

Binbrook Agricultural Society (BAS) Policies and Procedures

Revision: February 13, 2020 (draft)

Terms of Reference Processes and Procedures Notes:

-Adopted by Resolution of the Board of BAS (Date adopted)

-Reviewed and/or amended by the Board of BAS (N/A at the moment – place date when done)

This Policy Manual has been developed to act as a guide for decisions, give direction to plans (objectives), and set up a framework for decision making by the Board of Directors of the BAS. Policy statements are broad in scope, are a statement of the BAS beliefs, are in writing, are reviewed regularly, and are adopted by the Board of Directors. These policies are basic, yet comprehensive, and are organized in accordance with the business activities of the BAS. They are to be applied and carried out to clarify the organization's assignments. The Board of Directors is responsible for the general management of the affairs, funds, and records of the BAS.

Vision, mission and values

The Binbrook Agricultural Society (BAS) is a not-for-profit society, incorporated under the Agricultural and Horticultural Societies Act of Ontario and governed by a volunteer board of directors reporting to OMAFRA.

Our Vision

The Binbrook Agricultural Society strives to be a sustainable volunteer organization in the community. By innovation, active presence and permanent facilities we will continue to engage and promote agricultural awareness in our community.

Our Mission

The Binbrook Agricultural Society serves to promote agricultural awareness through engagement, education and entertainment as, a volunteer organization.

Our Values

The Binbrook Agricultural Society conducts our business with honesty, integrity, dignity, respect and passion. We value our communities, both rural and urban, and believe strongly in working together inclusively. We believe in building a strong, healthy future for the entire community through awareness of agriculture, recreation and environmental responsibilities. We value, and believe in, our youth, and their contribution to the future, specifically in support of their education, activities, cultural heritage and volunteerism in our community.

Objectives of Agricultural Societies

The Act outlines the objectives for agricultural societies as follows (section 28):

“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 an 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 the conservation of natural resources;
- (d) Encouraging the beautification of the agricultural community;

- (e) Supporting and providing facilities to encourage activities intended to enrich rural life; and
- (f) Conducting or promoting horse races when authorized to do so by a by-law of the society.”

Not every society will be engaged in all of the activities listed in clauses (a) to (f), however, all societies should be engaged in activities that encourage agricultural awareness and improve the quality of life of the persons living in their community. We have incorporated these objectives in our Constitution.

A History

Binbrook Township received its name from a town in Lincolnshire, England in 1792. Township land was first owned by the widows and heirs of British officers and soldiers who served in the American War of Independence. However, these people did not settle the land but sold it to land speculators. The first settlers moved into the area in 1809. By 1832 there were only ten farmhouses with a total population of 161 in the whole township. From 1834 on, the township's population increased greatly due to the influx of English and Scottish immigrants. By 1893, the Village of Binbrook alone had 23 homes and 103 people living there.

The first record of an Agricultural Society in South Wentworth was in 1854 with the financial statement given in pounds and pence; the balance in the treasury was 9 pounds, 5 pence. This first local Agricultural Society had representatives from the four townships, Binbrook, Barton, Glanford and Saltfleet. The fair was then held alternately-one year at Stoney Creek and the next at Binbrook. Horse races were held in a field across the road from the present Fairgrounds. These would be not be professional races but just local farmers competing in races. In 1905, the Binbrook Agricultural Society, with a membership of 67, held the fair in the Drill Hall and adjoining ground which was rented from Edward Whitwell for \$50.00.

In 1919 the Agricultural Society bought 13 acres from Garbine Ecker to use as a Fairgrounds and donated a corner of the property to the township as a site for the Soldiers' Memorial Hall. The Memorial Hall was built in 1920 and was used for exhibits, the Drill Hall having been moved and converted into a grandstand. In the later twenties, the Women's Institute sponsored the building of a skating rink which was used at fair time for a livestock pavilion. This skating rink eventually collapsed and other accommodations were provided for the splendid exhibits of horses, cattle, sheep, swine, poultry and other agricultural and homemaking products from Binbrook and surrounding districts. New attractions were added such as Field Crop Competitions and a Junior Department for Junior Farmers and 4H Club exhibits.

In the early 40's, the war years took their toll of attendance and interest waned; many small fairs around Ontario closed their gates but the Binbrook Agricultural Society, determined to keep going and with hopes for the future, built new horse stalls and planned other attractions.

In the early 1900's women were recognized as Associate Directors but it wasn't until 1952 that a formal group known as Lady Associate Directors was organized. This group arranged the prize list for the Fair Book covering flowers and plants, all branches of "women's work", and the Elementary School Children's Department. This group also arranged special events and attractions for the Fair such as the Organized Women's Group display, antiques for the 100th Anniversary Fair in 1954, and a Fair Queen contest in 1973. The Fair Queen competition was discontinued in 1993 but it will be revived for the 150th Anniversary Fair as a Fair Ambassador competition, open to both women and men.

In 1954, the Binbrook Fair held its Centennial, with a parade of more than 30 floats. Attractive stone pillars at the entrance to the grounds were built. The Provincial Government gave a grant of \$1,000.00 toward the pillars. They were unveiled by The Hon. T. L. Kennedy, a former Minister of Agriculture.

In 1964, community washrooms were built jointly by the Agricultural Society and Blackheath-Binbrook Lion's Club and Binbrook Township.

In 1966, Pari Mutual Wagering was introduced. The excellent half mile racing track had been attracting the cream of harness racers, so, instigated by the Secretary, David Woodwork, betting became legal. Binbrook's share of the profits for the first year was \$200.00.

Canada's Centennial, 1967, was observed with special events and exhibits. A long parade of floats and school children led by a Scottish pipe band was a highlight. A banquet was held to honour Past Presidents, both men and women, who were presented with Past President's pins.

