



Vanscoy & District Agricultural Society

BY-LAWS

EFFECTIVE: November 30, 2015

By-laws:

These By-laws relate generally to the organization and transaction of the affairs of the Vanscoy and District Agricultural Society.

Interpretation:

In this document and with all other by-laws and resolutions of the Vanscoy and District Agricultural Society unless the context requires otherwise, the inference will be that:

- a) the singular means the plural;
- b) the masculine shall mean the feminine or vice versa;
- c) Director means a Director of the Vanscoy and District Agricultural Society

Definitions:

Society	Means a member of the Saskatchewan Association of Agricultural Societies and Exhibitions. (SAASE)
Board of Directors	Means the board of directors of the Vanscoy & District Agricultural Society holding current membership
Director at large	Means a director of the Vanscoy and District Agricultural Society holding current membership
Executive	Means the group of individuals serving in the positions of president, secretary, treasurer and vice-president elected from the pool of directors and holding current membership
Acclamation	An election victory won through default, owing to a lack of opposition.
Candidate	A person who is nominated for a Director Position by a peer; for an election that has been confirmed by the VDAS Director.
Election period	The period beginning with calling of the election and ending with destroying of the ballots.
Majority	50% in attendance plus one person
Mark	In relation to a ballot; the √ or x made by an eligible voter.
Proxy	Authorized person (stand-in) or submitted document (i.e. email) that will be deemed the Member's vote if unable to be in attendance.
Quorum	The majority of the VDAS Director and Members in attendance (by phone or in person) at the meeting shall constitute a quorum before the members can conduct valid business.
Spoiled	In relation to a ballot; whereas the mark is not directly in the box and/or no mark present.
VDAS	Vanscoy & District Agricultural Society also referred to as Vanscoy Ag Society
VDAS Financial Year	For purposes of auditing and budget planning, the financial year is November 01 – October 31

ARTICLE I – Vanscoy & District Agricultural Society (VDAS) Director Positions

Section 1 VDAS Director

Section 1.1

Executive Directors of the VDAS society shall consist of the:

- 1) President
- 2) Vice-President
- 3) Past-President
- 4) Secretary
- 5) Treasurer

Section 1.2

One person can hold two positions but will only have one vote.

Section 1.3

General duties and requirements for all Director positions will be posted on the VDAS website.

Section 2 Objectives

- a. To promote cooperation among members
- b. To secure unity of action on all matters of common concern
- c. To encourage the development and improvement of agriculture and agricultural practice
- d. To promote junior club work
- e. To promote the betterment of rural and urban life through the exhibiting to the public for its instruction and enjoyment, artifacts of educational and cultural value including agricultural, historical, artistic and technological material.
- f. To sell, manage, lease, mortgage, dispose of or otherwise deal with property of the society

Section 2.2 Purpose

- a. Promote Agriculture & Rural Living through Education, Entertainment and Community Development
- b. Hold an annual exhibition and fair
- c. Develop activities to encourage boys and girls in the work of agricultural societies
- d. Provide leadership training in the community
- e. Sponsor clinics, seminars, short courses, demonstrations for the discussion of subjects associated with the theory and practice of any of the objectives

Section 3 Powers and Duties of Director Positions

Section 3.1

The President of VDAS shall:

- a. have a term of 3 years.
- b. report annually to SAASE all activities and functions as outlined in SAASE's report template.
- c. have the right to delegate any of the below duties and responsibilities to any other VDAS member(s) willing to assist.
- d. adhere to and implement the provisions of VDAS's By-laws.
- e. receive and delegate general correspondence in a timely manner.
- f. facilitate all VDAS meetings or arrange for a substitute Chairperson to facilitate the meeting.
- g. have authority to call meetings of the Directors.
- h. be empowered to appoint committees, as provided in these By-laws, as may be deemed advisable.
- i. be invited to all committee meetings, except the Election Committee.
- j. ensure that the Election Committee is selected in accordance with VDAS's guidelines and properly trained to fulfill its mandate.
- k. represent VDAS at all Community Events.
- l. serve as the official spokesperson, on behalf of VDAS members, regarding internal VDAS matters and issues.
- m. ensure that VDAS will work in partnership with SAASE to achieve common goals and objectives.
- n. be one of the three persons with signing authority to co-sign all cheques for expenses approved.

