

If a person ceases to meet the qualifications as provided in this section, the person thereupon ceases to be a director as per **3.2.1.3 – Director ceases to meet Qualifications** and the vacancy so created may be filled in the manner prescribed by **Section 3.3.3 Filling Vacancies**

3.2.1.3 Director ceases to meet Qualifications

A director immediately ceases to hold office when they no longer meet the **3.2.1.2 Qualifications for Director Position**.

3.3 Resignation, Departure or Removal of Director

3.3.1 Vacation of Office of Director

The office of a director shall be vacated immediately:

- a) if the director resigns by written notice to the Corporation/Society, resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- b) if the director dies or becomes bankrupt;
- c) if the director is found to be incapable by a court or incapable of managing property under Ontario law; or
- d) if, at a meeting of the members, the members by ordinary resolution removes the director before the expiration of the director's term of office.
- e) if the director no longer meets the 'Qualifications' of the position as listed under **By-law 3.2.1.2 – Qualifications for Director Position**

3.3.2 Removal of Director by Members before expiration of the Director's term of office

The members of a Society may, by ordinary resolution at a special meeting, remove from office any director or directors, except persons who are directors by virtue of their office.

3.3.2.1 Reasons or rationale for the removal of a director by the membership for any one of the following grounds:

- a) violating any provision of the articles or by-laws or written policies of the Society.
- b) carrying out any conduct which the members feel may be detrimental to the Society
- c) if the members feel that the director no longer meets the Qualifications of the Position as per **3.1.1.2 – Qualifications**

3.3.2.2 Process

3.3.2.2.1 Calling of a Special Meeting to remove a Director

- a) A signed petition of at least 10% of the members of the Society shall constitute the call of a special meeting of the membership for the removal of a director.
- b) The petition, which may consist of one or several documents of a similar form each signed by one or more members, shall include the reasons or rationale as per the information under **Section 3.3.2.1 Reasons or rationale for the requested removal of the director by the members** and must be sent to each director, ex-officio director and to the Society head office address.

3.3.2.2.2 Notice of Special Meeting

Upon the Society head office receiving the petition, they shall contact the Society President immediately. The President shall act on the request to hold a special meeting of the membership within 21 days of the receipt of the request.

Written notice of the special meeting, by electronic means, shall be sent to the members of the Society, no later than 14 days prior to the date of the meeting.

The notice of a special meeting of the members requested to remove the director must,

- a) state the nature of the reasons for removal in sufficient detail to permit a member to form a reasoned judgment on the business; and
- b) state the text of any special resolution to be submitted to the meeting.

3.3.2.2.3 Notice to Director

Written notice of the petition including the reasons stated as rationale for removal shall be sent to the director mentioned in the petition by registered mail and email to advise them that they have the right to submit a written statement opposing their removal.

- a) a director is entitled to give the Society President a written statement opposing their removal if a special meeting is called for that purpose. The director's statement shall be provided immediately to the members of the Society.
- b) any member is entitled to speak at a special meeting
- c) Passing of ordinary resolution at the special meeting is required to remove the director

3.3.3 Filling Vacancy after Resignation, Death or Removal of a Director

A vacancy on the Board shall be filled as follows, and the director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the director's predecessor:

- a) a vacancy created by the resignation, death or the removal of a director may be filled by a vote of the members at a special meeting called to fill the vacancy.
- b) a vacancy created by the removal of a director may be filled at the special meeting of the members at which the director is removed.
- c) a quorum of directors may fill a vacancy on the Board of directors.

3.3.4 Unfilled Vacancies

If a society has not selected, elected or appointed sufficient directors on the Board of Directors for the current term, the position(s) can remain vacant until the society fills the position(s) as long as the remaining number of directors constitute quorum.

- a) Where members fail to elect required number of directors, then directors who were elected (provided there is a quorum) may exercise all directors' powers.
- b) Provided by-law 3.3.3 allows, a quorum of directors may appoint directors to fill vacant positions, providing the number of appointed directors does not exceed one-third of the number of elected directors. The appointed directors shall serve until the next annual meeting.

3.3.4.1 No Quorum of Directors

If there is not a quorum of directors, the Board must immediately call a special meeting of the members, to elect or appoint additional directors, that will serve until the next annual meeting.

3.4 Duties and Powers of Directors

3.4.1 Standard of Care

Every director in exercising their powers and discharging their duties to the Society shall,

- (a) act honestly and in good faith with a view to the best interests of the Society; and
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

3.4.2 Duty to comply

Every director shall comply with,

- a) the AHOA, ONCA and the regulations, and
- b) the Society's Constitution, By-laws and Policies