In 1973, an additional exhibition hall, the Kinsman Hall was constructed. The project was shared jointly by the Kinsmen and the Agricultural Society. This year the first Sunday program was introduced with a Western Horse Show, a display of antique and vintage cars and a horse pulling contest. It was also the first year that a "Fair Queen" was selected.

In 1979 the old Drill Hall Grandstand was torn down and a new one was constructed based upon the seating of the former Speedway Park, located in upper Stoney Creek. Financial support was provided from a Wintario grant to help pay for the construction. The grandstand was barely ready for the Fair, but the seating was ready, and the show went on. After the Fair, a meeting and banquet hall were constructed under the Grandstand and the Agricultural Society, under the leadership of the Lady Associate Directors, began to cater to weddings and other events in order to help pay for the building.

The 1980's saw a flurry of building on the Fairgrounds. In 1987, additional land was purchased from Neil Laidman to serve as a parking lot for the Fair so that people would no longer have to park along highway 56 to attend the Fair. The old horse Barns were torn down and new ones were constructed along the west side of the Fairgrounds. A new School Building was built in 1988 that also housed Junior department displays and a new Photography display. Over the next few years two new buildings were built to house commercial exhibits, the first in 1989 and the second in 1992. Then in 1993, the Kinsmen Building was torn down and was replaced with a new building connected to the School Building. The extra space in the buildings allowed for extra exhibits to be displayed and new classes such as Antiques and Amateur Winemaking to be added.

With the addition of the new buildings, the Agricultural Society started to use the buildings for car and boat storage in the winter and for a Craft Show in the spring. The Fairgrounds became a busy community centre, year-round.

The 2000 Fair saw the end of Horseracing. The cost of maintaining the track, the limited number of horses available due to competition with larger racetracks and the limited return for the investment necessitated the decision. In its place the Agricultural Society introduced Lawn Mower racing, a Birds of Prey show and other entertainment. The loss of horseracing did allow for the expansion of activities in the in-field area. One of the expanded activities was the Agriculture Education Program for grade 3 classes held on the Friday of the Fair. This was then followed by an expanded Old MacDonald's Farm display.

In 2009, the community of Binbrook continued to see rapid expansion due to many new homes built in the village of Binbrook and the erection of a water tower just west of the Fairgrounds. Even we expanded, purchasing an older lot on the south side of our property, and creating a new primary entrance for the Fair. In 2011, we partnered with Bell Mobility, to enhance mobile phone service in Binbrook, adding a stunning new piece of modern technology, contrasted by the old cattle ties below it.

2014 and the 160th Binbrook Fair saw the addition of a new electronic sign announcing Binbrook Agricultural Society events and local community as well.

As part of the larger City of Hamilton, the Fair is continuing to expand its attraction to a larger community. It continues to provide entertainment for the rural part of the community, and education about farms and farm life for the urban part of the city. Our place at the heart of our community continues to grow, as we reach out and support our new growing family that is Binbrook.

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Article I - Constitution

The Constitution and Policy and Procedures of the Society shall be made and/or adopted, amended or repealed by two-thirds majority of the members voting at an Annual, General or Special General meeting of the Society – as defined within the Constitution. Notice of such intended change shall be given in writing to all members at least two weeks prior to the meeting. The administration will notify members by the most efficient means at their disposal.

It shall be reviewed by board at least every 5 years, with an annual report to membership.

Article II - Directors

(1) Duties of Directors

The Board of Directors meet regularly at 8:00pm on the 4th Tuesday of each Month. The exceptions being December and September when meetings are not held.

In their role as “trustee”, Directors have three basic duties:

Diligence: to act reasonably, prudently, in good faith and with a view to the best interests of the Society, its future and its members within the law; to make the best use of their time in dealings and meetings of the Society; have sufficient information to enable them to make knowledgeable decisions on matters coming before the Board. They should be familiar with all aspects of the business and affairs of the Society including Board and Committee meetings. At each Directors meeting, it is the responsibility of each Director to ask such questions as will satisfy him or her that all the necessary information on which to base a decision has been provided;

Loyalty: to place the interests of the organization first, and to not use one’s position as a director to further private interests;

Obedience: to act within the scope of the governing policies of the Society and within the scope of other laws, rules and regulations that apply to the Society.

- Every Director must comply with the Act governing Agricultural Societies and with the Constitution and By-Laws of the Society.
- A Director shall apply the level of skill and judgement that may reasonably be expected of a person with his/her knowledge and/or experience.
- A Director shall act and make decisions that are in the best interest of the BAS.
- A Director shall be knowledgeable about the operations of the BAS, the needs of the community, the environment in which the BAS operates, the expectation of directors, the role of the Board, the governance structure and processes, and all governance policies adopted by the Board.
- A Director shall comply with the Board’s Code of Conduct & Ethics Policy.
- A Director shall develop and maintain sound relations and work cooperatively and respectfully with the President and administrative members.
- A Director shall represent the Board in the community when asked to do so by the Board or the President.
- Reading materials in advance of meetings and being prepared to contribute to the discussion.
- Offering constructive contributions to both the Board and Committees on which they serve
- Contributing his/her specific skillset.
- Respecting the opinions of all board members.

- Voicing conflicting opinions during meetings but always respecting the decision of the majority.
- Respecting the role of the President.
- Adhering to the Terms of Reference of the Board and committees.
- A Director shall respect the authority of the President.
- Resign from the Board if you cannot do the job.
- Make sure that all staff has been trained properly and there are clear job descriptions.
- Ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk.
- Ensure that regular evaluations of the organization's programs take place.
- “no director should receive remuneration for their role as a director of the Binbrook agricultural society.” This does not affect reimbursement for expenses or honorariums offered as special recognition
- Other duties as required.