Section 3.2

The Vice-President of VDAS shall:

- a. have a term of 2 years.
- b. assist the President in the discharge of duties and responsibilities.
- c. have all the powers and perform all of the duties of the President, including VDAS's day to day business, during the absence of the President.
- d. be one of the three persons with signing authority to co-sign all cheques for expenses approved.

Section 3.3

The Secretary of VDAS shall:

- a) have a term of 2 years.
- b) term of office will alternate with the president's term.
- c) implement, along with the President, the provisions of VDAS's By-laws.
- d) keep accurate records of the proceedings of VDAS in a timely matter.
- e) assist the President with general correspondence.

- f) handle communication and give notice of all Director and Member meetings.
- g) assist the President and Director with day to day duties.

Section 3.4

The Treasurer of VDAS shall:

- a) have a term of 3 years.
- b) receive, disburse and deposit funds as required.
- c) keep the membership fully advised on all financial matters connected with the funds.
- d) keep accurate financial records, indicating all receipts and disbursements.
- e) keep funds in such place as the President and/or the Director may designate as required.
- f) prepare vouchers and disburse such funds as directed by the President, Director and/or a motion at a general meeting.
- g) ensure expenditure and signing authority for the disbursement of funds are in accordance with Vanscoy & District Agricultural Society.
- h) perform additional duties pertaining to VDAS's day to day business as necessary.
- i) Assist in the selection of the auditor, contact auditor for purposes of acquiring services, take financial records/books to auditor/reviewer for review and send all reports to appropriate organizations for regular reporting purposes.
- j) be one of the three persons with signing authority to co-sign all cheques for expenses approved.

Section 3.5

The auditor of VDAS:

- a. performs a review of the financial records and books of the Vanscoy and District Agricultural Society each year.
- b. Fiscal year: the fiscal year of the society shall be November 1 to October 31.

Section 3.6

The Immediate Past President of VDAS shall:

- a) be a non-elected member of the Director.
- b) act as an advisor to the President and the Director.
- c) have voting privileges.

Section 3.7 Revocation of Membership

The directors may recommend that membership be revoked for dereliction of duty and/or conduct prejudicial to the integrity and reputation of the society. A two-thirds majority vote of those members present at an annual or special meeting is necessary in order to expel a member at which time the member shall have the right to be heard prior to any vote.

ARTICLE II – Banking Authority, Signing Authority, Auditor, Fiscal Year

- a) banking authority: the funds of a society shall be deposited in a chartered bank or credit union as directors' see fit. All monies received by the society shall be forthwith deposited in such account.
- b) signing authority: all cheques for payment of money by the society must be signed by two of the three officers appointed by the Board, one of whom must be either the treasurer or the president.
- c) the executive and directors shall appoint a qualified person to review the financial records until the next annual general meeting.
- d) the review of the books and accounts shall be performed each year and reported thereon to the annual general meeting in accordance with the accepted review process.
- e) fiscal year: the fiscal year of the society shall be November 1 to October 31.

ARTICLE III - Election of Director

Section 1 Preamble

This Policy relates to the election of Director's positions for VDAS; an election held in the Province of Saskatchewan.

Section 2 Purpose

The purpose of the VDAS Election Policy is to provide consistency and fairness that encompasses all aspects of an Election; governed by the VDAS Election Committee and the membership that it serves.

Section 3 Voter Eligibility

Requirements for membership:

- a) payment by October 31 of the current year of the annual membership fee as determined by the membership at the time of the annual meeting.
- b) Adult members – 17yr of age and over.
Junior members – 16yrs of age and under.