3.4.3 Duties of Directors

1. The Directors of the Society are responsible for the holding of the Fair and must be available to assist in planning, promotion and work prior to and during the Fair.
2. The Board shall have the power to act for and on behalf of the Society in all matters, subject to the Society's bylaws and regulations and applicable legislation.
 - a. Documents requiring execution by the Society may be signed by any two Members of the Executive authorized by the Board to sign such documents, and all documents so signed are binding upon the Society without any further authorization or formality.
 - b. Signing officers shall be four in number — the Treasurer, the President, the first Vice-President and the second Vice-President, or any other Director approved by the Board of Directors.
3. The Board shall ensure that all necessary books and records are maintained, including provisions for appropriate storage and backup.
4. To encourage as broad participation as possible in the interest of furthering the Objects of the Society, the Board will encourage people in the community (both Members and non-Members) to participate by maintaining a handbook that describes generally the activities and responsibilities associated with various roles and positions such as but not limited to Directors of committees that oversee each Fair Class and Fair Day Volunteers. The Board may designate an individual to manage the Handbook.
5. Between annual meetings, the Society shall be governed by the Board of Directors. The management, direction and control of the affairs of the Society, including control over the Society's funds, properties, other assets and raising of revenue shall be vested in the Board of Directors.
6. The Board of Directors shall have the authority to develop and approve policies and procedures that it deems necessary to promote the interests and operations of the Society.
7. A Director shall perform all functions required of them as a member of the Board of Directors as provided for in this Constitution and By-laws and Policies
8. A Director shall act as a liaison between the Board of Directors and committee(s) as requested by the Board of Directors.
9. A Director shall attend all regular meetings of the Board of Directors.
10. A Director shall attend all meetings for the committees they have been appointed to.

3.4.4 Consent of Director at Meeting

A director who is present at a meeting of the directors or of a committee of directors is deemed to have consented to any resolution passed or action taken at the meeting, unless,

- a) the director's dissent is entered in the minutes of the meeting;
- b) the director requests that his or her dissent be entered in the minutes of the meeting;
- c) the director gives his or her dissent to the recording secretary of the meeting before the meeting is terminated; or
- d) the director submits his or her dissent immediately after the meeting is terminated to the corporation.
- e) a director who votes for or consents to a resolution is not entitled to dissent.
- f) a director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless within seven days after becoming aware of the resolution, the director,
 - i. causes his or her dissent to be placed with the minutes of the meeting; or
 - ii. submits his or her dissent to the corporation.

3.5 Committees

3.5.1 Establishment of Committees

The Board may establish committees and subcommittees from time to time in order to conduct its business more effectively. All committees are accountable to the Board of Directors.

The Board may dissolve any committee by resolution at any time.

- a) the Board may establish committees from time to time to conduct its business more effectively;
- b) the Board may dissolve any committee by resolution at any time;
- c) Ad hoc committees may be appointed by the Board as required;
- d) all committees are accountable to the Board of Directors;
- e) The Board shall create Terms of Reference for all committees.

3.5.3 Limits on Authority of Committees

No committee has authority to:

- a) bind the Society;
- b) submit to the members any question or matter requiring approval of the members;
- c) fill a vacancy among the directors or in the office of auditor of the Society, if applicable;
- d) appoint additional directors;
- e) issue debt obligations except as authorized by the Board;
- f) approve any financial statements;
- g) adopt, amend or repeal any by-law; or
- h) establish contributions to be made, or dues to be paid, by members.

3.6 Junior Directors

A minimum of 6 Junior Directors ages 13 to 17 years of age inclusive may be appointed at each Annual General Meeting to serve a 1 year term. They must be members of the Society and should attend the meetings of the Board but shall not have the right to vote.

3.7 Associate Directors

Associate directors shall be 18 years of age or over and must be members of the society. Associate Directors shall assist with a section and attend meetings as appropriate but shall not have the right to vote.

BY-LAW 4 – OFFICERS AND EXECUTIVE COMMITTEE

4.1 Officers

4.1.1 Standard of Care

Every officer in exercising their powers and discharging their duties to the Society shall,

- (a) act honestly and in good faith with a view to the best interests of the Society; and
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

4.1.2 Duty to comply

Every Officer shall comply with,

- a) the AHOA, ONCA and the regulations, and
- b) the Society's Constitution, By-laws and Policies

4.2 Selection of Officers

1. At the first meeting of the Board of Directors following the Annual Meeting, the Board shall elect/appoint the following officers of the Society, from among the directors:
 - a) A Chair/President; and
 - b) Additional officers:
 - 1st Vice President
 - 2nd Vice President
 - Past President
 - Secretary
 - Treasurer
 - Other positions that Society currently has
2. Upon the election/appointment of a new president, the outgoing president shall move to the position of Past President.
3. To be eligible for an officer position, a member must have been a director for a minimum of 1 year.

4.2.1 Secretary and Treasurer OR Secretary-Treasurer

1. It shall be the duty of the Board in each and every year to ensure that the Treasurer or Secretary-Treasurer provides financial statements at monthly meetings to the Board of Directors.
2. If the Board neglects to procure and maintain proper and sufficient Insurance and provide financial oversight, each member thereof shall be personally responsible for all funds of the Society that may have been received by the Treasurer or Secretary-Treasurer.

4.3 Terms of Office of Officers

Officers shall hold office until a successor has been elected or appointed by the Board.

4.4 Office held at Board's discretion

Officers shall cease to hold office until the earlier of:

- a) the Officer's successor being appointed or expiration of their term of office, if applicable
- b) the Officer's resignation,
- c) the Officer's death.
- d) Removal of the Officer by resolution of the Board at a meeting of which notice of intention to present such resolution has been given to all Directors.

