

By-laws of The Crossfield Agricultural Society

I. Name:

1. The name of the Society is the “Crossfield & District Agricultural Society”, here-by known as “Crossfield Agricultural Society”.

II. Definition:

1. Society shall mean the “Crossfield Agricultural Society”.
2. The Board shall mean the Board of Directors of the “Crossfield Agricultural Society”.
3. Officers shall mean the elected officials of the “Crossfield Agricultural Society”.
4. The Department shall mean the Department of Agriculture, Province of Alberta
5. Minister shall mean Minister of Agriculture, Province of Alberta.

III. Objects

1. The objects of the Society shall be to encourage improvement in agriculture, horticulture, homemaking and the quality of life in the agricultural community.
2. To sponsor meetings and short courses on agricultural and homemaking subjects.
3. To sponsor an exhibition at which prizes will be awarded in agriculture, horticultural and/or homemaking classes, etc.
4. To assist in the development of leadership in our community through sponsoring and encouraging 4-H clubs and by sponsoring leadership development workshops.
5. To provide an opportunity for local producers to display and market products through sponsoring a Farmers’ Market.
6. To improve the quality of life in our community by sponsoring or supporting cultural events.
7. To be aware of changing needs of people in our community and to adjust our programs to accommodate change and encourage other community resources to do the same.
8. To support and cooperate with other community groups involved in programs for the betterment of the community.
9. To sell, manage, lease, mortgage, dispose of or otherwise deal with property of the Society within the limits of the Agricultural Societies Act.

IV. Membership:

1. Membership in the Society shall be restricted to residents of the Province of Alberta over eighteen (18) years of age. A partnership, firm, society or corporation may become a general member and shall be entitled to vote as a general member, but the name of one person only shall in any one year be entered as the representative of such organization and only that person may exercise the privileges of membership.

V. Membership fee

1. Membership fee in the Society shall be \$1.00 (one dollar) or as determined at the annual meeting.
2. Membership fees shall be paid on or before the annual meeting and shall be valid until the next annual meeting.
3. Payment of the membership fee entitles the person to the privileges and responsibilities of membership including voting in elections for the Board of Directors.

VI. Board of Directors:

1. The Board of Directors of the Society shall consist of 12 Directors elected at the annual meeting of the Society.
2. Only those members of the Society who have paid their membership for the ensuing year shall be qualified to be elected as a Director or to vote at an election for a Director of a Society.

VII. Term of Office

1. Each board member will be elected at each annual meeting.

VIII. Election of Directors:

1. The Directors shall be elected at each annual meeting of the Society and shall hold office until their successors are duly appointed or re-elected. The Board shall, prior to each meeting, appoint a nominating committee for the purpose of securing nominations of Directors and to prepare a slate of Directors to be submitted to such annual meeting.
2. A retiring director shall be eligible for re-election.

3. Notwithstanding anything to the contrary in these By-laws contained the vacating Directors or such of them as have not had their places filled shall continue in office until their successors are elected.

IX. Executive of the Society:

1. The executive of the Society shall consist of a President and two Vice Presidents, a Secretary and Treasurer.

X. Meetings of the Society

1. The Society shall hold an annual meeting on or before the twentieth day of December in each year at such time and place as may be determined by the Directors:
 - (a) Notice of the annual meeting shall be mailed to each member of the Society at least two weeks prior to the meeting giving the time and place of the meeting and such additional notice or information as the Directors may decide.
2. The order of Business for the annual meeting shall be as follows:
 - (a) Reading minutes of previous meeting.
 - (b) Addresses and reports of officers.
 - (c) Reports of committees.
 - (d) Unfinished business.
 - (e) New business.
 - (f) Address and discussions.
 - (g) Election of officers.
 - (h) Adjournment.
3. The Directors shall be present to the annual meeting:
 - (a) A report of their proceedings for the current financial year with such remarks and suggestions upon the state of agricultural development in the district as they see fit to offer.
 - (b) A statement showing the name, occupation and post office address of each member and opposite his name the amount of his subscription to the society for the current financial year.

- (c) A detailed statement, certified by the auditor, of the receipts and expenditure of the society for the current financial year.
 - (d) A statement, certified by the auditor, of the assets and liabilities of the society.
 - (e) A report of each activity carried out by the society during the current financial year giving a brief description of the activity, the number who participated and the names of the persons who officiated, and
 - (f) A separate statement for each activity referred to in clause
 - (e) Showing the amount offered and the amount actually paid out in prizes or awards and the number of entries in each class.
4. Special general meetings must be called by the Directors to receive authorization from the membership before selling, mortgaging, leasing for over a year or otherwise disposing of any real property owned by the society.
- (a) One month's written notice will be mailed to each member giving full information on the purpose of the meeting as well as the date, time and place of the meeting.
5. Meetings of the Society other than Annual meetings may be held at any time that the Directors may determine.

XI. Meetings of the Directors:

1. Directors' meeting shall be held upon written notice mailed to each officer by the Secretary at least ten days prior to the meeting.
2. The first meeting shall include an orientation for new directors to be conducted by the Past President and/or out going Directors.

XII. Quorum:

Ten members at a meeting of the Society and five Directors at a meeting of the Directors constitute a quorum.

XIII. Returns:

1. On or before the fifteenth day of January of the year next following the annual meeting a list of the officers elected at the annual meeting and a copy of each report including two financial

statements shall be submitted to the Department of Agriculture by the Secretary on the forms provided by the Department.