Types of membership:

- a) annual – membership is renewed annually upon payment of annual membership fee as determined by the annual meeting.
- b) Persons entering as an exhibitor in the fair will pay the annual membership fee as part of their entry fee.
- c) Life - life membership is received for life of the individual upon payment of life membership fee as determined by the board.
- d) Honorary life membership – an honor bestowed by the board at an appropriate public occasion to person or persons who merit(s) recognition for work well done in the society's interest. The membership brings with it all rights and privileges of

membership but the individual so honored shall be exempt from any further membership dues.

Section 4 Nomination Process

Section 4.1

BOARD OF DIRECTORS

The Board of Directors, which may include Junior Members, shall consist of members in good standing that reside within the RM of Vanscoy, shall be elected by the membership at an annual meeting.

The Directors shall be elected for a year term and are eligible for re-election for an indefinite number of additional terms of one year each.

Directors Responsibility:

- a) Directors should be willing to commit time and effort for the good of the society.
- b) Directors are expected to attend all meetings.
- c) Individual Directors who are responsible for a Fair Category and/or Events will be responsible for the following: preparation of a budget, procurement of judges, trophies, ribbons, obtaining helpers, physical arrangements such as tables, etc., and a final financial report.
- d) The society shall at each annual general meeting appoint a qualified auditor to review the financial records for the next fiscal year for the next annual general meeting.
- e) The board will consist of up to 7 Directors including executive, each responsible for one of the following committees:
 - 1) Agribusiness/Rodeo
 - 2) Ag Education
 - 3) Fair
 - 4) Community
 - 5) Director at Large
 - 6) Director at Large
 - 7) Director at Large

The President and/or Director shall:

- a) electronically submit to the membership a "call for nomination" (refer to Appendix A – 'Call for nomination' sample) containing:
 - the Director position(s) to be filled,
 - the closing date for nominations, and
 - copy of the blank nomination form.

- b) receive the completed nomination form(s) for Director position(s) and file them in the VDAS electronic mailbox.
- c) contact the candidate(s) to:

Section 4.2

If there is only one candidate nominated for an Director position, the President and/or Director will:

- email to the Membership the candidate's name and completed nomination form,
- declare that the position is filled by acclamation and that no election will be called, and
- request the VDAS webmaster to update the Director position information within the VDAS website.

Section 4.3

If there are two or more candidates nominated for the same Director position, the President and/or Director will appoint volunteers to form a VDAS Election Committee to carry out the Election process and duties as stated in Section 5 and 6 below.

Section 4.4

If there are no candidates nominated, the President and/or Director will:

- get permission from the existing person holding that position to remain for another term, or
- declare the position vacant.

Section 4.5

The blank nomination form (refer to Appendix B – Nomination form sample) can be obtained from the VDAS website when needed.

Section 4.6

When completing the nomination form:

- The nominator will forward an email to the nominee with section A completed, and
- The nominee (candidate) will forward the email to the VDAS electronic mailbox (VDAS with Section B completed. Section B should include a biography outlining the candidate's attributes, contributions and/or vision for VDAS. The candidate also has the option of attaching a digital picture.

Section 5 Creation and Members of the Election Committee

Section 5.1

The VDAS Election Committee will be created when there is a situation where more than one person is nominated for the same Director position. If only one person is nominated then they will be elected by acclamation and no Election Committee is needed.

Section 5.2

The Election of the executive will be held at the annual general meeting with the term of office for each position outlined in the bylaws. The election committee will consist of the group of directors appointed at the Annual General Meeting.

Section 5.3

One of the VDAS members on the VDAS Election Committee will be chosen as Election Committee Chairperson.

Section 5.4

The VDAS Election Committee will be charged with conducting an election in a fair, impartial and expeditious manner.

Section 5.5

The Election Committee will serve on a voluntary basis.