4.5 Qualifications and Duties of Officers

Officers of the Society must:

- Be a member in good standing of the Society
- In addition, the following must apply:

4.5.1 The Chair of the Society shall:

- Be a director of the Society
- Shall hold the office of President as well
- Chair all Board and Member meetings
- Have the following voting rights

4.5.2 The President of the Society shall:

- Be a director of the Society
- Be responsible for general supervision of the affairs of the Society, and in so doing, may delegate specific duties or powers to other Executive members or other Directors.
- Have signing authority
- Shall hold the office of Chair as well
- Represent and promote the organization
- Be an ex-officio member of all committees
- Call, maintain order and preside at all meetings of the Board, may attend all Committee meetings where possible.
- The President may not move or second any motion from the floor. He/she may only vote to break a tie.

4.5.3 The First Vice President of the Society shall:

- Be a director of the Society
- Perform the duties of the President in his/her absence
- Carry out duties as prescribed by the Board of Directors
- Become President if a vacancy occurs

4.5.4 The Second Vice President of the Society shall:

- Be a director of the Society

- Perform the duties of the president in the absence of the President and the First Vice-President.
- Carry out duties as prescribed by the Board of Directors

4.5.5 The Past-President of the Society shall chair a Nominating Committee that will arrange the slate of officers for the Annual Meeting and oversee the election.

4.5.6 The Secretary of the Society shall:

- Be a director of the Society
- Follow the policies as determined by the Board of Directors;
- Attend all Board and Member meetings of the Society and keep true minutes thereof;
- Oversee the efficient administration of the Board and ensure that all Board business is implemented in a consistent and thorough manner;
- Attend all Committee meetings of the Society and keep true minutes thereof;
- Conduct the correspondence of the Society; and
- Keep a record of:
 - i) all business transactions of the Society;
 - ii) all minutes of Board and Member meetings, including but not limited to resolutions, motions and decisions.
 - iii) all resolutions passed by the Society;
 - iii) all amendments to the by-laws of the Society;
 - iv) a register of the Directors, Officers and Members
 - v) a list of the names and addresses of persons to whom prize money is paid and the amounts paid to each person;
 - vi) all minutes and reports of committees that may from time to time be appointed by the Society; and
 - vii) all annual statements and financial and auditor's reports;
- As per the AHOA, within ninety days of the annual meeting of the organization, and prior to the Annual Report deadline, will submit to OMAFRA,
 - i) a copy of the audited financial statement;
 - ii) a statement of the number of current members;
 - iii) a list of the directors and officers of the organization and their addresses; and
 - iv) a copy of the annual report submitted at the annual meeting;
- Notify all Directors and representatives of the Board of Executive Meetings and Board Meetings; and
- Carry out duties as prescribed by the Board of Directors

4.5.7 The Treasurer of the Society shall:

- Be a director of the Society
- Follow the policies as determined by the Board of Directors;
- Receive all monies paid to the Society and deposit them to the credit of the Society in a chartered bank/credit union/financial institution, as directed by the Society;
- Keep the securities of the Society in safe custody;
- Ensure monies owed by the Society are paid;

- Disburse cash for prizes won at the Fall Fair and prepare and send out cheques for prize winnings paid after the Fall Fair
- Keep or cause to be kept full and accurate proper books of account or make or cause to be made entries of all receipts and expenditures of the Society;
- Prepare the annual financial statements and the annual statement of assets and liabilities of the Society;
- Work with appointed auditors to ensure financial review is conducted;
- Prepare a monthly written financial report showing income and expenditures of the Society for the month;
- Prepare a budget of the annual operations of the Society for the approval of the Board;
- Attend district and provincial meetings of the Ontario Association of Agricultural Societies with expenses paid; and
- Carry out duties as prescribed by the Board of Directors

4.6 Executive Committee

Executive Committee will consist of the following members:

Chair/President

- 1st Vice President
- 2nd Vice President
- Past President
- Secretary
- Treasurer
- Manager
- Any other member appointed by the Board of Directors

4.6.2 Role & Powers of Executive Committee

The Executive Committee shall adhere to the policies established by the Board of Directors when providing oversight between regularly scheduled board meetings for all matters of a critical, urgent or time-sensitive nature pertaining to the organization.

In performing its duties, the Executive Committee shall:

- a. Have the power to enter into contracts in the name of the Society within approved policies and practices.
- b. Establish and maintain prudent policies and procedures for carrying out the day-to-day business of the Society to implement the provisions contained herein (or in their absence).
- c. Prepare general policies and actions for consideration and possible adoption by Members, and put into effect all policies and actions approved by Members.

4.7 Manager

- a. The Manager shall be appointed by the Board.
- b. The Manager shall receive remuneration as approved by the Board.

- c. The Manager shall attend district and provincial meetings of the Ontario Association of Agricultural Societies with expenses paid.
- d. The Manager will perform such duties as the Board prescribes.
- e. The Manager will be responsible for the physical operation of the Fair.
- f. The Manager shall be in charge of the physical set up and organization of the Fair.
- g. The Manager shall be in charge of set up and take down of the plant.
- h. The Manager will oversee the administration of the emergency plan.