(2) Duties of the Office Administration

- Shall keep an accurate account of the monies of the Society and an accurate account of the proceedings of all Annual and special general meetings of the Society and the Board.
- Shall prepare an up-to-date financial statement each month for the regular meetings of the Finance committee and the Board of Directors.
- Shall attend all meetings of the Society and the Board and keep true minutes thereof, conduct the correspondence of the Society, keep a record of the names and addresses of all members of the Society and of all the persons to whom prize money is paid and the amount paid to each person, and a record of all the annual statements and financial and Financial Reviewer’s reports.

(3) Duties of the Executive

All executive members:

Must comply with the Duties of Directors. Conduct executive meetings between regular Board meetings to deal with emergent issues.

Presidential Duties

- The President assures the integrity and effectiveness of the Board's governance role and processes.
- The President is responsible for chairing Board and Members’ meetings. This includes:
 - Setting the agenda (with administrative staff) for meetings to ensure the Board’s role and work plan are completed. Content for meetings will be those issues that, according to Board policy, clearly belong to the Board for discussion and decision-making.
 - Ensuring meetings are conducted according to the by-laws, governance policies and Rules of Order.
 - Encouraging input and ensuring the Board respectfully hears all sides of the discussion. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and kept to the point.
 - Facilitating consensus.
 - Ensuring that relevant materials are provided (with the aid of administrative staff) in a timely manner

- Overall planning and coordination of the Executive Committee
- Prepares summary of annual activities to present to AGM.
- Acts as moderator at events where necessary.
- The President by virtue of his/her position is a member of all fair committees and should at some point through the year contact the committee chairmen to ensure that there are no issues and that the committee work is being completed.
- Represent the society when possible, if the president is unavailable it is his duty to find another executive or other member to take his place. This includes but is not limited to: District #6 OAAS Activities, Farm Family of the Year Banquet, Citizen of the Year Banquet, invitations from other area fairs.
- The President may delegate his/her authority but shall remain accountable for its use.
- The President performs other duties as the Board determines from time-to-time.

1st Vice President

- Supports the President
- Assumes role of president in the president's absence
- Undertakes special projects as required
- Develops a working knowledge of the Society

2nd Vice President

- Supports the President and 1st Vice President
- Assumes role of president in the president and 1st Vice's absence
- Undertakes special projects as required
- Develops a working knowledge of the Society

(4) Duties of the Homecraft President

The Homecraft Representative shall oversee the functions of the homecraft committees for the adult, junior and 4-H divisions of the Agricultural Products, Culinary Arts, Flowers and Handcraft Committees.

Duties and Responsibilities of the Homecraft Representative:

- Ensure that all changes to the Prize List are received by the Executive Assistant by December.
- Provide assistance and advice to homecraft committee chairs by sitting as an ex-officio member on their committees.

Meeting Frequency and Term:

The Homecraft Representative shall serve a three-year term as a member of the executive, renewal for one additional one-year term at the discretion of the Board. The Homecraft Representative is expected to attend all Board meetings and Member meetings.

Homecraft Representative is encouraged to attend all sub-committee meetings of the Homecraft Division, i.e. Agricultural Products, Culinary Arts, Flowers and Handcrafts, in an ex-officio capacity.

Article III - Committee's and Responsibilities

(1) Governance Committee

The Binbrook Agricultural Society (BAS) Governance Committee provides governance leadership to the Board of Directors. Duties and Responsibilities:

- Draft Board governance policies and procedures.
- Develop a Board of Directors' governance manual.
- Review, and if required, amend policies and procedures on an annual basis.
- Evaluate effectiveness of board governance structures, processes and recommend changes as required.
- Promote governance excellence and high ethical organization standards for the BAS.
- Ensure ongoing Board policy and bylaw review, suggesting any changes/ improvements for discussion/consideration by the Board.
- Monitor compliance with the BAS Code of Conduct and recommend action to the Executive Committee for breach of oath of office and confidentiality issues.
- Identify and recommend Board development education strategies and actions.
- Provide opportunities and tools to regularly evaluate Board and Committee meetings and Director and Chair performance.
- Provide training and resource materials to Board members.
- Ensure regular review of Board standing committees' terms of reference.
- Provide support and orientation to Board members.
- Provide guidance to the Nominating and Recruitment Committee.

Composition/Membership:

- Minimum of three Board members of the BAS will sit on the Governance Committee.
- The Committee will be chaired by Drew Spoelstra.
- The Chair may appoint one or more community members, if required.

Resources:

The Office Staff will provide administrative support to this committee.

Accountability:

The Governance Committee is accountable to the Board of Directors of the BAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Governance Committee members serve a 1-year renewable term and will meet a minimum of 3 times per year, or as necessary at the call of the Chair and may meet in person or by video/teleconference (frequency to be reviewed with each term).

Reporting:

Recommendations made by the Governance Committee are subject to approval by the Board of Directors of the BAS.

(2) Human Resources Committee

Adopted:

The Human Resources Committee will assist the Board in fulfilling its obligations relating to human resource and compensation matters and establish a plan of continuity and development of staff.

Functions:

The Human Resources Committee will:

- Provide appropriate supportive supervision and ongoing feedback on employee performance
Recommend and carry out a performance evaluation process for OAAS staff.
- Recommend the Staff's performance objectives for approval by the Board of Directors and report on these matters at the spring board meeting
- Review and recommend compensation, to the Board for approval and report on this matter at the Fall Board meeting.
- Recommend any training and development programs for OAAS staff
- Assist with any recruitment and selection process for new employees
- Ensure a comprehensive orientation process is in place when new staff are hired
- Develop, and/ or review and change as necessary the written Job Description for each staff position and recommend any necessary changes to the Board for approval
- Ensure that fair and legally defensible policies and procedures for discipline and termination are established
- Ensure an appropriate policy and process for resolving workplace conflicts is established

Composition/Membership:

The Past President, President, First Vice President and Second Vice President will sit on the Human Resources Committee. The Committee may recruit or add non-Board members, advisors or resource persons as required.

Accountability:

The Human Resources Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve 1-year renewable terms. The Committee will meet a minimum of 3 times per year, in person or by teleconference. The first Vice President will serve as Committee Chair.

