



O F A H

ZONE J

SUPPLEMENTARY ZONE BYLAWS

INDEX

DEFINITIONS.....	1
PURPOSES AND OBJECTIVES.....	1
HEAD OFFICE.....	1
NOMINATING COMMITTEE.....	1
ZONE AFFAIRS.....	1
VACANCIES.....	1
EXECUTIVE MEETINGS.....	2
PROXY.....	2
EXECUTIVE QUORUM.....	2
DUTIES OF THE ZONE EXECUTIVE.....	3
DUTIES OF THE CHAIR.....	3
DUTIES OF THE 1 ST VICE CHAIR.....	3
DUTIES OF THE 2 ND VICE CHAIR.....	3
DUTIES OF THE ALTERNATE DIRECTOR.....	3
APPOINTMENT OF ZONE LIFE MEMBERSHIPS.....	3
SECRETARY/TREASURER'S HONORARIUM.....	3
DUTIES OF THE SECRETARY/TREASURER.....	4
ZONE DIRECTORS' EXPENSES.....	4
ZONE SIGNING OFFICERS.....	4
GENERAL MEETINGS.....	4
ANNUAL GENERAL MEETING.....	4
ELECTION OF OFFICERS AND DIRECTORS.....	4
FISCAL YEAR.....	5
QUORUM AT ZONE GENERAL MEETINGS.....	5
PLEDGE.....	5
NOTICE OF GENERAL MEETINGS.....	5
NOTICE OF ZONE EXECUTIVE MEETINGS.....	5
RECEIVING AND DISPOSING OF ALL MONIES.....	6
SUPPLEMENTARY BYLAW AMENDMENTS.....	6
MOTIONS.....	6
RESOLUTIONS.....	6
EMERGENCY RESOLUTIONS.....	6
POWER TO CALL A GENERAL MEETING.....	6
FAILURE TO CALL GENERAL MEETING.....	6
POWER TO CALL AN EXECUTIVE MEETING.....	6
ANNUAL STATEMENT.....	7
AUDITORS -- HOW DETERMINED.....	7
AUDITORS' DUTY.....	7
AUDITORS TO HAVE ACCESS TO BOOKS.....	7
AUDITORS' ANNUAL REPORT.....	7
REVIEW OF BYLAWS.....	7
APPENDIX I – ORDER OF BUSINESS.....	8
APPENDIX C – ELECTION PROCEDURES.....	9

DEFINITIONS:

The Ontario Federation of Anglers and Hunters Incorporated shall hereinafter be referred to as the Federation, and OFAH 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.

The Bylaws of the Zone shall, at all times, complement the Bylaws of the Federation, and at no time shall they contravene the Bylaws of the Federation or be contrary to the Company's Act of the Province of Ontario.

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 election.

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.

ZONE AFFAIRS:

The affairs of the Zone will be conducted by a Zone Executive Committee duly elected from the Zone members in good standing, and consisting of the positions outlined on page 4, "Election of Officers and Directors," in accordance with Appendix C from the OFAH Bylaws (attached), with the addition of the Immediate Past Chair, at the zone level.

Each member of the Zone Executive Committee shall have an equal vote on all matters discussed and all decisions of the Zone Executive shall be settled with a simple majority vote. Financial decisions will require a two-thirds majority vote.

VACANCIES:

Should any vacancy occur in the Board of Directors from death or retirement of a Zone Director, or from any other cause, the following should occur, depending on the Model used by the zone. If any of the positions are declined, and no one within the existing Zone Executive agrees to take the vacant position, the Zone Executive may appoint a replacement from the members in good standing of the Zone. An appointee shall retain the office for the balance of the term of the vacant position.

MODEL 1:

If Zone Chair (& Director) position vacant:

- 1st Vice Chair (& Director) moves to Chair (& Director);
- 2nd Vice Chair (& 1st Alt. Director) moves to 1st Vice Chair (& Director);
- 2nd Alt. Director moves to 2nd Vice Chair (& 1st Alt. Director);
- Zone Executive appoints new 2nd Alt. Director;
- Secretary/Treasurer (& Director) remains as is.

If Zone 1st Vice Chair (& Director) position vacant:

- 2nd Vice Chair (& 1st Alt. Director) moves to 1st Vice Chair (& Director);
- 2nd Alt. Director moves to 2nd Vice Chair (& 1st Alt. Director);
- Zone Executive appoints new 2nd Alt. Director;
- Secretary/Treasurer (& Director) remains as is.