BY-LAW 5 – MEETINGS OF THE SOCIETY MEMBERS

5.1 Those Entitled to be Present

The only persons entitled to be present at a meeting of members shall be:

- a) Members, voting and non-voting;
- b) the Directors, officers, staff and the auditors/financial reviewers of the Society, if applicable; and
- c) such other persons who are entitled or required under any provision of the Act, the Articles or By-Laws of the Society to be present at the meeting.

Any other person may be admitted only on the invitation of the Chair/President or by Ordinary Resolution of the Members.

5.2 Members' Meetings by Telephonic or Electronic Means

- a) If Board makes the decision to hold a hybrid members' meeting, the meeting notice will/shall indicate that members will have the option to participate by telephonic or electronic and the meeting notice will provide all the required information to participate by telephonic or electronic means. The electronic or telephonic means must permit all participants to communicate adequately with each other during the meeting.
- b) The notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.
- c) If it is not stipulated in the meeting notice, the option to attend by telephonic or electronic means will not be available.
- d) Participation by telephonic or electronic means must permit all attendees to communicate adequately with each other during the meeting must provide that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. 2023, c. 9, Sched. 22, s. 3 (2).
- e) Any person participating by telephonic or electronic means is deemed to be present at that meeting. Any security, confidentiality, or other considerations with respect to the conduct of such a meeting shall be as determined by the Board from time to time.
- f) Provided that at the outset of each such meeting, and whenever votes are required, the chair of the meeting shall confirm that a quorum is present.
- g) As per information provided in the "Notice of Meeting", members may be required to register for the meeting a specified period PRIOR to the actual meeting.
- h) The Society is not responsible if a member cannot participate fully in the meeting by telephonic or by electronic means due to the malfunction or unavailability of the member's equipment or application, program, or software, or the malfunction or unavailability of the communication platform (i.e., Zoom), internet or phone service being used by the member or the Society.

5.2.1 Meeting may be Held Entirely by Telephonic or Electronic Means

The Directors or Members may call a meeting of the members and provide that the meeting be held entirely by telephone or electronic means that provides that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously.

5.3 Voting

5.3.1 Eligibility to Vote

See **Article 5.2 Classes of Membership** for voting rights of members

5.3.2 Method of Voting

- a) Each member shall have one (1) vote on each question raised at any meeting of the Members, and all questions shall be determined by ordinary resolution, unless otherwise specified.
- b) At all meetings of members, every question shall be decided by a show of hands unless a ballot is required by the chair of the meeting or requested by any member. Whenever a vote by show of hands has been taken upon a question, unless a ballot is requested, a declaration by the chair of the meeting that a resolution has been carried or lost by the required majority and an entry to that effect in the minutes of the Society is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5.3.2.1 Electronic, Mail or Telephone Voting

In addition to voting in person, the Directors may provide for members to vote entirely by mail, telephone or electronic means or a combination of in-person or electronic, mail or telephonic means.

If electronic, mail or telephonic means of voting is allowed, it must:

- a) be noted in the meeting notice that voting by electronic, mail or telephonic means is being allowed and instructions for voting and joining the meeting must be provided
- b) allow for verification that the votes are made by the members entitled to vote;
- c) The Society is not responsible if a voting delegate cannot participate fully in the voting process due to delays or issues with Canada Post or due to the malfunction or unavailability of the delegate's equipment or application, program, or software, or the malfunction or unavailability of the voting platform, or internet being used by the delegate or the Society.

5.3.3 Proxy votes

Proxy votes are not permitted at any general, annual or special meeting of the Society.

5.4 Quorum

- a) Fifteen (15) members at the meeting shall constitute a quorum for the transaction of business at a members' meeting.
- b) A quorum must be present throughout the meeting in order for the Members to proceed with the business of the meeting.
- c) If a quorum is not present at the opening of a meeting of the members, the members present may adjourn the meeting to a fixed time and place, but may not transact any other business.
- d) If the meeting is adjourned because of lack of quorum, if it is to be continued within 30 days, attendees shall be informed of the time, date and location of the follow up meeting, but members do not need to be given notice of the meeting.
- e) If the meeting will be held partially or entirely by electronic or telephonic means, instructions shall be provided about how to attend and participate.
- f) If the follow up meeting continues after 30 days, notice shall be given.

5.5 Meetings

5.5.1. List of Eligible Members

The secretary (or secretary-treasurer, as the case may be) shall have available at members' meetings, a list of those members eligible to vote and hold office as determined in **Article 5.2 Classes of Membership**

5.5.2 Annual Meeting

5.5.2.1 Notice of Annual Meetings

At least 14 days', and not more than 50 days', notice of every annual meeting shall be given by delivery notices of the meeting by email, website, social media, local paper to every member of the Society, Directors and Officers and to the auditor or person(s) appointed to conduct the financial review at the last address/email address registered with the Society. The purpose of the meeting shall be stated in such notice and a copy of the agenda shall be included in such notice.

5.5.2.2 Time and Place of Annual Meeting

The annual meeting shall be held in January of each year, and no more than 15 months after the previous annual meeting, at Township of Uxbridge.

