

January 24, 2017

Constitution and By-Laws

New Liskeard Agricultural Society

ARTICLE 1 - NAME:

The name of the Society shall be the “New Liskeard Agricultural Society”, henceforth known as “the Society”.

ARTICLE 2 – Authority & Objectives:

The Society is organized under the Authority of the *Agricultural and Horticultural Organizations Act* of Ontario, and all Articles of this document shall be read to conform to the *Agricultural and Horticultural Act*.

The objectives of the Society shall be in accordance with the *Agricultural and Horticultural Organizations Act* which reads as follows:

The objects of an Agricultural Society are to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in the agricultural community by:

- a) Researching the needs of the agricultural community and developing programs to meet those needs.*
- b) Holding agricultural exhibitions featuring competitions for which prizes may be awarded.*
- c) Promoting agricultural education and awareness.*
- d) Encouraging the beautification of the agricultural community.*
- e) Supporting and providing facilities to encourage activities intended to enrich rural life.*

ARTICLE 3: Membership & Fees:

- f) Any person is entitled to be a member of the Society by purchasing a membership at the fee established by the Board.
- g) Members who are paid members for the current year may exhibit in any classes held by the Society.
- h) Membership fees for the following year will be deducted from any current year prize money of all exhibitors.
- i) A membership card will be issued to current members on an annual basis upon receipt of membership fees. This card does not indicate free admission for the member to any function held by the Society, including the New Liskeard Fall Fair.

- j) Free admission during the New Liskeard Fall Fair is provided for Directors, Associate Directors & Committee Members. Official ID will be provided for identification purposes.
- k) No person under the age of 18 years is eligible to vote at any meeting of the Society or to hold office in the Society unless approved by the Board of Directors.
- l) Any child or youth exhibiting in any open class shall be required to pay a membership fee.
- m) No membership fee is required for Elementary School classes, Junior classes or Senior Citizen classes.

ARTICLE 4 – Meetings of the Society

A. Annual Meeting

1. The annual meeting of the Society shall be held during the month of January at a location determined by the Board.
2. Minimum notice of 14 days will be given by advertising in a minimum of one newspaper having a general circulation in the municipality where the Society is located.
3. At every annual meeting, the Board shall present:
 - An annual report of the year's activities and accomplishments.
 - A financial statement
4. Only members in good standing in both the previous and current year are entitled/allowed to vote.
5. At every Annual Meeting, eight (8) members of the Society are required to form a quorum.
6. A Nomination Committee will be formed with a current Board Director appointed as Chair. This committee will work on ensuring a full slate of officers for the upcoming year.
7. The annual meeting will appoint a financial reviewer for the current year.
8. The annual meeting will elect a Board of Directors in accordance with Article 5.

B. Special General Meeting

On petition of thirty (30) members of the Society, the secretary (or in her/his absence), the President or 1st Vice President, shall call a Special General Meeting for the transaction of business mentioned in the petition. The meeting shall be advertised as per Article 4, Section A – Annual Meeting, Item 2. The advertisement will state the nature of the business to be addressed.

C. Board of Directors Meeting

- 1) Board of Director Meetings will be called by the Secretary under the direction of the President or by any three members of the Board by notifying all members of the Board at least seven (7) days in advance of the meeting date.
- 2) A Board of Director Meeting may be held without notice immediately following an Annual or Special General Meeting of the Society.

- 3) All decisions regarding procedures for the New Liskeard Fall Fair will be presented at a regular Board Meeting of the Society or to a quorum of Directors before becoming policy of the Society.
- 4) Quorum for a Board meeting will consist of 50% plus one.
- 5) Associate Directors are allowed to vote at the discretion of the Executive Committee as decided annually at the Annual General Meeting. If no decision is made, the previous year's decision will remain active. NOTE: In the event of a dispute, the Executive's decision is final.
- 6) In the event of a recorded vote, only one Director and one Associate from each section will be allowed to vote.
- 7) The Order of Business shall follow Robert's Rules of Order.