Conduct:

Recommendations made by the Human Resources Committee are subject to approval by the Board of Directors of OAAS.

Suggested Annual Schedule:

March	Staff performance evaluations
April	Present summary of performance evaluations to Board at spring meeting Seek approval for annual objectives
September	Review staff compensation
October	Make recommendations to Board regarding compensation
Ongoing	Provide appropriate supportive supervision and feedback on employee Performance

(3) Nominating Committee

The Nominating Committee will assemble a list of willing and qualified candidates for the Board of Directors. They are to ensure that the candidates the committee nominated for the Board of Directors have at expressed interest in the position, have agreed to serve, and are qualified for the position for which they're nominated.

Accountability:

The duty of a nominating committee is to find the best candidate for each position on the Board of Directors. They are not required to find more than one person to fill each position. Persons serving on the committee can be nominated for the Board of Directors.

The secretary should give the committee a copy of the membership list, constitution, policy and procedures, a description of the duties of the Board of Directors and the eligibility requirements.

The committee must carefully review the eligibility requirements and see that the nominees meet these requirements. If anyone is elected and is discovered after the election that the person is not eligible, the election of that director is null and void. The committee then has to find a new nominee, and the members have to vote again.

The committee should meet, carefully review the membership list, and select the people who they think will do the best job on the Board of Directors. A member of the committee should then designate to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

Sometimes there is a split in the nominating committee over who to nominate, if a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

The report of the nominating committee is usually given under "special orders". When called on to give the report, the chairman of the nominating committee sated the nominations for each position.

As soon as the committee reports, it is discharged from its duties. Sometimes the committee is revived to make nominations to fill vacancies.

Accountability:

The Nominating Committee is accountable to the Board of Directors.

Meeting Frequency:

Committee members meet as required.

(4) Storage Committee

To establish policies and procedures regarding the rental of storage space within its buildings.

Functions:

- Coordinate all storage allowing access to buildings –as required.
- Ensure that policies and procedure for storages are completed and that any funds for the storage are submitted to the office Staff –as required.
- Oversee the calendar of storage requests –as required.
- Keep Board of Directors up to date on any issues related to storage.
- Office Staff will file storage contracts and prepare profit reports for Board of Directors to review.
- Review storage policies and prices annually -October.
- Oversee the placement of units being stored in the buildings over the winter; collect signed waivers and funds from all renters –October.
- Oversee the removal of units that were stored in the buildings-April.
- Ensure the board has adequate insurance coverage for winter storage, including coverage for rodent damage -November.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one Office Staff. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

Accountability:

The Storage Committee is accountable to the Board of Directors.

Meeting Frequency:

Committee members meet as required to ensure that the storage facilities and equipment are well maintained.

(5) The Grounds Committee

To oversee the maintenance of the grounds, flower beds and outbuildings.

Functions:

- Ensure all weed trimming is performed on and around the property including fence lines, horse ring and outbuildings – Seasonal
- Perform building repairs and/or, with board approval, obtain tenders for larger projects –as required.
- Maintain the bleachers and ensure they are in safe condition –ongoing, as required.
- Ensure all fences are in good repair – ongoing.

- Maintain horse ring by ensuring the rails are painted and that there is adequate sand. Order sand, if necessary -ongoing.
- Be available for general setup and teardown at the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one BAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

Accountability:

The Grounds Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on an as required basis.

Meeting Frequency:

Committee members meet Monday evenings and on an as required basis to ensure that the grounds and outbuildings are in good order.

(6) Hall/Grounds Rentals Committee

To establish policies and procedures regarding the rental of buildings and grounds and to oversee their implementation and rental coordination.

Functions:

- Coordinate all rentals allowing access to buildings and ground –as required.
- Ensure that policies and procedure for rentals are completed and that any funds are for the rentals are submitted to the Office Staff –as required.
- Oversee the calendar of rental requests –as required.
- Keep the Board of Directors aware of rental requests at monthly meetings.
- Keep an inventory of all building equipment, i.e. tables, chairs, etc., and ensure they are in good repair -annually.
- Review rental policies and prices for all buildings -January.
- Copies of all rental contracts to be given to the office staff two weeks prior to rental agreement date
- Oversee the placement of units being stored in the buildings over the winter; collect signed waivers and funds from all renters – October
- Oversee the removal of units that were stored in the buildings - April
- Ensure the board has adequate insurance coverage for winter storage, including coverage for rodent damage – November
- Sign in and out list to be kept in the office for any items that are borrowed by the membership that are the property of the Binbrook Agricultural Society. All persons borrowing items must fill out the sign in and out list and are responsible for returning all items immediately after use.

Items kept for more than 2 weeks by a member will be subject to being billed the full cost of the items borrowed.

Composition/Membership:

The committee will be composed of a minimum of 1 BAS member, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

Accountability:

The Hall/Grounds Rentals Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a regular basis as needed.

Meeting Frequency:

Committee members meet as required to discuss any issues that may arise from the use of our grounds and buildings.

(7) Sponsorship & Donations Committee

To coordinate the efforts of all committees in collecting sponsorship funds and to ensure that all incentives are provided as required.

Functions:

- Prepare applications (with help of Office Staff) for potential sponsors-January.
- Visit potential sponsors; if not successful in receiving support in the current year, consider the visit an effort in building an ongoing relationship.
- Prepare and mail sponsorship letters requesting last year's sponsors to partner with the BAS for the current year's fair. Include the AssistExpo sponsorship statement in the mailing –March
- Call last year's sponsors in kind to confirm their participation and to confirm the quantities of items being donated – April through June.
- As sponsorship funds come in the Office Staff will enter the payment in AssistExpo and in QuickBooks. Office Staff should also provide a receipt to be included in the sponsor's incentive package at time of mailing/delivery – April through August.
- Work with the Executive Assistant to make sure all sponsors are listed in the Prize List and on the website–June through August.
- Deliver/mail sponsorship packages 2-3 weeks before the fair.
- Work with the office staff to coordinate sponsorship packages, ensure that each sponsor feels recognized and that members feel the benefits of being a sponsor are in line with our mission as a society.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one BAS director. Other members of the committee may be non-Board members, advisors or resource

persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

Accountability:

The Sponsorship & Donations Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a regular basis.