5.5.2.3 Business to be conducted at the Annual Meeting

Business to be conducted at each annual meeting shall include:

- a) receipt of the agenda including resolutions
- b) receipt of the minutes of the previous annual and subsequent special meetings
- c) a report from the Board of the activities and accomplishments of the Society since the last annual meeting
- d) consideration of the audited financial statements
- e) report of the auditor or person who was appointed to conduct to do the financial review for the previous year
- f) Reappointment or new appointment of auditor(s) or person(s) to conduct a financial review for the upcoming year
- g) election of Directors
- h) Such other or special business or resolutions as may be set out in the notice of meeting

No other item of business shall be included on the agenda for an annual meeting unless a Member's resolution has been given to the secretary prior to the giving of notice of the annual meeting in accordance with ONCA, so that such item of new business can be included in the notice of annual meeting.

5.5.2.4 Resolutions by Member

Voting members may submit a resolution to the Board on any matter that the member intends to raise at the annual meeting.

The member shall pay any costs of including the proposal in the notice of meeting.

Resolutions shall be delivered to the Society Secretary in writing, a minimum of 60 days prior to the Annual Meeting. Such resolutions shall be reviewed by the Executive Committee prior to the Annual Meeting, and the Committee or Board may ask for rewording or clarification from the originator(s).

The Society shall include member resolutions in the notice of the meeting and, if requested by the member, must include a statement in support of the proposal by the member and the name and address of the member.

The Board may refuse to include a member resolution in the meeting notice if:

- the resolution is not submitted to the Society at least 60 days before the date of the meeting;
- it clearly appears that the primary purpose of the resolution is to enforce a personal claim or redress a personal grievance against the Society or its directors, officers, members or debt obligation holders;
- it clearly appears that the resolution does not relate in a significant way to the activities or affairs of the Society;
- not more than two years before the receipt of the resolution, the member failed to present in person, at a meeting of the members, a resolution that had been included in a notice of meeting at the member's request;
- substantially the same resolution was submitted to members in a notice of a meeting of the members held not more than two years before the receipt of the resolution and the resolution was defeated; or
- the rights conferred are being abused to secure publicity.

5.5.2.4.1 Notice of Refusal

If the Board refuses to include a resolution in a notice of meeting, it shall, within 10 days after the day on which it receives the resolution, notify the member submitting the resolution of its intention to omit it from the notice of meeting and of the reasons for the refusal.

5.5.2.4.2 Notification of Members

The notice of meeting provided to members for any annual or special meeting that will be dealing with resolutions will include a copy of all resolutions and be sent at least 30 days in advance of the annual meeting with notification that the resolutions and proposed amendments will be considered at the annual meeting.

5.5.3 Special Meetings

5.5.3.1 Calling of Special Meetings

The directors may call a special meeting of the members.

The members of a society who hold at least ten percent (10%) of votes that may be cast at a meeting of the members, may petition the directors to call a special meeting for the transaction of the business mentioned in the petition.

The petition, which may consist of one or several documents of a similar form each signed by one or more members, must state the business to be transacted at the meeting and must be sent to each director and to the society office.

The meeting shall be held within 21 days after receiving the requisition/petition and shall be advertised in the manner prescribed by **By-law 5 - Section 5.5.3.2 Notice of Special Meeting**.

5.5.3.2 Notice of Special Meeting

At least 10 days', and not more than 50 days', notice of a Special Meeting shall be given by delivery notices of the meeting by email to each member, each Director and Officer and to the auditor or person(s) appointed to conduct the financial review at the last email address registered with the Society. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

5.5.3.3 Reason for Special Meeting

- a. A Special Meeting will be called to deal with the selling, mortgaging, leasing or otherwise disposing of property owned by the Society.
- b. A Special Meeting will be called to deal with removal of Directors/election of new Directors
- c. A Special Meeting may be called to deal with modifications to the Society's Constitution/ Articles and/or By-laws that are required to be dealt with prior to the next Annual Meeting.

If a Special Resolution is required for any votes, it must be passed by 2/3 of eligible voters at the meeting as per Article 5.2 Classes of Membership

5.5.4 General Meetings

5.5.4.1 Calling of General Meetings

The Board may call a General Meeting to discuss and/or vote on topics relating to the Society except for those that require a Special Meeting.

5.5.4.2 Notice of General Meeting

At least 10 days', and not more than 50 days', notice of Special Meeting shall be given by delivery notices of the meeting by email and website to each member, each Director and Officer and to the auditor or person(s) appointed to conduct the financial review at the last email address registered with the Society. Notice of any meeting must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any resolution if any are to be submitted to the meeting.

5.5.4.3 Reason for General Meeting

A general meeting may be scheduled on a regular basis or called to deal with any topic or business of the Society that does not deal with property, or the election, discipline or removal of directors.

5.5.5 Adjournment of Members' Meetings

- a. If a meeting is adjourned, as long as the attendees were informed at the time of adjournment of the time, date and location, you do not need to provide notice of the follow up meeting to the members. provided that the meeting of members is adjourned for less than thirty (30) days.

- b. If the follow up meeting will be partly or entirely electronic or by phone, then you must provide instructions about how to attend or participate.
- c. If a meeting of members is adjourned by one or more adjournments for an aggregate of more than thirty (30) days, notice of the adjourned meeting shall be given as per the Society's bylaws.

