

THIS NOTICE IS ADDRESSED TO ALL OFAH ZONE J MEMBERS

At the OFAH Zone J Annual General Meeting being held April 1, 2012, some “housekeeping” needs to be completed. The OFAH Zone J By-Laws need to be updated every three years. On the rare occurrence, like this year, there are changes that need to be made. The OFAH Zone J Executive have approved the following changes. Now the OFAH Zone J membership has the opportunity to review these changes and vote on them.

The following pages are divided into two columns. The left column is the current Bylaw. The right side column is the proposed Bylaw. Words that need to be removed on the left are in blue. Words on the right being added are red.

The proposed changes are minimal and are described as follows:

Page 2 – we need to remove the word “spring” and replace it with the word “winter”

this change has been brought about by changing the Zone J Annual meeting to the first weekend in April from the 3rd weekend in September.

We can no longer wait until the “spring” meeting – that is now the Annual meeting

Page 3 – no changes

Page 4 – OFAH head office has asked that this section be added to specify how many membership meetings the Zone has each year. This conforms to other Zone Bylaws.

Page 5 – no changes

Page 6 – Date and signing officers adjusted to reflect corrected information.

– The section on Annual Banquet is to be removed. We no longer hold an Annual Banquet, only an Annual meeting.

Zone Life Memberships are awarded as approved, not held for Annual.

I have tried to find information on these named awards but have not been able to uncover enough info to continue them. The Zone records do not reflect how or why these awards are given and Nancy Cator at Head Office has no record.

The only award Zone J currently gives is the OFAH Zone J Outstanding Achievement award.

I don't feel this needs to be a part of our Bylaws. The way it currently stands, we do not have to give out this award annually if we have no deserving candidate.

Page 7 – no changes to this page

Please review these By Laws prior to April 1, 2012. The members in attendance at the Zone J

Annual Meeting will be presented with this information. It will be discussed and voted on by the members. If you have any questions, comments or concerns about this process or the Bylaw changes being proposed, please contact OFAH Zone J Chair Tony Jackson or Secretary/Treasurer Kathy Moore.



O.F.A.H. ZONE J SUPPLEMENTARY ZONE BYLAWS

Definitions: The Ontario Federation of Anglers and Hunters Incorporated shall hereinafter be referred to as the Federation, and Zone J shall hereinafter be referred to as the Zone.

Purposes and Objectives: To abide by the purposes and objectives of the Federation as set out in the Federation's Constitution and Bylaws.

Head Office: The Office of the Zone shall be in the Province of Ontario at the address of the Zone Secretary/Treasurer, who must reside within the boundaries of the Zone at the time of the election.

Nominating Committee: At the **spring** Zone meeting, a Nominating Committee shall be appointed by the Zone Chair, which shall nominate one or more persons as required to be elected for each Zone Executive position and two for Zone Auditors. The Nominating Committee shall consist of three members.

Zone Affairs: The affairs of the Zone will be conducted by a Zone Executive Committee consisting of the following Zone Executives: Chair, two Vice Chairs, Secretary/Treasurer, Alternate Director and two immediate past Chairs.

The Chair, 1st Vice Chair and the Secretary/Treasurer will represent the Zone as Directors at the Federation Directors' Meetings. The 2nd Vice Chair will be the first Alternate Director; the Zone Alternate Director will be second Alternate Director at the Federation Directors' Meetings. (See Appendix II (d) – Election Procedures.)

Vacancies: Should any vacancy occur in the Zone's Federation Directors from death or retirement of a Director or from any other cause, the 2nd Vice Chair shall become a Director to fill such a vacancy, and shall retain the office only as long as the vacating Director would have the same if no vacancy had occurred.

NOTE: If a vacancy occurs in either the Chair's or 1st Vice Chair's position, each Chair shall move up and the 1st Vice Chair's position will be filled as indicated above. A new Alternate Director will be appointed by the Zone Executive.

Executive Meetings: The Zone Executive Committee shall meet at least four times a year at such time and place as may be decided from time to time by the Chair.

Proxy: Should an Executive member be unable to attend a Zone Executive meeting, he/she will be allowed to assign his/her rights by proxy. Only one proxy may be held by each Executive member.

Executive Quorum: Four Executive Committee members present shall constitute a quorum for the transaction of business. All members of the Zone Executive shall be notified of each meeting. (See Notice of Zone Executive Meetings.)

Duties of the Zone Executive: Develop plans that facilitate proper management of current Zone affairs and establish programs for the development of Zone activities which will meet future Zone membership needs.
Policy planning.

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Nominating Committee: At the **winter** Zone meeting, a Nominating Committee shall be appointed by the Zone Chair, which shall nominate one or more persons as required to be elected for each Zone Executive position and two for Zone Auditors. The Nominating Committee shall consist of three members.

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The Chair, 1st Vice Chair and the Secretary/Treasurer will represent the Zone as Directors at the Federation Directors' Meetings. The 2nd Vice Chair will be the first Alternate Director; the Zone Alternate Director will be second Alternate Director at the Federation Directors' Meetings. (See Appendix II (d) – Election Procedures.)

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Policy planning.

Provide opinions and concerns of the members to the Ontario Federation of Anglers and Hunters' Head Office and the Federation's Board of Directors.	Provide opinions and concerns of the members to the Ontario Federation of Anglers and Hunters' Head Office and the Federation's Board of Directors.
Preparation of the Zone Annual Budget for presentation to the Federation.	Preparation of the Zone Annual Budget for presentation to the Federation.
Forward copies of the financial statements and Zone Meeting minutes to the Federation.	Forward copies of the financial statements and Zone Meeting minutes to the Federation.
Shall have the authority to borrow monies from the Federation if deemed necessary for the Zone business.	Shall have the authority to borrow monies from the Federation if deemed necessary for the Zone business.
Duties of the Chair: The Chair shall supervise the affairs of the Zone in general and shall preside at all meetings of the Zone and be a member ex-officio of all Zone Committees.	Duties of the Chair: The Chair shall supervise the affairs of the Zone in general and shall preside at all meetings of the Zone and be a member ex-officio of all Zone Committees.
Duties of the 1st Vice: The duties of the 1 st Vice Chair shall be assigned by the Zone Chair from time to time. The 1 st Vice Chair shall assume the duties of the Chair in his/her absence.	Duties of the 1st Vice: The duties of the 1 st Vice Chair shall be assigned by the Zone Chair from time to time. The 1 st Vice Chair shall assume the duties of the Chair in his/her absence.
Duties of the 2nd Vice Chair: The duties of the 2 nd Vice Chair shall be assigned by the Zone Chair from time to time and shall assume the duties of the Chair in the absence of the Chair and 1 st Vice Chair.	Duties of the 2nd Vice Chair: The duties of the 2 nd Vice Chair shall be assigned by the Zone Chair from time to time and shall assume the duties of the Chair in the absence of the Chair and 1 st Vice Chair.
Duties of the Alternate Director: The Alternate Director shall assist as directed by the Chair.	Duties of the Alternate Director: The Alternate Director shall assist as directed by the Chair.
Appointment of Zone Life Memberships: Zone Life memberships may be granted upon the recommendation of the Zone Executive and the successful ratification of the Zone's membership. The Zone will be responsible for the membership costs, which are to be paid by the due date to the Federation Head Office.	Appointment of Zone Life Memberships: Zone Life memberships may be granted upon the recommendation of the Zone Executive and the successful ratification of the Zone's membership. The Zone will be responsible for the membership costs, which are to be paid by the due date to the Federation Head Office.
Secretary/Treasurer Honorarium: The Secretary/Treasurer's honorarium shall be ten cents per Zone member up to 20,000 members, five cents per Zone member thereafter. Any deviation must be ratified by the Zone membership at the Zone Annual Meeting. The honorarium shall be paid on a quarterly basis.	Secretary/Treasurer Honorarium: The Secretary/Treasurer's honorarium shall be ten cents per Zone member up to 20,000 members, five cents per Zone member thereafter. Any deviation must be ratified by the Zone membership at the Zone Annual Meeting. The honorarium shall be paid on a quarterly basis.
Duties of the Secretary/Treasurer: The duties of the Secretary/Treasurer shall include, but not be limited to the following: <ol style="list-style-type: none"> 1) Recording of the Minutes of all Zone meetings; 2) Receipt and disbursement of all Zone funds and the maintenance of the Zone's accounts; 3) Recording and writing of all Zone correspondence as designated by the Chair; 4) Writing, printing and distribution of Zone bulletins; 5) Notification to Zone members of Zone meetings as to time and location; 6) Other duties as may be directed by the Chair. 	Duties of the Secretary/Treasurer: The duties of the Secretary/Treasurer shall include, but not be limited to the following: <ol style="list-style-type: none"> 7) Recording of the Minutes of all Zone meetings; 8) Receipt and disbursement of all Zone funds and the maintenance of the Zone's accounts; 9) Recording and writing of all Zone correspondence as designated by the Chair; 10) Writing, printing and distribution of Zone bulletins; 11) Notification to Zone members of Zone meetings as to time and location; 12) Other duties as may be directed by the Chair.
Zone Directors Expenses: Directors, Alternate Directors, Committee Chairs and appointees of the Chair will have expenses paid at current Federation mileage rates, and Federation daily expense guidelines as approved by the Chair or in his/her absence by the 1 st Vice Chair.	Zone Directors Expenses: Directors, Alternate Directors, Committee Chairs and appointees of the Chair will have expenses paid at current Federation mileage rates, and Federation daily expense guidelines as approved by the Chair or in his/her absence by the 1 st Vice Chair.
General expenses such as telephone calls and postage shall be paid upon presentation of bona fide receipts for same.	General expenses such as telephone calls and postage shall be paid upon presentation of bona fide receipts for same.
All expenses (other than those incurred when attending Zone functions) must be preauthorized by the Chair or in his/her absence by the 1 st Vice Chair.	All expenses (other than those incurred when attending Zone functions) must be preauthorized by the Chair or in his/her absence by the 1 st Vice Chair.

Zone Signing Officers: All cheques of the Zone must be signed by any two of the Secretary/Treasurer, the Chair and/or the 1st Vice Chair.

NOTE: Normal practice must include the Secretary/Treasurer unless he/she is incapacitated.

Annual General Meeting: The Annual General Meeting and Convention of the Zone shall be held at such time and place as the Directors may decide. Zone Officers, Zone Directors and Zone Alternates will be elected at this meeting and assume office at the close of the meeting. (See Appendix II).

Fiscal Year: The fiscal year of the Zone shall terminate on the 31st day of August in each and every year.

Quorum at Zone General Meetings: The quorum for the transaction of business at all general meetings of the Zone shall consist of not less than fifteen members.

Voting at all Annual and General Meetings shall be by paid up members who, when voting, must be able to produce their current Federation membership card. Only Federation members who reside in the Zone shall be eligible to vote or hold office, plus those Federation members in clubs located outside the Zone, but permitted by the Federation Board of Directors to align themselves to O.F.A.H. Zone J be reason of superior access.

There shall be no voting by proxy.

Pledge: The Official Pledge of the Federation is:
I give my pledge as a Canadian
To save and faithfully defend from waste
The natural resources of my Country,
Its soils and minerals,
Its air, waters, forests, and wildlife.

Notice of General Meetings: In the interest of economy and since every member of the Federation receive directly at his/her home the Office Federation Publication, notice of all Zone General Meetings or the Zone Annual Meeting will be published in the aforementioned publication, at least thirty days prior to holding such meetings, and this shall be deemed sufficient notice.

Notice of Zone Executive Meetings: A notice, giving the date, time and place of all Zone Executive meetings shall be conveyed to each Executive at least fifteen days before the holding of such meeting. Such notice shall be deemed to be received on the day it is conveyed.

Receiving and Disposing of Monies: The Zone Executive shall from time to time make rules and regulations for the receiving and disposing of all monies to them or by the Zone for the deposit thereof in a chartered bank and the withdrawal there from.

Supplementary Bylaw Amendments: Amendments may be made by Notice of Motion, to be acted on at the Annual Zone Meeting. Notice of Motion to be presented in writing at a Zone Meeting held at least 30 days prior to the Annual Meeting. A two-thirds majority is required to carry any Bylaw amendments. All amendments must be ratified by the Federation Board of Directors before taking effect.

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NOTE: Normal practice must include the Secretary/Treasurer unless he/she is incapacitated.

General Meetings: There will be two (2) General meetings plus one (1) Annual General Meeting held in the Zone each Fiscal year.

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Resolutions: 1) Resolutions and back-up material must be in the hands of the Chair or 1st Vice Chair as assigned six weeks prior to the date of the next Zone meeting.
2) All resolutions must be dated when sent from the originating Club or member.
3) Resolutions will be tabled if the originating Club or member is not present or if adequate back-up information is not supplied.
4) All resolutions will be resolved by a two-thirds majority vote of the members present.

Emergency Resolutions:

- 1) Emergency resolutions may be presented. After the resolution is read by the Chair or 1st Vice Chair as assigned, the originator will be given a limited amount of time to justify the emergency nature, no discussion will be allowed on the resolution; it will be decided by a two-thirds majority vote as to whether this is an emergency or not and then dealt with accordingly.
- 2) The Chair or 1st Vice Chair as assigned is to notify the originating club of the disposition of the resolution
- 3) Zone Directors may act on their own discretion at Federation Board meetings dealing with resolutions bearing in mind all information presented.

Power to Call a General Meeting: The Zone Executive may, whenever they have just cause, and they shall upon requisition made in writing by five percent or more of the Zone members, convene a General Meeting. The requisition shall express the object of the meeting proposed to be called, and shall be left at the office of the Zone.

Failure to Call a General Meeting: Upon receipt of such requisition, the Zone Executive shall forthwith convene a General Meeting, and if they do not convene the same within ninety days of the receipt of the requisition, the requisitionists may themselves convene a General Meeting.

Power to Call an Executive Meeting: A special meeting of the Zone Executive may be called at any time upon written request of three Zone Officers stating the Purpose of such meeting, and notice of any special Executive Meeting shall be mailed to each Executive not less than ten days prior to the time of such meeting.

Annual Statement: At the Annual General Meeting of the Zone a statement shall be submitted of the Zone's finances, including a statement of assets and liabilities.

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Auditors – How Determined: The Auditors shall be elected at the Annual General Meeting of the Zone and shall hold office for one year or until the next Annual Meeting or until a successor is elected, unless previously removed by resolution General Meeting or by the Zone Executives.

Auditors’ Duty: The Auditors shall be supplied with a copy of the balance sheet and it shall be their duty to examine the same with the accounts and vouchers relating thereto.

Auditors to Have Access to Books: The Auditors shall have a list delivered to them of all books kept by the Zone and shall at reasonable times have access to the books and accounts of the Zone.

Auditors’ Annual Report: The Auditors shall make an Annual Report to the members upon the balance sheet and accounts at the next Zone Meeting and in every such report and the Auditors shall state whether, in their opinion, it is a full and fair balance sheet and properly drawn up so as to exhibit a true and correct view of the state of the Zone’s financial affairs.

Review of Bylaws: The Zone Executive shall review existing Bylaws every three years to determine if there is reason to process amendments.

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ENACTED AND PASSED THIS 5TH DAY OF SEPTEMBER 2008

CHAIR TONY JACKSON
SECRETARY/TREASURER KATHY MOORE

ENACTED AND PASSED THIS 1st DAY OF April 2012

CHAIR JIM GREENWOOD
SECRETARY/TREASURER KATHY MOORE

APPENDIX I

Order of Business:

- 1) Conservation Pledge
- 2) Welcome by Host Club
- 3) Chair’s Report
- 4) Business Arising from Chair Report
- 5) Secretary/Treasurer’s Report
 - a. Minutes of previous meeting
 - b. Financial Report
- 6) Business Arising from Secretary/Treasurer’s Report
- 7) Correspondence
- 8) Resolutions: 1st Vice Chair
- 9) Membership Report: 2nd Vice Chair
- 10) Committee Chair’s Reports
- 11) Old Business
- 12) Election of Zone Directors and appointments of Committee Chairs (Annual Meeting Only)
- 13) Election of Auditors (Annual Meeting Only)
- 14) New Business

Annual Banquet: The following Presentations shall take place at the Zone Annual Banquet:

- 1) Zone Life Memberships
- 2) Zone Awards:
 - a. Frank Tomlin Membership Trophy
 - b. Willis Scurk Adopt-A-School Trophy
 - c. Jim McDonald Junior Conservation Club
 - d. George Manson Sportsman of the Year
 - e. Zone J Conservation Club Award

NOTE: The winners of the Sportsman and Conservation Club of the Year Awards will be the Zone J Representatives to the Annual Federation Awards in the same Category.

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APPENDIX II

ELECTION PROCEDURES

- 1) Call for nominations for Zone Chair (and Federation Director)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new Chair

- 2) Call for nominations for Zone 1st Vice Chair (and Federation Director)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new 1st Vice Chair

- 3) Call for nominations for Zone 2nd Vice Chair (and 1st Alternate Director)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new 2nd Vice Chair

- 4) Call for nominations for Zone Secretary/Treasurer (and Federation Director)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new Secretary/Treasurer

- 5) Call for nominations for Zone Alternate Director (and 2nd Alternate Director)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new Alternate Director

- 6) Call for nominations for Zone Auditors (two to be elected)
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot – elect two Auditors, Chair to be the Auditor having greatest number of votes (or acclaim)

- 7) Ask for a motion to destroy all ballots. Vote.

- 8) All persons elected take office at end of meeting.
There must be no duplication in positions.