(8) Volunteer Coordinator

The office staff will coordinate and track all volunteers during the Binbrook Fair.

Responsibilities

- maintaining an up to date list of emergency contacts for each volunteer
- ensuring that all volunteers fill out a volunteer form, students under 18 years of age to have filled out by a parent.
- ensuring all volunteers have a signed Code of Conduct, students under 18 years of age to have filled out by a parent.
- providing the office copies of all volunteer's forms and code of conduct at least 2 weeks prior the fair.
- Provide all committee chairpersons with blank volunteer forms and code of conducts.
- having volunteer forms for students printed and ready for both HWDSB and HWCDSB
- signing forms when required
- assigning volunteers to various committees that are in need for volunteers throughout the weekend of the fair.
- Sending out recruitment emails, mailings, postings, flyers etc. to help filled vacancies and promote volunteering at the Binbrook Fair.
- Volunteers over the age of 18 must have a clear police record check and specifically naming Binbrook Agricultural Society as a place of volunteering.
- Ensure volunteers are made aware of appreciation evening and other relevant appreciation events.

(9) Fair Committee

The Binbrook Agricultural Society (BAS) Fair Committees are divided into Multiple different sub committees who provide support and planning skills to prepare for the annual fair that is offered to member societies and members of the organization.

Composition/Membership:

The Sub Fair Committees will consist of a Chairperson and other members of the BAS.

Accountability:

The Sub Fair Committees are accountable to the Board of Directors and Executive of the BAS. The sub-committees will provide reports to the Board of Directors as necessary and appropriate. The sub-

committees Chairperson must provide an annual written report to the Secretary/treasurer by December 31st.

The sub-committees will track all volunteers' times and provide the volunteer coordinator a report by December 31st. The sub-committees will provide orientation and training to all volunteers. The sub-committees must ensure all volunteers' that have not gone through the registration process with the volunteer coordinator have a completed volunteer form and code of conduct signed. The sub-committees must provide all new volunteer forms and code of conducts to the volunteer coordinator.

Conduct:

Recommendations made by the Fair committees are subject to approval by the Executive and the Board of Directors of BAS.

Article IV - Director Meeting Frequency and Term

- (1) The Board meets approximately 12 times per year. A Director is expected to adhere to the attendance policy that requires attendance at 55% of Board Meetings.
- (2) A Director is expected to notify the Executive Assistant in advance of a meeting if they are to be absent. The Board is responsible to ensure active and full participation of Directors and, in the event a Director is absent for consecutive meetings without notice or just cause, the Director's position may become vacant at the discretion of the Board by Special Resolution.
- (3) A director is expected to serve on at least one committee, more if required, acting either as Chair or as a liaison to the Board. Committees generally meet quarterly.
- (4) A Director is elected for a three-year term. A Director's renewal is dependent on the Directors' performance and is expected to complete the recruitment process for each term renewal. Renewal of a Director's term is not automatic.

Article V – Appointment of Life Members

The Board through normal discussion, may from time to time, appoint Life Members, or, be approached by any member to suggest a name for consideration.

In general terms, life Members tend to be, but are not limited to those who:

- Have been actively involved in the BAS for 15 years or more
- Have actively chaired a committee or committees
- Have served time on the board
- Have provided an alternate level of service to the BAS that would warrant such permanent recognition

Article V - Disciplinary and/or dismissal of a Member/Director

The Executive Committee, in a meeting duly called for the purpose of reviewing complaints, shall review any complaints that a Director/Member has violated any provision of the BAS's Constitution & Policy and Procedure's, Code of Conduct, and/or Oath of Office and Confidentiality Agreement.

- (1) The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions.

- (2) Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.
- (3) Allegations of illegal activity shall be immediately referred to appropriate authorities for investigation.
- (4) Any Director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation.
- (5) The Executive Committee shall similarly review disputes between members of the Board that interfere with the ability of the Board to carry on its business.
- (6) Unresolved complaints may be referred by the Board to an independent arbiter.
- (7) Every attempt should be made to resolve such matters expeditiously and fairly.
- (8) The recommendations regarding resolution of such matters shall be brought to the Board for approval.
- (9) The ruling of the Board shall be final.
- (10) Should the member refuse to abide by the ruling the Board may table the matter pending determination of disciplinary action.
- (11) Such action may include formal or informal censure by the Chair or the Board, suspension or a request for the Director's resignation

Article VI - Resignation and Replacement of Directors

Adopted:

- (1) In the event of a vacancy occurring on the Board of Directors by:
 - a. the death or resignation of any officer or director,
 - b. failure to attend three consecutive board meetings without notice of just cause or
 - c. failure to attend five meetings during the year without notice of just cause,the position will be declared vacant, and the remaining members of the Board of Directors may appoint any member of the society to fill such vacancy until the next meeting of members when a Director shall be elected for any remaining part of the unexpired term.
- (2) When three or more directors resign at the same time, for reasons other than just cause, a special general meeting of the Society shall be called, and directors elected to fill the vacancies.
- (3) Just cause is deemed to be for employment, family or personal health reasons
- (4) If, for any reason, a Director is unable to carry out the duties required by the Board of Directors, it shall be the duty of the President, under direction of the Board, to request the resignation of such Director. Upon receipt of the resignation, the Board shall proceed to fill the unexpired term according to Article VI (1) above. In the event the resignation is not offered then such Director shall be dismissed from the Board by a two thirds majority of the Directors voting at a meeting of the Board.
- (5) If a Director submits their written resignation, the resignation will be deemed effective twenty-four (24) hours after receipt by any officer of the Society. The vacancy will be filled according to Article VI (1) above. The Board will recognize the resignation by a resolution at the next board meeting.
- (6) A Director who resigns from the Board, taking effect less than six (6) months prior to a Fair, may not accept a nomination to serve on the Board of Directors for a period of three (3) years.
- (7) Where a director of the Society has a personal or financial interest, direct or indirect, in any matter in which the Society is concerned they shall disclose their interest and shall not take part in the consideration or discussion of, or vote on any question with respect to the matter, and

shall withdraw from the meeting when the matter is being discussed upon the request of any Director present.