XIV. Officers and Directors:

1. Directors shall serve on a voluntary basis without remuneration by the Society.
2. The affairs of the Society shall be administered by the Board as directed at an annual or general meeting by the membership or as required under the by-laws of the Society or by the Agricultural Society Act.
3. Receive a financial statement from the Treasurer and approve payment of outstanding accounts.
4. The board shall appoint those standing committees required to meet the objects of the Society or special committees to examine or take action as the Board may require and provide the committee with the necessary detailed direction as to its responsibility.
5. The Board will assure that all necessary records whether of a financial or program nature, are kept to be able to inform the membership of activities of the Society.
6. The Board shall be responsible to see that the duties of officer's, employees and volunteers are properly performed.

XV. Committees:

1. Committees will be authorized the Board of Directors.
2. Each committee will be organized by a Director and she/he will be a member of the committee.
3. With the exception of one Director, the balance of the committee may be recruited from general membership.
4. The committee will receive from the Board of Directors a detailed outline of what they are expected to do, time limits for completing the task, directions for when and how they are to report to the Board, directions as to a budget.
5. The committee will set up the necessary organization to carry out the task as identified by the Board and to report back to the Board.
6. The committee will have the power to develop needed sub-committees to complete the task.

XVI. Duties of the President:

1. Preside at all meetings of the Society.
2. Provide leadership to the Society that will result in the achievement of the objects to the Society.
3. Exercise general supervision and direction over the business of the Society.
4. Delegate tasks and responsibilities to the Board members so they may take an active part of the affairs of the Society.
5. Provide for orientation of new board members immediately after the election.
6. Initiate appropriate workshops or other in-service training for board members and the total membership that will improve the functioning of the society.
7. Represent the Society in the community with other community organizations.

XVII. Duties of the Vice-Presidents:

1. Act in the absence of the President.
2. Perform such duties as may be directed by the President or the Board.

XVIII. Duties of the Secretary:

1. Keep minutes of all meetings of the Executive, Directors and general membership of the Society.
2. Send notices of all meetings as required by the by-laws.
3. Receive and respond to all correspondence as directed by the Board.
4. On or before the 15th day of January each year, return to the Department of Agriculture a list of officers elected at the annual meeting for the ensuring year and a report of the year's activities, a statement of receipts and expenditures and assets and liabilities for the preceding year.
5. Perform such other duties as may be directed by the Board of Directors.
6. Circulate information of interest to the general membership.

XIX. Duties of the Treasurer

1. Maintain such records as are required by the Directors of the Society.
2. Present the records for audit and present the audited statement at the annual meeting.

3. Prepare the annual financial statements as required by the Department of Agriculture for submission by the 15th day of January each year.
4. Receive and deposit all funds of the Society in the bank designated by the Board of Directors.
5. Submit all bills for approval of payment to the Board of Directors.
6. Prepare cheques in payment of accounts for signature.
7. Be available at the annual meeting at least one hour prior to the meeting to receive membership fees for the ensuing year.
8. Prepare the necessary documentation required for application for general, operating on capital grants that may be available to the Society.
9. Perform such duties as may be required by the Directors.

XX. Duties of Secretary-Treasurer.

1. Where these duties are combined in one position, the duties shall consist of those listed for the Secretary and Treasurer.

XXI. Society Funds

1. The funds of the Society, however derived, shall not be expended for any objects inconsistent with those of the Society or authorized by the Agricultural Societies Act.
2. The funds shall be deposited to the credit of the Society in a chartered bank or other similar institution as directed by the board of Directors.
3. Cheques of the Society shall be signed by any two of the following President, Treasurer, or Secretary.

XXII. Borrowing: by the Society:

1. The Society may, for the purpose for the carrying out its objects or for capital purposes, from time to time borrow sums of money and may from time to time issue notes, bonds, debentures and other securities.
2. The board of Directors may not borrow any money without the authorization of the general membership as directed at a general meeting or special general meeting called for this purpose.

XXIII. Execution of Documents:

1. All documents required to be executed by or on behalf of the Society shall be authorized by resolution of the Directors and shall be executed by such officers, or other persons, as are designated in the authorizing resolution, and those documents shall be not be binding upon the Society unless properly executed on behalf o the Society as aforesaid.

XXIV. By-Laws:

1. At an annual meeting of the Society or at a special meeting called for that purpose, the member of the Society may make, alter and repeal by-laws for the general management of the Society.
2. A copy of the original by-laws will be transmitted to the Department of Agriculture and any changes will be forwarded immediately.
3. Subject to the by-laws of the Society, the Directors may act for and on behalf of the Society and all grants and other funds of the Society shall be received and expended under their direction.

XXV. Fiscal Year:

1. The fiscal year of the Society shall be twelve-month period commending on the tenth day of November each year.

XXVI. Audit

1. The Directors shall appoint an auditor of the Society who shall hold office from year to year and may be replaced by resolution of the Directors or members at the annual meeting.
2. No member of the board of Directors shall be appointed auditor during his/her term of office as a Director.
3. The accounts of the Society shall be audited annually in advance of each annual meeting by the auditor and the audited statement of the financial affairs of the Society shall be presented to the annual meeting.

XXVII. All other matters

1. In the event that these by-laws do not adequately cover any situation or item of concern to the Executive, Directors or members, reference shall be made to the "The Agricultural Society

Act” which shall be the supreme authority whereby actions and activities of the Society are mandated and controlled.