ARTICLE 5 – Directors

- a) At the annual meeting, a board of twelve (12) to twenty (20) Directors shall be elected on an annual basis with a maximum of 3 Director-At-Large Positions.
- b) Should a vacancy occur on the Board by the death or resignation of a Director, the remaining members of the Board have the power to appoint any member of the Society to fill the vacancy. If three (3) or more vacancies occur at the same time, a special Meeting of the Society shall be called and Directors elected to fill these vacancies.
- c) The Board of Directors is empowered to act on behalf of the Society in all matters subject to the By-Laws and Regulations of the Society.
- d) The Board of Directors will elect a President and 1st & 2nd Vice Presidents from the overall elected Board of Directors of the Society.
- e) The Board of Directors will approve the appointment of all Associate Directors

NOTE: Directors & Associates are not required to be Exhibitors but must be members of the Society.

ARTICLE 6 – Remuneration

No officer or Director of the Society, except the Secretary/Treasurer shall receive any remuneration for their service. Travel expenses will be provided in special circumstances to any Director who engages in duties on behalf of the Society. The Board will determine the remuneration, mileage and expense allocations which will be payable with funds from the Society.

ARTICLE 7 – Amending the Constitution

The Constitution may be amended, revised or repealed by a 2/3 majority of the members present at any Annual Meeting, provided that the NOTICE of MOTION of such revision amendment or repeal has been given at the Annual Meeting of the Society. The Provincial Constitution may override this Constitution.

ARTICLE 8 – By-Laws and Regulations

The By-Laws and Regulations of the Society may be made, adopted amended or repealed at any Annual, Special General, or Directors Meeting which notice has been given in accordance with Article 4, Section A, Item 2. The By-Laws and Regulations shall be provided in appendices to the Constitution.

Moved By: _____

Seconded By: _____

Certified By: _____ President

Certified By: _____ Secretary

Dated this January 24, 2017 at New Liskeard, Ontario.

February 27, 2015

BY-LAWS OF THE NEW LISKEARD AGRICULTURAL SOCIETY

85-01-17 The date of the Annual Fair shall be set by the Board of Directors at the October meeting each year.

85-01-17 The admission price for the Fair shall be set by the board of Directors at the October meeting each year.

85-01-17 The Board Meeting date of the New Liskeard Agricultural Society shall be set at the last Thursday of each month at 7:00 p.m. at a place as specified.

96-01-16 Duties of all Officers, Directors and members shall be as follows:

- A) The President shall preside as Chairperson over all meetings of the Board of Directors, Special General Meetings and the Annual Meeting. As Chairperson, the President shall:
- 1) Acquire a working knowledge of parliamentary law and procedures, and a thorough understanding of the Constitution, By-Laws and the standing rules of the organization;
 - 2) Preside and maintain order by enforcing the rules of decorum and discipline;
 - 3) Explain and decide all questions of order;
 - 4) Announce all business and be informed about all communication;
 - 5) Entertain only one main motion at a time and state all motions properly.
 - 6) Permit none to debate motions before they are seconded and stated, to encourage debate, and to assign the floor to those properly to it;
 - 7) Put all motions to vote and give results or to decide a tie vote;
 - 8) Talk no more than necessary when presiding and be absolutely fair and impartial on all questions;
 - 9) Give signature when necessary;
 - 10) Perform such other duties as described in the Constitution and By-Laws of the Society;
 - 11) Is a member ex-officio of all committees;
 - 12) Be willing to assume the duties above, otherwise the President must resign.
- B) The 1st Vice-President shall:
- 1) In the absence of the President, preside and perform the duties of the President;
 - 2) Be ready to head an important committee or share in supervising a department;
 - 3) Be willing to assume the duties of the President in his absence, otherwise the 1st vice-President must resign.

C) The 2nd Vice-president shall:

- 1) In the absence of the President and the Vice-President, preside and perform the duties of the President;
- 2) Take an active interest in the workings of the Society and be ready to assume any tasks assigned;
- 3) Be willing to assume the duties of the 1st Vice-president, or in his absence, the president, otherwise the 2nd Vice-President must resign.