BY-LAW 6 – MEETINGS OF THE BOARD OF DIRECTORS

6.1 Calling of Board Meeting

A meeting of the Board shall be called by the Secretary upon the direction of the President, or in the President's absence, the 1st Vice President, or by any three members of the Board, by notifying all members of the Board.

6.1.1 Board Meeting

- a. If a quorum is present, the Board of Directors may, without notice, hold its first Board meeting immediately following the annual meeting of the Society.
- b. A meeting of the Board shall be called by the Secretary upon direction of the President or any three (3) Directors by sending notice thereof to all of the Directors at least seven (7) days before the time fixed for the meeting.
- c. Main agenda items shall be included in the notice of meeting.
- d. The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each director, and no other notice shall be required for any such meetings.
- e. At its first meeting after the Annual Meeting, the Board shall establish a general schedule for its meetings for the year, which shall meet once per month from February through November.
- f. The Board may adjust the schedule of meetings during the year, and may meet at other than the scheduled times at the call of the President.
- g. Any person, (even a non-Member) may attend a Board meeting other than *in camera* portions of meetings, but only Directors may vote.

6.1.2 Board Meetings by Telephonic or Electronic Means

- a. If Board makes the decision to hold an online or hybrid directors' meeting, the meeting notice will/shall indicate that directors will have the option to participate by telephonic or electronic and the meeting notice will provide all the required information to participate by telephonic or electronic means.
- b. The notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.
- c. If it is not stipulated in the meeting notice, the option to attend by telephonic or electronic means will not be available.
- d. Participation by telephonic or electronic means must permit all attendees to communicate adequately with each other during the meeting must provide that all

persons attending the meeting are able to communicate with each other simultaneously and instantaneously.

- e. Any person participating by telephonic or electronic means is deemed to be present at that meeting. Any security, confidentiality, or other considerations with respect to the conduct of such a meeting shall be as determined by the Board from time to time.
- f. Provided that at the outset of each such meeting, and whenever votes are required, the chair of the meeting shall confirm that a quorum is present.
- g. In the event of an in-person meeting, the Chair/Secretary may require at least 48 hours notice prior to the start of the meeting that the director would like to participate by telephonic or electronic means due to the time requirements and equipment required to hold a hybrid meeting.
- h. The Society is not responsible if a member cannot participate fully in the meeting by telephonic or by electronic means due to the malfunction or unavailability of the member's equipment or application, program, or software, or the malfunction or unavailability of the communication platform (i.e., Zoom), internet or phone service being used by the member or the Society

6.1.3 Quorum

Seven (7) of the Board, including at least three Members of the Executive Committee, shall constitute a quorum for a Board meeting.

- a. A quorum must be maintained throughout Board meetings
- b. Where there is no quorum because a director has a conflict of interest, remaining directors are deemed to be a quorum to vote on the resolution.
- c. If the members fail to elect the number or the minimum number of directors required by the articles, the directors elected may exercise all the powers of the directors if the number of directors so elected constitutes a quorum

6.2 No Alternate Directors

No person shall act for an absent director at a meeting of directors.

6.3 Voting

- a. Chair does not have a vote except to break a tie
- b. Each director shall have one (1) vote on each question raised at any meeting of the Board
- c. All questions shall be determined by a majority of the votes cast, unless otherwise specified in the by-laws.
- d. At all meetings of the Board, every question shall be decided by a show of hands unless a ballot is required by the chair of the meeting or requested by any director. Whenever a vote by show of hands has been taken upon a question, unless a ballot is requested, a declaration by the chair of the meeting that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Board is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- e. Proxies are not permitted at any meeting of directors.

- f. If a director does not agree with a motion passed at a meeting, they must register their dissent as per **By-law 3.4.4 Consent of director at meeting**.
- g. If a director is not present at a meeting, they will be deemed to have consented to a resolution or an action that was taken unless they provide notice of their dissent as per **By-law 3.4.4 Consent of director at meeting**.

6.3.1 Electronic or Telephone Voting

In addition to voting in person, the Board may provide for directors to vote entirely by mail, telephone or electronic means or a combination of in-person or electronic, mail or telephonic means.

If electronic, mail or telephonic means of voting is allowed, it shall:

- a. be noted in the meeting notice that voting by electronic, mail or telephonic means is being allowed and instructions for voting and joining the meeting must be provided
- b. allow for verification that the votes are made by the members entitled to vote; - OPTIONAL but would provide a similar opportunity to verify identify that is allowed at in-person meetings
- c. The Society is not responsible if a director cannot participate fully in the voting process due to delays or issues with Canada Post or due to the malfunction or unavailability of the delegate's equipment or application, program, or software, or the malfunction or unavailability of the voting platform, or internet being used by the director or the Society.

6.4 Executive Committee Meetings

6.4.1 Calling of Executive Committee Meetings

Meetings of the executive may be called by the Executive Director or President. at any time and any place on 7 days' notice, in writing by electronic mail, before the time fixed for the meeting to each member of the executive, stating the time and place of the meeting.

6.4.2 Notice of Executive Committee Meetings

For meetings of the executive, notice shall be given in writing by electronic mail at least 7 days before the meeting, except in case of emergency, when notice by other means of communication will be accepted.

6.4.3 Quorum

A quorum for an Executive Meeting shall be 4 executive members.

6.5 Committee Meetings

A quorum for a Committee Meeting (other than the Executive Committee) shall include at least 2 members or one third of its members, whichever is greater.

BY-LAW 7 - CONFLICT OF INTEREST AND REMUNERATION

7.1 Conflict of Interest

7.1.1 Disclosure

In accordance with ONCA or any Board by-laws or policies, a Director or Officer who,

- a. is a party to a material contract or transaction or proposed material contract or transaction with the Society; or
- b. is a director or an officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Society,

shall disclose to the Society or request to have entered in the minutes of meetings of the directors the nature and extent of his or her interest.

Directors and Officers who have declared that they have a direct, indirect or imputed interest in any matter, contract or transaction:

- 1) must not take part in the considerations or discussion of:
- 2) shall not attend any part of a meeting of the directors during which the matter, contract or transaction is discussed
- 3) shall not vote on any resolution to in regards to the matter unless the matter, contract or transaction is regarding approval for a contract or transaction for a) for indemnity or insurance for directors and officers under ONCA section 46 (1) Indemnification of directors and officers

7.1.2 Members' approval

If all of the directors are required to make disclosure under **Bylaw 7.1 Conflict of Interest**, the contract or transaction may only be approved by the Society members unless the contract or transaction, is one described in clause (a). for indemnity or insurance.

7.2 Remuneration

Remuneration for the Secretary, the Treasurer and the Manager shall be established by the Board and included in the budget. No compensation shall be paid to any other director, officer or member for the performance of their duties, but reasonable expenses incurred by a director, officer or member in the performance of his or her duties may be paid. However, a director, an officer or a member of the Society may receive reasonable remuneration and expenses for any services to the Society that he or she performs in any other capacity.

7.3 Confidentiality

Every director, officer, committee member, volunteer and employee of the Society shall respect the confidentiality of matters brought before the Board or before any committee of the Board, or any matter dealt with in the course of involvement of such person in the activities of the Society. All members in good standing must sign a confidentiality agreement upon applying for membership.

BY-LAW 8 – PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

8.1 Insurance

The Society shall purchase and maintain appropriate liability insurance for the benefit of the Society and each protected person. The insurance shall address coverage limits in amounts per occurrence with an aggregate maximum limit as deemed appropriate by the Board and shall include:

- 1) Property and public liability insurance;
- 2) Directors' and Officers' insurance; and,
- 3) may include such other insurance as the Board sees fit.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Society.

It shall be the obligation of any person seeking insurance coverage or indemnity from the Society to cooperate fully with the Society in the defence of any demand, claim or suit made against such person, and to make no admission of responsibility or liability to any third party without the prior agreement of the Society.

8.2 Indemnification of Directors, Officers and Others

Provided that they have: a) complied with the Acts and the Society's articles and by-laws; and b) exercised their powers and discharged their duties in accordance with the Acts, the Society shall indemnify and save harmless a director or officer of the Society, a former director or officer of the Society or another individual who acts or acted at the Society's request as a director or officer or in a similar capacity, of another entity, and such person's heirs and legal representatives, against

- 1) All costs, charges and expenses whatsoever that they sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in the execution of the duties of their office except costs, charges and expenses as are occasioned by their own willful neglect, default or dishonesty; and
- 2) All other costs that they sustain or incur in or about or arising from or in relation to the affairs of the Agricultural Society except costs, charges or expenses thereof as are occasioned by their own willful neglect, default or dishonesty.

BY-LAW 9 – FINANCES

- 1) All monies belonging to the Society shall be deposited in an account in the name of the Society at a Branch of a Charter Bank, Credit Union, or other Financial Institution in Canada by any officers or an employee so designated by the Board.
- 2) No cheque or any other order for the payment of monies shall be valid unless signed by in accordance with a resolution made by the Board. Cheques to disburse the funds of the Society shall bear the signatures of two (2) signing officer(s). The signing authority by titles will be established as follows; the Treasurer, the President, the first Vice-President or the second Vice-President.
- 3) The fiscal year of the Society shall be from December 1 to November 30.
- 4) An approved budget of the Society shall show all expected income and expenses.
- 5) All expenditures for items in excess of \$1,000. that are not included in the budget for the current fiscal year shall require approval by a motion passed at Board of Directors or general meeting. Payments or disbursements that are included in the approved budget or that have been authorized by a motion adopted by the Board do not require further approvals by the Board. In the event that significant variances from approved budget amounts are encountered, the Treasurer shall draw the matter to the attention of the Board.
- 6) Pursuant to **By-law 7.2 – Remuneration**, remuneration for the Secretary, the Treasurer and the Manager shall be established by the Board and included in the budget. The Board may agree to pay travel and living expenses to Directors, Members or others while they are on Society business; all such travel and living expenses shall be identified by recipient in the annual statement of expenditures.
- 7) The financial records of the Society shall be subject to a review engagement by a qualified accountant. The qualified reviewer shall be appointed by the Executive Committee and shall be given reasonable time to review the annual statement of receipts and expenditures and the statement of assets and liabilities, and shall be provided with whatever supporting records or documents may be requested.
- 8) The financial accounts and other books of the Society shall be made available for inspection by members upon reasonable request.

BY-LAW 10 – ADMINISTRATION

14.2 Execution of Documents

- a) Deeds, transfers, contracts obligations, and other instruments in writing requiring execution by the Society may be signed by any two of three of the designated signing

officers. The signing authority by titles will be established as follows; Chair/President, Treasurer, Vice President.

- b) In addition, the executive may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed.
- c) Any member of the executive may certify a copy of any instrument, resolution, by-law or other document of the Society to be a true copy thereof

14.2 Records of the Society

The Board of Directors shall from time to time ensure that the books and records prescribed are kept by the Society and such books, together with all other records shall be open to inspection with reasonable notice.

Officers of a Society are responsible for the safe custody of but not limited to the following records and documents:

- 1) A register of any Society monetary investments or capital investments.
- 2) deeds, title papers and other documents relating to the Society's property;
- 3) at least one copy of the minutes of all member, Board or committee meetings;
- 4) text of resolutions passed at any member or Board meetings;
- 5) Association's constitution, articles, by-laws, as well as any amendments to them;
- 6) Registry of directors, officers and members;
- 7) Financial books and records and books as required by the AHOA or ONCA regulations or Society articles, by-laws or policies.
- 8) Record of any other information as required by the AHOA or ONCA regulations or Society articles, by-laws or policies.
- 9) All records of the Society will be kept at the Uxbridge Fair Office for the period of time as specified in the appropriate government regulations. Records may be stored in either paper and/or digital format.

BY-LAW 11 – BOARD POLICIES

11.1 Board Authority to Make Policies

The Board may make any policies with regard to any matter not inconsistent with the Acts or the Articles and By-Laws.

11.2 Privacy Policy

The Board shall adopt a Privacy Policy.

At the beginning of each year, the Board shall ensure that the Privacy Policy conforms to legislated requirements.

BY-LAW 12 – OWNERSHIP OF PROPERTY

A portion of the building is allocated for the use of the Fair Board, BUT the Fair Board does NOT own THE LAND or the building (Township Property).

BY-LAW 13 – RULES OF ORDER

Robert’s Rules of Order shall govern the Society on all matters not covered by the By-laws.

BY-LAW 14 – AMENDMENTS TO THE CONSTITUTION, ARTICLES and BY-LAWS

14.1 Amendment of Constitution and Articles

The Constitution and the Articles of the Society may be made and/or adopted, amended or repealed by a majority vote of those members in attendance at a properly convened annual meeting or special meeting of which notice has been given in the manner provided by **By-law 5 – Section 5.5.11 Notice of Annual Meetings**.

14.2 Origin of Amendments to the Constitution, Articles and Bylaws

Amendments may originate from:

- The Board
- Any voting member in good standing with the Society as per **Article 5.2 Classes of Membership**

14.2.1 Submission of Amendments to the Constitution, Articles or By-laws

Amendments in the form of a written resolution to the Constitution, Articles or By-laws shall be delivered to the Society by midnight 60 days prior to the annual meeting or 21 days prior to a special meeting.

14.3 Changes to Constitution, Articles, and By-laws

14.3.1 Effective Date of Changes

Changes to the Constitution, Articles, and Bylaws that are approved at the annual meeting of the Society shall be effective immediately unless otherwise specified.

14.3.2 Bylaws

The directors may make, amend or repeal any by-law that regulates the activities or affairs of the corporation, except in respect of the following matters, which require a special resolution of members:

- a) an addition, change or removal of a provision respecting membership transfer;
- b) a change in the persons to whom property of the corporation is to be distributed on liquidation after liabilities are discharged;
- c) a change in the manner of giving notice to members entitled to vote at a meeting of members; and
- d) a change in the method of voting by members not in attendance at a meeting of members.

14.3.2.1 Changes to the by-laws approved by the Board of Directors

Changes to the by-laws that are approved at a meeting of the Board of Directors shall be effective immediately unless otherwise specified.

The directors shall submit the by-law, amendment or repeal to the members at the next meeting of the members, and the members may confirm, reject or amend the by-law, amendment or repeal by ordinary resolution.

Changes that are not put to the next meeting of the members or approved by the members at the next meeting of the members will be rescinded effective immediately.

14.3.2 Bylaws

The Bylaws of the Society may be made and/or adopted, amended or repealed by a majority vote of those members in attendance at a properly convened annual meeting or special meeting of which notice has been given in the manner provided by **By-Law 5.5.11 - Notice of Annual Meetings**.

14.4 Approval of Minister (OMAFRA) for Amendment to Articles

The Association shall submit amended articles of incorporation that have been approved by a special resolution of the membership to the Minister (OMAFRA) for approval.

14.5 Changes in AHOA and ONCA

All regulations as set forth in the AHOA or ONCA, as they may be revised from time to time, shall become a part of the Society's Constitution.

BY-LAW 15 – ADOPTION

This Constitution, Articles and By-laws adopted at an annual or special meeting of the Society shall become effective date and remain so until amendment or repeal.

Approved and adopted as amended at the Annual Meeting of the Uxbridge-Scott Agricultural Society, 01, 30, 2025

Signed

Amended at the Annual Meeting, 01 30, 2025 Signed _____, President