If Zone 2nd Vice Chair (& 1st Alternate Director) position vacant:

2nd Alt. Director moves to 2nd Vice Chair (& 1st Alt. Director);
Zone Executive appoints new 2nd Alt. Director;
Secretary/Treasurer (& Director) remains as is.

If Zone Secretary/Treasurer (& Director) position vacant:

2nd Vice Chair (& 1st Alt. Director) moves to Secretary/Treasurer (& Director);
2nd Alt. Director moves to 2nd Vice Chair (& 1st Alt. Director);
Zone Executive appoints new 2nd Alt. Director.

If Zone 2nd Alternate Director position vacant:

Zone Executive appoints new 2nd Alt. Director.

MODEL 2:

If Zone Chair (& Director) position vacant:

1st Vice Chair (& Director) moves to Chair (& Director);
2nd Vice Chair (& 1st Alt. Director) moves to 1st Vice Chair (& Director);
3rd Director remains as is;
Zone Executive appoints new 2nd Vice Chair (& 1st Alt. Director);
Secretary/Treasurer (& 2nd Alt. Director) remains as is.

If Zone 1st Vice Chair (& Director) position vacant:

2nd Vice Chair (& 1st Alt. Director) moves to 1st Vice Chair (& Director);
3rd Director remains as is;
Zone Executive appoints new 2nd Vice Chair (& 1st Alt. Director);
Secretary/Treasurer (& 2nd Alt. Director) remains as is.

If Zone 2nd Vice Chair (& 1st Alternate Director) position vacant:

Zone Executive appoints new 2nd Vice Chair (& 1st Alt. Director);
3rd Director remains as is;
Secretary/Treasurer (& 2nd Alt. Director) remains as is.

If Zone 3rd Director position vacant:

2nd Vice Chair (& 1st Alt. Director) moves to 3rd Director;
Zone Executive appoints new 2nd Vice Chair (& 1st Alt. Director);
Secretary/Treasurer (& 2nd Alt. Director) remains as is.

If Secretary/Treasurer (& 2nd Alternate Director) position vacant:

Zone Executive appoints new Secretary/Treasurer (& 2nd Alt. Director).

EXECUTIVE MEETINGS:

The Zone Executive Committee shall meet at least four (4) 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;

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;

Forward copies of the financial statements and Zone meeting minutes to the Federation; and

Shall have the authority to borrow monies from the Federation, if deemed necessary, for the Zone's 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.

All Committee Chairs shall be appointed by the Chair. All Executive members and Committee Chairs of the Zone shall report to the Chair.

DUTIES OF THE 1ST VICE CHAIR:

The duties of the 1st Vice Chair shall be assigned by the Zone Chair from time to time. The 1st Vice Chair shall assume the duties of the Chair in his/her absence.

DUTIES OF THE 2ND VICE CHAIR:

The duties of the 2nd 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 the 1st Vice 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.

SECRETARY/TREASURER'S HONORARIUM:

The Secretary/Treasurer's honorarium shall be \$3,000 per annum with an option of an additional performance recognition of up to \$2,000. Any deviation must be ratified by the Zone membership at the Zone Annual Meeting. The honorarium shall be paid on a quarterly basis with the Performance Recognition, once ratified, to be paid at or after the OFAH Zone J Annual General Meeting. The Performance Recognition will be based on the completion of the Duties Of The Secretary/Treasurer in an efficient, accurate and timely manner as well as obtaining a positive Auditor Report.

DUTIES OF THE SECRETARY/TREASURER:

The duties of the Secretary/Treasurer shall include, but not be limited to, the following:

- 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 Development, organizing and distribution of Zone bulletins;
- 5) Notification to Zone members of Zone meetings as to time and location; and
- 6) Other duties as may be directed by the Chair.
- 7) May include social media and or electronic information sharing using platforms accepted as relevant such as twitter, facebook, emails, etc.

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 1st Vice Chair.

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 1st 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.

GENERAL MEETINGS:

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

ANNUAL GENERAL MEETING:

The Annual General Meeting 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.

ELECTION OF OFFICERS AND DIRECTORS:

The Zone membership at the annual Zone meeting shall elect five (5) Officers (using either MODEL 1 or MODEL 2, below), three (3) of whom shall be designated as Directors of the Ontario Federation of Anglers and Hunters. An Alternate Director shall serve as a Director for that Zone in the absence of any of the other three (3) Directors elected to represent the Zone; and said Directors shall serve for a term of one (1) year or until their successors are duly elected.