(8) The Board of Directors shall have the power to act for and on behalf of the Society in all matters, subject to the By-laws and regulations of the Society.

(9) There is no limitation on the number of consecutive terms that may be served by a Director.

(10) The Society shall indemnify and save harmless the directors, their heirs, executors and administrators, and estates from and against:

a) all costs, charges and expenses whatsoever that he/she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in the execution of the duties of his/her office except costs, charges and expenses as are occasioned by his/her own willful neglect, default or dishonesty; and

b) all other costs that he/she sustains or incurs 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 his/her own willful neglect, default or dishonesty

Article VII - Administrative Policies

(1) Membership Fees

Adopted:

Every natural person is entitled to pay an annual membership fee no later than July 31st of the current year to be a member of the society. No person under eighteen years of age is eligible to vote at any meeting of the society or to hold office in the society or sit on the board of directors in the society.

The annual membership fee is \$9. A late fee of \$11 will be added to the purchase of a membership if done after July 31st.

Every member must actively participate in a minimum of one fair committee and in turn will be granted entry with their membership card to all 3 days at the fair.

At the Annual Meeting only those members who were members of the Society the previous year and who have paid the membership fee for the current year shall be entitled to vote.

Life members may be appointed from time to time by the Board of Directors through normal motion and majority approval process. In general, they should have 15 years' experience plus event or committee chair experience. Such life members shall not be required to pay the annual membership fee.

(2) Records Retention and Archives

Adopted:

To ensure proper care, retention and destruction of all BAS documents, this policy sets out guidelines and responsibility for document storage and retention. Records are retained for the following purposes:

- To facilitate the continuity and provision of service
- To minimize risk to the organization
- To comply with legal requirements

- To provide historical data for future identification or verification of facts
- To provide material for statistical analysis or research

Records will be retained only as long as they are required by the organization to meet the above purposes. Records containing personal information or confidential organizational information will be destroyed by shredding. This policy applies to all corporate, financial, human resource and client records in electronic and/ or hard copy formats.

PROCEDURES

- a. All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the organization (refer to document retention schedule below).
- b. Regular back up of electronic records are stored/ maintained off-site.
- c. The organization shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.
- d. Documents containing personal information or confidential organizational information will be shredded.
- e. Financial Documents: The secretary/treasurer shall ensure that all original financial documents will be stored centrally. Examples of financial documents includes: all deposit books with documentation supporting from whom funds were received and to what they relate; record of all cash disbursements; proof of payment (e.g., cancelled cheques); invoices; documents substantiating disbursements; payroll records; donation receipts; and supporting documentation.
- f. Corporate Documents: The secretary/treasurer shall ensure that all original corporate documents will be stored centrally. Examples of corporate documents include: contracts; service agreements; purchase of service agreements; auditor reports; Organization Charter; Bylaws; Letters Patent; Board Minutes and Documentation; Annual Reports; governance documentation; and planning and evaluation documentation.
- g. Insurance Documents: The secretary/treasurer shall ensure that all original insurance documents will be stored centrally.
- h. In addition to the above, the secretary/treasurer shall ensure that original financial, insurance and human resources records are stored, retained and destroyed according to this policy and the attached document retention schedule.

(3) Document Retention Schedule

Documents will be retained by BAS as follows:

Document Length of Retention Corporate Documents

Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of member's meetings Organization's life span plus two years Contracts, service agreements and purchase of service agreements Duration of contract or agreement plus two years

Financial Documents

- Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities.
- Organization's lifespan plus two years
- Duplicate donation receipts (except related to ten-year-gifts)
- End of fiscal period to which they relate plus at least two years
- Other financial records (other than those cited above) including payroll information
- End of fiscal period to which they relate plus at least six years
- Insurance policies Indefinitely (to minimize risk)

Human Resource Records

- Human resource records nine years after termination of employment.
- Records of hiring competitions four years after completion of the competition.

(4) Office Administration

- Daily responsibilities include:
 - Checking/replying to incoming correspondence via email, phone and mail
 - Daily review of online banking and cash drawer
 - Deposits when applicable
- Monthly responsibilities include:
 - Monthly reconciliation of bank statements to QuickBooks Online
 - Preparation of agenda for board meetings, emailed out 1 week prior to the meeting and a final agenda issued the morning prior to the meeting
 - Preparation of meeting minutes the day after the meeting, they should be sent to all directors for review
- Yearly responsibilities include:
 - Planning the craft show
 - Applying for grants
 - Preparation of Fair Book and prizes
 - Booking necessary items for the Fair
 - Preparing year end financials and coordinating with the financial reviewer
 - Preparing necessary items for the CRA; GST/HST submitted quarterly, T4A submitted in January of each new calendar year
 - Completing annual membership forms and preparing cheques

(5) Meetings

At least two weeks' notice of every General, Special or Annual Meeting shall be given by publication of a notice of the meeting in at least one newspaper having a general circulation in the municipality in which the headquarters of the society is situated and by mailing notices of the meeting to every member of the Society at the address furnished to the office.

Electronic distribution of the meeting notice is included in the definition of “mailing”, and social media may be used in place of printed newspaper, where it is deemed to have better coverage.

For the purpose of voting, proxies are not permitted at any meeting of the Society.