D) The Secretary shall:

- 1) Keep a list of all officers, Board members and whole membership;
- 2) Notify all members of meetings;
- 3) Read or distribute minutes of previous meetings;
- 4) Read all correspondence;
- 5) Record the proceedings (what is done-not the debate);
- 6) Record the name of the member who introduced the motion and the seconder;
- 7) Take charge of all documents of the Society when requested;
- 8) Sign official documents of the Society when requested;
- 9) Keep the President informed of all matters as they become known to the Secretary;
- 10) Send a copy of all minutes to the District Director.

E) The Treasurer shall:

- 1) Receive and bank all monies due to the organization;
- 2) Keep accurate bookkeeping records of such funds;
- 3) Pay whenever possible by cheque, signed by a combination of two signatures from the President, 1st Vice President, 2nd Vice President or Secretary/Treasurer.
- 4) Pay bills from Officers and committee members only when receipts for expenditures are attached and when clearly authorized to pay same;
- 5) Disburse all monies as the organization may direct;
- 6) Be prepared to give a statement of finances as often as required;
- 7) Give a complete Financial Statement which has been audited at the Annual Meeting;
- 8) Be bonded at the discretion and expense of the Society.

F) Members shall:

- 1) Be recognized by the Chair before speaking to a motion;
- 2) Stand when speaking, if convenient;

- 3) Avoid speaking upon a matter until it is properly brought before the house by a motion;
- 4) Keep upon the question then pending and resolve it before introducing something else;
- 5) Yield the floor to calls to order;
- 6) Abstain from all personalities in debate;
- 7) Avoid disturbing, in any way, speakers of the assembly.

REGULATIONS OF THE NEW LISKEARD AGRICULTURAL SOCIETY

Directors Responsibilities:

- 1) Attend all board meetings. Grace of missing three meetings per year will be allowed for illness, employment, travel, etc. If a Director misses more than three meetings per year, the Board may ask that Director to step down from their duties;
- 2) Contact, co-ordinate and arrange for payment of judges;
- 3) Recommend prize list improvements and changes of classes and prize money;
- 4) Co-ordinate all ribbon and trophy requests with the Secretary of the Society;
- 5) Solicit prizes and awards;
- 6) Design and recommend accommodations and display improvements;
- 7) Negotiate space and accommodation requirements with Grounds Director;
- 8) Maintain a yearly record of all activities pertaining to the sections for purposes of completing a comprehensive written report for presentation at the Annual Meeting;
- 9) Supply Secretary accurate Exhibitor lists and results promptly at Fair;
- 10) Assist Judges and Exhibitors at the Fair;
- 11) Encourage and seek new Exhibitors;
- 12) Arrange supervision of exhibits as required during the Fair;
- 13) Arrange for verification of health standards of animal entries.

Director Job Descriptions:

1. 4H Beef & Junior Calf Show
 - Manages 4H & Junior Calf Show
 - Co-ordinates with Market Beef Director
 - Co-ordinates with Grounds Director
2. Dairy
 - Manages Dairy Section.
 - Co-ordinates show with Dairy Association & 4-H Club.
 - Co-ordinates with Grounds Director.
3. Director At Large
 - Assist specific sections as needed.
4. Draft Horse
 - Manages Draft Horse Section.
 - Co-ordinates with Light Horse Director.
 - Co-ordinates with Grounds Director.
5. Entertainment
 - Arrange entertainment for stages and on-site attractions.
 - Co-ordinate Saturday parade with New Liskeard Lions Club.
 - Co-ordinate sound system for main stage.
 - Co-ordinate with Harvest Queen Director for stage requirements for contest.
 - Co-ordinates with Sponsorship Director. .