Section 6 Operational Duties of Election Committee

Once the Committee is formed it shall:

- a) appoint an Election Committee Chairperson,
 - i. what position the election is for, and
 - ii. which applicants are running for the position.
- b) provide full details of the election to the VDAS Secretary to be documented,
- c) handle any additional duties as determined by the Director and/or Membership, and
- d) dissolve the Election Committee.

Section 7 VDAS Election Appeal Process

Section 7.1

Candidates are the only VDAS members who can issue a request for an appeal.

Section 8 VDAS Appeal Committee

Section 8.1

The Appeal Committee will be the same Election Committee participants as outlined in Section 5.2.

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Section 8.2

Until a decision is reached on appeal, the past Member holding the position will serve in interim capacity. If that person is unable to serve, the position will be declared vacant until a decision is reached.

ARTICLE IV - MEMBERSHIP

Section 1

Membership is open to all Vanscoy & District residents who express a desire to participate in VDAS.

Section 2

VDAS members may voluntarily terminate their membership by electronic request (ie. email) to the Membership coordinator at (email address). Membership fees will not be reimbursed.

Section 3

Membership may be revoked by the Director for just cause, subject to an appeal, made in writing to the Directors.

ARTICLE V- COMMITTEES

VDAS may establish Sub-Committees, which will help facilitate the group's objectives. VDAS may also establish additional committees if size of membership, activities or special projects make this necessary or desirable.

ARTICLE VI - VDAS Meetings

Section 1

VDAS meetings to use "Robert's Rules of Order" as a general guideline.

Section 2 Director Meetings

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Section 2.1

Notice of a Director meeting will be sent to each Director member at least five (5) business days before the meeting date.

Section 2.3

There must be a quorum to constitute a transaction of business at a VDAS Director meeting.

Section 2.4

If a Director member cannot be in attendance they will have the ability to vote on an agenda item by proxy.

Section 2.5

The minutes from the Director meeting will be posted in the VDAS database prior to the next member meeting date and reviewed at the next member meeting.

Section 3 Annual General Meeting (AGM)

VDAS shall hold one Annual General Meeting (AGM) each year at such date, time and place as determined by the VDAS Director.

Section 3.1

The AGM will be held for the purpose of:

- a) reviewing the minutes of the previous AGM,
- b) sharing the financial summary of the current year's budget and to develop a budgetary plan for the following year,
- c) transacting any other business properly brought before the meeting, and
- d) approving amendments to the bylaws brought forward pursuant to Article VI below.
- e) An annual meeting of the society shall be held on or before December 15, with notification to membership 20 days prior to the meeting and at a time and place to be determined by the board.
- f) The board shall meet at least 6 times during the year at a time and place determined by the board.
- g) Special meetings of the society may be called at the discretion of the board or executive committee at which time the said purpose of the meeting must be conveyed to the membership.
- h) A special meeting of the society may be called upon the request of 20% of the membership.
- i) Members must be in good standing
- j) The board shall meet at least 6 times during the year at a time and place determined by the board.
- k) Special meetings of the society may be called at the discretion of the board or executive committee at which time the said purpose of the meeting must be conveyed to the membership.

Section 3.2

There must be a quorum to constitute a transaction of business at a VDAS AGM.

- 1) A quorum for any regular or special meeting of the board shall be one half the board members plus one.
- 2) A quorum for any special meeting of the society shall be the number of members present
- 3) A quorum for a meeting of the executive shall be three members

Section 3.3

If a member cannot be in attendance they will have the ability to vote on an agenda item by proxy.

ARTICLE VII - AMENDMENTS TO THE BYLAWS

Section 1

Amendments to these by-laws may be proposed to the VDAS membership for action by the VDAS Director on its own volition or by a motion set forth at a member meeting.

Section 1.1

At any VDAS member meeting, action on any proposed amendment to these by-laws may be initiated by quorum or proxy, provided notice of the proposed amendment was sent to each VDAS Member at least five (5) business days prior to the meeting.