Prior to the elections, the Model used will be agreed upon by majority vote by the zone membership present. In the event of a tie, the Zone Chair shall cast the deciding vote.

The Zone elections shall be undertaken in accordance with the sequence and process specified in Appendix C "Election Procedures" from the OFAH Bylaws (attached).

The positions shall be as follows:

MODEL 1:

1. Chair (and Director);
2. 1st Vice Chair (and Director);
3. 2nd Vice Chair (and 1st Alternate Director);
4. Secretary/Treasurer (and Director);
5. 2nd Alternate Director.

MODEL 2:

1. Chair (and Director);
2. 1st Vice Chair (and Director);
3. 2nd Vice Chair (and 1st Alternate Director);
4. 3rd Director;
5. Secretary/Treasurer (and 2nd Alternate Director).

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 (15) 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 OFAH Zone J by 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 interests of economy, and since every member of the Federation receives directly at his/her home the Official Federation Publication, notice of all Zone General Meetings or the Zone Annual Meeting will be published in the aforementioned publication, at least thirty (30) 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 Zone Executive Member at least fifteen (15) 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 therefrom.

SUPPLEMENTARY BYLAW AMENDMENTS:

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

MOTIONS:

A motion in writing, pertaining to the business at hand, must be acted upon by the Chair before such business is terminated. A motion on a subject not covered in the agenda, is to be acted upon under New Business.

RESOLUTIONS:

- 1) Resolutions and back up material must be in the hands of the Chair or 1st Vice Chair as assigned six (6) 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; and
- 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 resolution 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; and
- 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 (90) 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 communicated to each Zone Executive Member not less than ten (10) 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.

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 in General Meeting or by the Zone Executive.

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 (3) years to determine if there is reason to process amendments.

Enacted as a result of OFAH bylaw amendments passed by the OFAH Board of Directors.

Chair:

Secretary/Treasurer:

Approved by the Ontario Federation of Anglers and Hunters' Board of Directors:

Dated:

APPENDIX I

ORDER OF BUSINESS

- 1) Conservation Pledge
- 2) Welcome by Host Club
- 3) Chair's Report
- 4) Business Arising from the Chair's Report
- 5) Secretary/Treasurer's Report
 - a) Minutes of Previous Meeting
 - b) Financial Report
- 6) Business Arising from the Secretary/Treasurer's Report
- 7) Correspondence
- 8) Resolutions: 1st Vice Chair
- 9) Membership Report: 2nd Vice Chair
- 10) Committee Chairs' Reports
- 11) Old Business
- 12) Vote by members present on which MODEL (1 or 2) will be used for today's elections (requires majority; if a tie, Zone Chair has deciding vote) – (Annual Meeting only)
- 13) Election of Zone Directors and Appointments of Committee Chairs (Annual Meeting only)
- 14) Election of Auditors (Annual Meeting only)
- 15) New Business

APPENDIX C

**ELECTION PROCEDURES
(from the OFAH Bylaws)**

This Appendix prescribes the procedure and sequence to be undertaken in reference to all elections of Zone Directors at the Zone's Annual Meeting.

PRIOR TO THE ZONE'S ELECTIONS TAKING PLACE, THE ZONE MEMBERS PRESENT MUST DECIDE WHICH OF THE FOLLOWING TWO MODELS THEY WILL FOLLOW:

MODEL 1

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

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

- 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 Zone 2nd Vice Chair (and 1st Alternate Director)

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

- 5) Call for nominations for Zone 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 Zone 2nd Alternate Director

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

- 7) All persons elected take office at end of meeting.

There must be no duplication in positions.

MODEL 2 on following page:

APPENDIX C

ELECTION PROCEDURES - (CONTINUED)
(from the OFAH Bylaws)

MODEL 2

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

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

- 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 Zone 2nd Vice Chair (and 1st Alternate Director)

- 4) Call for nominations for Zone 3rd Director
 - repeat three times after last nomination
 - ask, in reverse order, if they accept the nomination
 - have secret ballot (or acclaim)
 - announce new Zone 3rd Director

- 5) Call for nominations for Zone Secretary/Treasurer (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 Zone Secretary/Treasurer (and 2nd Alternate Director)

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

- 7) All persons elected take office at end of meeting.

There must be no duplication in positions.