

Model Constitution for Consideration by Regional SCIA's

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

CONSTITUTION AND BY-LAWS

The association shall be known as the _____ 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:
 - b) To encourage the adoption of such soil and crop management practices that are best suited to the soil and climatic conditions of the Region.
 - c) 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.
 - d) To cooperate with other agricultural organizations of common interests.
 - e) To elect annually a provincial board member to represent the Region on the provincial Board of Directors.

MEMBERSHIPS

2. 1. 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)