Section 1.2

Each proposed amendment to these by-laws, authorized for submission to the VDAS membership for action, shall be voted upon via quorum or proxy.

Section 1.3

Any change to these by-laws must be approved via quorum or proxy.

ARTICLE VIII - DISSOLUTION

Section 1

Upon dissolution of VDAS, all assets and proprietary material of Vanscoy & District Agricultural Society, after paying or making provision for the payment of all its liabilities, must be returned to Vanscoy & District Agricultural Society.

Appendix A: 'CALL FOR NOMINATION' SAMPLE EMAIL SCRIPT

Subject: VDAS Call for Nominations for Director Position(s)

TO ALL VDAS MEMBERS:

The nominations are now open for the VDAS Vanscoy and District Agricultural Society position(s) of [enter the position(s) title here] for the [enter the YYYY to YYYY] term.

Deadline for nominations is: [Enter DATE Here] at 4:00 P.M. C.S.T.

VDAS Nomination Form	
SECTION A (completed by Nominator)	I, [enter name here] nominate [enter name here] for the position of [enter position here] within VDAS on [enter dd/mm/yy].
SECTION B (completed by Nominee)	I, [enter name here] accept the nomination for the position of [enter position here] within VDAS on [enter dd/mm/yy]. I have obtained permission from my immediate manager to run for and hold this position if elected.
	Biography: Attributes/Contributions to VDAS and Director: • My vision for VDAS is: •

Directions for completing and submitting the above nomination form:

- the nominator will forward this email to the nominee with section A completed, and then
 - the nominee (candidate) will forward the email to the VDAS Mailbox VDAS(vanscoyag@gmail.com) with Section B completed (which will include a biography outlining their attributes, contributions and/or vision for VDAS.
- For more information please refer to [VDAS's bylaws](#) Powers and duties of Director Positions (Article 1)
- Election of Executive Positions (Article 3)

Any questions or concerns can be directed to the VDAS mailbox VDASatvanscoyag@gmail.com

Appendix B: 'NOMINATION FORM' SAMPLE

VDAS Nomination Form	
SECTION A (completed by Nominator)	I, <u>[enter name here]</u> nominate <u>[enter name here]</u> for the position of <u>[enter position here]</u> within VDAS on <u>[enter dd/mm/yy]</u> .
SECTION B (completed by Nominee)	I, <u>[enter name here]</u> accept the nomination for the position of <u>[enter position here]</u> within VDAS on <u>[enter dd/mm/yy]</u> .
	Biography: Attributes/Contributions to VDAS and Director: <ul style="list-style-type: none">• My vision for VDAS is: <ul style="list-style-type: none">•

Appendix C: 'ELECTRONIC BALLOT' SAMPLE

Director Position:	Candidates:	I am voting for the following candidate:
President	(Candidate 1) (Candidate 2)	
Vice-President	(Candidate 1) (Candidate 2)	
Treasurer	(Candidate 1) (Candidate 2)	
Secretary	(Candidate 1) (Candidate 2)	
Closing Date: _____ (MM/DD/YYYY) at 12:00 noon		

Appendix D: 'NOTIFICATION OF APPEAL PROCESS' SAMPLE EMAIL SCRIPT

Subject: Notification of VDAS Election Appeal Process

Dear (insert candidate name),

Please be advised that should you choose to Appeal the Election, the appeal process for this election closes one (1) week from today's official announcement. The appeal process is only open to the candidates for the position of _____. Separate appeal submissions are required for each candidate contesting the election.

Any submissions to contest the election results must include the reason for the appeal. Submissions are to be emailed to the Election Committee Chairperson. Please refer to Section 7 and 8 of the VDAS bylaws located in the [VDAS website](#) for further details regarding the Election Appeal Process.

If you have any questions, please feel free to contact me.

Thank you.

(insert name)

VDAS Election Committee Chairperson

PH: 306-XXX-XXXX