Annual Meetings:

- a) The Annual Meeting of the society shall be held as determined by the Board of Directors.
- b) Fifteen members shall constitute a quorum at the Annual Meeting.

At the Annual Meeting:

- c) The Board shall present a report of the activities and accomplishments of the Society since the last Annual Meeting and a detailed statement of the receipts and expenditures since the last Annual Meeting and a statement of assets and liabilities of the Society, certified by the Auditors.
- d) The Directors shall be elected by secret ballot.
- e) Auditor(s) or two (2) or more financial reviewers shall be appointed. iv)Changes may be made to the Constitution and Policy and Procedures of the Society.
- f) The Secretary shall make available a list of those members eligible to vote and hold office as determined by membership requirements stated in policy and procedures.

General Meetings:

- a) Only those persons who are members for the current year are eligible to vote at any General Meeting except where property is involved.
- b) members shall constitute a quorum for a General Meeting.
- c) A General Meeting may decide on all matters brought to it by the Board.

Special General Meetings:

On the petition of thirty members of the Society, the Secretary and, in the Secretary’s absence, the President, 1st or 2nd Vice-President, shall call a Special General Meeting for the transaction of the business mentioned in the petition.

Fifteen members shall constitute a quorum for a Special General Meeting.

A Special General Meeting shall be called to deal with:

- a) Selling, mortgaging, leasing or otherwise disposing of property owned by the Society. only the directors and those persons who are members for the current year and who were members for the two previous years, are entitled to vote at the meeting.
- b) Changes to the Constitution and Policy and Procedures of the Society.
- c) Filling vacancies on the Board of Directors.

Article VIII - Financial Policies

(1) Accounting methods

The financial books or records of the Binbrook Agricultural Society are the property of the Binbrook Agricultural Society and not the secretary/treasurer or executive. They should be open for examination at any reasonable time by directors and members of the organization.

The Binbrook Agricultural Society's financial statement regulation states that:

The financial reviews and audits are prepared by a:

- a. Certified General Accountant
- b. Certified Management Accountant, or
- c. Chartered Accountant.

The financial reviewer/auditor will be appointed at the AGM.

The Binbrook Agricultural Society financials are to be reviewed on a yearly basis and to be completed by February 28th. Every 5 years an audit report must be completed on the financials.

(2) Financial Management

The accumulated surplus of the organization should be sufficient to carry it through an extended period of revenue shortfall. It is recommended that the desired target for accumulated surplus of the organization be established at the equivalent of one (1) year of operating expenses, and that the minimum accumulated surplus be established at the equivalent of six (6) months operating expenses.

On an annual basis Office Staff will prepare financial statements and operational budgets for consideration by the executive and presentation to the Board during the annual budget deliberation process prior to the annual general meeting.

BAS membership fees are recommended by the executive annually and subsequently approved by the Board as part of the budget.

All cheques and financial instruments of the BAS will require the signatures of two (2) signing officers. The signing authorities, by title, will be established as follows:

- President
- First Vice-President
- Second Vice-President

Directors may incur expenses in the course of discharging their responsibilities on behalf of the BAS. When board members travel to conferences and approved Board business on behalf of the organization, BAS shall reimburse the costs of such travel as well as accommodation and meals. It is also the intent that anyone attending such events, and being reimbursed for such costs, has the responsibility to fully participate while keeping in mind the best financial interests of the organization.

(3) Expense Allowances

- a) While on BAS business, a flat rate of a \$40 allowance per day for meals, with no receipts required, will be paid. (Breakfast = \$10; Mid-day = \$10; Evening = \$20)
- b) All room reimbursement for BAS Directors will be paid at the regular room rate (two persons per room or ½ of the rate). Any extra charges will be the responsibility of each Director.

- c) Mileage will be paid at the rate of \$0.40 per kilometer for Directors. When travelling by air or rail, it is expected that Directors will travel using the most economical form of transportation available.
- d) Directors will be permitted to claim meal expenses if on official BAS business. The office staff will review any receipts and may bring to the board of directors if concerned. All receipts are required, and details of reason should be included with expense.
- e) Convention registration will be paid by the BAS in advance of attendance.

(4) Budget preparation and management

Partially Adopted:

Financial planning for any fiscal year, or the remaining part of any fiscal year, shall not adversely affect the strategic outcomes, risk fiscal jeopardy, or fail to be based on sound budgeting principles.

Policy

Accordingly, Staff, Members or Directors may not cause or allow budgeting that:

- Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
- Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- Fails to estimate revenues conservatively and expenses realistically.
- Endangers the fiscal soundness of future years or ignores the building or organizational capability sufficient to achieve ends in future years.

Procedures

- Financial history available before setting a budget.
- Budget cost can be approved under \$200 with 2 or more executive director's approval.
- All Budget expenses above \$200 must be brought to the board of directors for a vote.
- Budget expenses that are time sensitive and cannot wait for a Board of directors meeting, all means must be taken to contact all board of directors for a vote and must include 2 executive directors and must meet quorum for approval.

(5) Cash Management

Cash should be kept at no greater than \$300 on site in the cash drawer and locked on a daily basis. During events extra cash received that wasn't able to be deposited should be kept in the locked wall safe. Office staff should prepare regular deposits to reduce risks.

cash, reserve fund, safe access, cash drawer

(6) Lottery Related Fundraising

All lottery fundraising should follow guidelines issued by the City of Hamilton licensing department. It is the responsibility of office staff to remain up to date on all new policies and procedures.

(7) Contractual Agreements with Others

Contractual agreements will be discussed and approved at board meetings. Signing authority is via executive directors. It is the responsibility of the office staff to ensure any contracts arriving in the office for signing have been discussed and match approval documented in meeting minutes. Contracts are to be stored and maintained for as long as relevant and necessary. Changes should be discussed at board meetings.