- Co-ordinates with Grounds Director.
6. Gates
- Organizes all staff and location of gates,
 - Arranges for set-up and tear down of gate equipment.
 - Arranges for set up & tear down of security fencing
 - Determines ticket price in conjunction with Board of Directors.
 - Works with secretary to determine pre-fair ticket sales
 - Manages gate revenue and tabulates revenue results.
 - Co-ordinates with Grounds Director.
7. Grounds
- Arranges set up for grounds, starting one week in advance.
 - Coordinates with all Directors for individual requirements.
 - Arranges for tents, tractors etc. in conjunction with the Sponsorship Director.
 - Arrange straw for all barns.
 - Ensures water and lights are in working order in all animal barns,
 - Cleans grounds before, during and after the fair.
 - Sets up gates, tables and displays before Fair and removes same afterwards,
 - Arranges rentals, security, repairs and upkeep of grounds and buildings in off season
 - Assists in planning and execution of ground improvements and additions.
8. Harvest Queen
- Arrange for stage time and ensure all needed music etc. is available.
 - Arrange for sponsors and participants,
 - Issues all correspondence and documents,
 - Arranges judges and provides all judging sheets and information.
 - Arrange M.C. for Thursday and Friday.
 - Arrange for flowers, gifts, prizes and sashes for participants.
 - Co-ordinates pre-Fair judging and entertainment
 - Schedules photography sessions and pre-Fair publicity details
 - Organizes pre-Fair rehearsals & co-ordinates appearances of contestants at the Fair
 - Adjusts judging requirements and procedures as required from year to year.
 - Co-ordinates with Entertainment Director, Grounds Director & Sponsorship Director
9. Home Craft
- Manages Home Craft Section and the Harvest Tea Room
 - Co-ordinates with Grounds Director
 - Co-ordinates with Sponsorship Director
 - Arranges Thursday lunch and Sunday lunch for volunteers.

10. Horticulture

- Manages Horticulture Section
- Co-ordinates with Grounds Director
- Co-ordinates with Junior Director & Sponsorship Director

11. Junior & School

- Manages Junior & School Section
- Co-ordinates with Grounds Director
- Co-ordinates with Horticulture Director & Sponsorship Director

12. Light Horse

- Manages Light Horse Section
- Co-ordinates with Draft Horse Director & Sponsorship Director.

13. Market Beef

- Manages Market Beef Section
- Coordinates with 4H & Junior Beef Section.
- Co-ordinates with Grounds & Sponsorship Director.
- Co-ordinates with Dairy Director, Goats & Sheep Director.

14. Marketing & Concessions

- Arrange for leasing of all indoor and outdoor exhibit space,
- Manages set up, tear down and any issues that arise with vendors during the fair.
- Order marketing items for the Fair including promo items, tee-shirts, pins etc.
- Arranges for sale of promo items.

15. Media

- Responsible for media reach throughout the year.

16. Poultry & Small Animals

- Manages Poultry and Small Animal Section
- Co-ordinates with Grounds & Sponsorship Director

17. President

- Negotiate contract with Mid-way.
- Co-ordinates the Farm Fun Zone.

18. Sheep & Goats

- Manages Sheep & Goat Section
- Co-ordinates with Grounds Director

19. Sponsorship

- Manages sponsorship opportunities
- Arranges for attendance Draw.
- Co-ordinates with Media Director.

NEW LISKEARD AGRICULTURE SOCIETY

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New Liskeard, Ontario

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www.newliskeardfallfair.ca

Secretary's phone #: (705) 647-5046

POLICY NO. 2006-01

Effective August 1st, 2006 the Board of Directors of the New Liskeard Agriculture society hereby enacts the following policy with regards to Barn Usage on the New Liskeard Fairgrounds:

Any person(s)/organization wishing to use any of the buildings located on the New Liskeard Fairgrounds (corner of May/Whitewood), must make a presentation to the Board of Directors, in person or by letter, at least 30 days prior to the event.

Such persons/organizations must present proof of liability insurance to the Board.

At the Boards discretion a \$500.00 Damage Deposit may be required.

Upon reviewing the request the board will make a decision and the Secretary will contact the person/organization as to the decision made.