(8) Cheque Control and Safeguard

Cheques should be stored in filing cabinet and should be used in numerical order. Void cheques should be retained in the banking file for future reference. All expenses are to be paid by cheque, except monthly gas, hydro and internet/phone bills, which are paid via online banking. They should be reviewed on a regular basis by executive directors to ensure accuracy. Any large, out of the ordinary or new purchases should have been discussed at a previous board meeting.

Office staff will track cheques and reconcile with the bank statements on a monthly basis.

(9) Banking

One chequing account and one community account for lottery proceeds will be used. Office staff will complete deposits to both account on a regular basis ensuring that funds are not remaining in the office, thus minimizing risks. Two signers will be required on all cheques prepared.

(10) Hall Rental Discounts

Hall rental discounts will be discussed at board meetings. They will be given only to those individuals who have volunteered on the board or have immediate relatives who are long term and dedicated volunteers/members of the BAS. A maximum of the full amount less 250.00 will be refunded. Each individual must first pay in full for the hall rental and then issue a written request to the board to review at the board meeting. The request may be received from an individual other than that who is renting the hall if someone feels a discount should be given.

Appendices

Oath of Office and Confidentiality

Adopted:

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of any client names and/or circumstances that might identify clients. Similarly, all matters dealt with by the Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board.

Conflict of Interest

Adopted:

Board members are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board. A conflict of interest may be “real”, “potential” or “perceived”; but the same duty to disclose applies to each. Full disclosure in itself, does not remove a conflict of interest. It is in the best interest of the BAS Board of Directors to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest.

Accordingly:

- Members of the Board of Directors shall act at all times in the best interests of the BAS rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the BAS in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.
- Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interests of the Director.

Principles for Dealing with Conflict of Interest:

- The Board member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its Committees deal with the matter at issue.
- If the Board member is not certain he/she is in a conflict of interest position, the matter may be brought before the President, Executive Committee or Board for advice and guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
- It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board President.
- The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
- The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded

Code of Conduct for Directors

Board Members' Code of Conduct & Ethics Policy

The Board commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

Accordingly, Board members will at all times conduct themselves in a manner that:

- Supports the objectives of the BAS;
- Serves the overall best interests of the BAS rather than any particular constituency;
- Brings credibility and good will to the BAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the BAS;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the BAS;
- Ensures that the financial affairs of the BAS are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities (An individual in whom another has placed the utmost trust and confidence to manage and protect property or money) and public trusteeship. One person did not like the word fiduciary. Definition is attached for further discussion and a final decision on whether word should remain in the text (as it is in the OAAS Manual).
- Avoids real or perceived conflicts of interest; (declare them)
- Conforms with the Constitution & Policy and Procedures approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the BAS's business. Board members shall agree to and sign an Oath of Office and Confidentiality

Agreement upon joining the Board of Directors. Alternative – “Board members shall agree to the Oath of Office”
Furthermore, Board members will not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies including:

(a) Board members' interaction with Staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.

(b) Board members' interaction with the public and the media must recognize the same limitation and the inability of any member to speak for the Board except to support Board decisions.

(c) Board members' individual judgments of Staff performance.

Name: _____

Signature: _____ Date: _____

Code of Conduct for Members and Volunteers

Members/Volunteers' Code of Conduct & Ethics

Members and Volunteers of the Binbrook Agricultural Society commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as members/Volunteers.

Accordingly, members/volunteers will at all times conduct themselves in a manner that:

- Supports the objectives of the BAS;
- Serves the overall best interests of the BAS rather than any particular constituency;
- Brings credibility and good will to the BAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the BAS;
- Avoids real or perceived conflicts of interest; (declare them)
- Conforms with the Constitution & Policy and Procedures approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the BAS's business

Name: _____

Signature: _____ Date: _____

Parental Consent: If you are 18 years old (or under), parent/guardian must complete below...

PLEASE PRINT

I _____ (parent full name)

parent/legal guardian of _____ (child full name) consent that my child has read and understands that he/she must follow the Code of Conduct & Ethics to have him/her involved as a member/volunteer at Binbrook Agricultural

Parent/Legal Guardian Signature _____

Date Signed _____

Volunteer Event Registration Form

Thank you for your interest in volunteering at the Binbrook Fair

Today`s Date: _____

First name: _____ Last name: _____

Address: _____

City: _____ Postal Code: _____

Phone : (Home) _____ Cell : _____ Email: _____

Best time to contact you: _____

High School: _____ Grade: _____

How did you hear about volunteering? _____

Referred by friend name: _____

Describe any experiences you had in volunteering, work experience or employment.

What position(s) are you most interested in volunteering.

Volunteer Signature: _____ Date Signed: _____

Emergency Contact Full Name:

Home : _____ Cell : _____

Medical History: Do you know of any medical condition that may hamper or affect your ability to carry out your duties as a volunteer. Or any medical conditions we should be aware of?

No Yes If yes, indicate : _____

Parental Consent: If you are 18 years old (or under), parent/guardian must complete below...

PLEASE PRINT

I _____ (parent full name)

parent/legal guardian of _____ (child full name) consent to have him/her involved as a volunteer at Binbrook Agricultural Society in the position for the date and time when assigned as agreed upon.

Parent/Legal Guardian Signature _____

Date Signed _____

Thank you for your application to volunteer at BAS. If we require additional information, you will be contacted.

Incident Report Form

Prepared By: _____ Signature _____ Date: _____

To be completed within 12 hours of incident/accident

Incident Date: _____ Incident Time: _____

Injured/Incident Person Name: _____

Address: _____

Phone Numbers: _____

Male/Female: _____ Date of Birth: _____

Does Injury/Incident require Hospital/Physician? Yes: _____ No: _____

Hospital Name: _____

Address: _____

Hospital Phone Numbers: _____

Injured/Incident person/Party Signature _____ Date: _____

Details of Incident:

Who was injured person? _____

Injury Type: _____

Important Notes and Instructions:
