



JUNIOR FARMERS' ASSOCIATION OF ONTARIO

POLICIES

AS OF April 2019

A. Affiliation

1. Clubs not meeting the January affiliation report deadline each year as directed by the Policies & Procedures Committee will be subject to a \$100.00 late fee.
1987/2005/2008
2. The annual club financial form must be submitted to the JFAO Director of Finance no later than January 31st. It will include account balances of all accounts held by the club as well as a list of donations made during the previous fiscal year. Clubs which have not submitted the form on time will be subject to a \$50 late fee. ** Note these forms are required for the JFAO Audit.
2008
3. Club insurance requests and memberships from clubs will not be processed until all of the above forms and any late fee(s) are received and approved by the Policies & Procedures committee.
2008
4. Each club that meets the eligibility requirements for voting at the Annual General Meeting will be entitled to one voting delegate for every five club members registered in the previous year, rounded to the nearest five. The number of voting delegates will be confirmed during the January meeting of the Board of Directors.
2009



B. Membership

1. All groups using the JF name are required to forward individual membership fees yearly to JFAO as follows:
 - New Members (regardless of when joining): \$30
 - Returning Members during January: \$45
 - Returning Members after January 31: \$552006/2008/2013
2. Membership provides each member with a membership card, the right to participate in provincial events and activities, the right to apply for travel opportunities, discounts at selected JF events and opportunities, liability insurance, awards, provincial office, and event and program support for clubs. 2006/2008
3. Clubs must submit all membership fees to the JFAO office with a club cheque and the appropriate membership form. No personal cheques or cash will be accepted, unless pre-approved by the Executive Director of Finance. 2003/2008
4. Completed membership forms and the required fees must be post-marked to JFAO or received by January 31st for members to receive the Membership Month discount. These memberships will be processed by no later than the end of March Conference, as long as the club has met all required deadlines. 2004/2006/2008
5. At the discretion of the Executive Director of Programming, new clubs (clubs that did not exist at any point in the previous year) may pay membership fees at the January rates to affiliate at any point during their first year. 2006/2019
6. An additional \$5.00 processing fee will be charged to any member requesting a replacement card due to loss or transferring their membership to another club. A maximum of two club transfers per year will be allowed. 2002/2008 /2009

C. Board of Directors

1. All attendees are to wear appropriate business/office attire at provincial meetings to portray a professional organization.
1987/1993/2008
2. Members of the Board of Directors and Organization Representatives who arrive late to meetings will be charged \$5.00 at the discretion of the Past President.
2006
3. Members of the Board of Directors, Representatives and any other person required to be in attendance at a Board of Directors meeting will be charged \$10.00 if they fail to RSVP by the deadline to the JFAO office or fail to follow through with their commitment. This fee will be charged at the discretion of the Past President. If no deadline is specified, the deadline will be two weeks before the meeting.
1996/2006/2008
4. Provincial Director
 1. Only the Provincial Director or "Assistant Provincial Director" as outlined on the clubs membership form is allowed to vote at Board of Directors meetings.
 2. Each club is encouraged to appoint or elect a member to the position of "Assistant Provincial Director." This person will be the automatic alternate for that club if the Provincial Director is unable to attend a meeting or fulfill the full year's term.
1968/1987/2013
5. All visitors at Board of Directors' meetings have the opportunity to participate in open discussion.
1993
6. Minutes
 1. A draft copy of the minutes of all Board of Directors Meetings will be emailed to club presidents, Board of Directors, Assistant Provincial Directors and JFAO Organization representatives within one week of the meeting.
 2. An approved copy of the minutes of all Board of Directors, Executive Directors, and Annual General Meetings will be emailed to club Presidents, Board of Directors, Assistant Provincial Directors and JFAO Organization Representatives within one week of the minutes being approved.
 3. Upon request, a copy of the minutes can be sent by Canada Post
1968/1987/1992/1998/2006/2008/2013
7. The minutes of each meeting are to record the presence or absence of members of the Executive committee, organization representatives, each club, and any guests, and which club representative is voting.
1968/2005/2008
8. An action list will be e-mailed to the appropriate contact list within one week of each executive or Board of Directors meeting.
2000/2008
9. Meeting Location
 1. The Board of Director meeting locations are determined by the following:
 - a. Board of Directors Training/Spring Board of Directors meeting and Summer Board of Directors meeting will be hosted by the club(s) chosen by the Operations Committee based on the host bid submissions.
 - i) Clubs must submit a host bid (budget, including venue location) to the Operations Committee two Board of Director meetings prior to the meeting
 - b. Fall Board of Directors meeting will be hosted by the Sing Swing host club.

- c. Winter Board of Directors meeting will be hosted by the current Past President's local club.
- d. March Board of Directors meeting will be held on the Friday of March Conference.

2016

D. Committees

1. All final recommendations from committees must be voted on by the Executive or Board of Directors.
1979
2. Standing committees are authorized to make definite plans for activities in the next year. Once announced, these activities may only be cancelled with the approval of the Board of Directors.
1987/2008
3. The Executive Committee has the authority to finalize minor details for all approved activities after they have been developed by the standing program committee responsible for that activity.
1974

E. Finances

1. Expense claims

1. Members who serve JFAO on the Provincial Executive, as Provincial Directors, as members of a provincial committee or as a representative of JFAO may claim travel and living expenses for attendance at meetings, regularly scheduled JFAO functions, and for any other work directly involved in the carrying out of the duties of their office with pre-approval by the Executive committee. Expense claims must be approved by two members of the executive committee. Receipts, where applicable, must be submitted for all claims to be paid.
1985/1994/2004/2008
 2. Eligible members as outlined in section E 1.1 may make claims as follows:
 - a. Mileage paid to the vehicle owner at a rate of 30 cents per kilometer for the equivalent of a round trip from the member's home to the event. Eligible members who travel by air to provincial meetings or activities may claim the lesser of either their plane ticket or the equivalent mileage. Directors from Zone 6 are exempt from this policy. Eligible members who travel by any other form of public transportation may claim the cost of the round trip fare, or the equivalent mileage, whichever is less.
1985/2004/2005/2008/2015/2019
 - b. \$20.00 per night for hotel accommodation if accommodations are not provided. Anyone making this claim must ensure the name of each person staying in the room has been written on the receipt by the person who paid for the room, and a copy of that receipt submitted.
1979/2004/2008
 - c. Breakfast maximum \$3, lunch maximum \$5, dinner maximum \$10, if a meal is not provided.
2004
 3. Eligible members who are absent from a session of a meeting or event without just cause will not have their expenses for that event paid, and members of the Board of Directors and Organization Representatives will lose their attendance credit towards their eligibility for voting at the AGM and for re-election.
1973/1992/2003
 4. Visitors (anyone not required or asked to attend) at Board of Directors' meetings will be charged for any meals provided and may not claim expenses.
1999/2008
 5. Eligible members as outlined in E 1.1 may also submit telephone bills and logs to claim long distance and mailing costs for legitimate JF business.
1963/1985/1989/2004
 6. Expense Claims
 - a. All claim forms for activities during the current fiscal year must be received or postmarked to the JFAO Office within thirty days of the reporting month, or they will not be paid.
1979/1994/2008
 - b. Notwithstanding 1.6a, claims for expenses within the current year donated to JFAO must be submitted by November 1 in order to assist with budgeting. Any further claims must be submitted by December 31 to meet CRA guidelines.
 7. Representatives to other organizations who are eligible to claim expenses from the other organization should make a claim to that organization before claiming expenses from JFAO. Claims may not be made to both organizations for expenses already covered.
2008
 8. Expense forms will be available for download from the JFAO website and at all Board meetings. 2004/2008
2. JFAO staff and members of the executive shall be allowed to authorize expenses for JFAO up to a maximum of \$100. Any higher amount must already be approved within an event budget or have the

pre-authorized signature and approval from two of the Executive Director of Finance, the Past President, or President.
2002/2008

3. The appropriate form must accompany all monies coming into the JFAO office, so that the JFAO office will have a clear understanding of who submitted it, and what the money was for. The purpose for each cheque should be written on its memo line.
2003/2008
4. A five percent administration fee will be added to any invoices that are outstanding to JFAO for more than two months. All club invoices will be sent directly to club treasurers.
1998/2005
5. Cheques written by JFAO are to be cashed within three months of the issue date, or they will not be reissued. Cheques received by JFAO are to be cashed/deposited monthly, or within three months of the issue date.
1985/2002
 1. Any individual or organization who bounces a cheque with JFAO will be subject to a \$50 charge to cover all administrative and banking fees.
2007
 2. After an individual or organization bounces one cheque with JFAO, they will have to arrange to make further payments by money order and/or certified cheque for the following 12 month period.
1998
6. A comparative year to date financial statement will be presented to the Executive on a monthly basis.
1999
7. A year to date financial statement comparing actual expenditures to budget will be presented at each meeting of the Board of Directors.
1999
8. All information required for the annual audit must be submitted as specified by/to the JFAO Executive Director of Finance, no later than January 31st.
2008
9. Proposed budgets for any grant applications must be presented and approved by the Board of Directors or Executive Committee prior to the submission of any application.
2000
10. JFAO will retain any money provided from clubs that cease operation for a future start-up club in that area. Until the new club provides an affiliation report, any expenses it claims against the money from the previous club must be approved by the JFAO executive to be paid.
2008
11. JFAO will pay a \$30 honorarium per half day (minimum three-hour shift) to authorized volunteers representing JFAO at trade shows. Shifts will be scheduled on a half-day basis.
2009
12. Management of the JFAO 50th Anniversary Endowment Fund will be subject to the terms of the contract with Ontario 4-H Foundation.
2011
13. Fraud
 1. Purpose The purpose is to communicate JFAO policy regarding the deterrence and investigation of suspected misconduct and dishonesty by Executive members, members of

the Board of Directors, employees, JFAO members, volunteers, and others, and to provide specific instructions regarding appropriate action in case of suspected violations. 2015

2. Definition of Misconduct and Dishonesty For purposes of this policy, misconduct and dishonesty include but are not limited to:
 - a. Acts which violate the JFAO's Constitution, Policies, etc.
 - b. Theft or other misappropriation of assets, including JFAO, Club, or County assets. Members, employees, suppliers or others with whom JFAO has a relationship.
 - c. Misstatements and other irregularities in Club, or Association records, including the intentional misstatement of the results of operations.
 - d. Profiteering as a result of insider knowledge of JFAO activities.
 - e. Disclosing confidential and proprietary information to outside parties.
 - f. Forgery or other alteration of documents.
 - g. Fraud and other unlawful acts.
 - h. Any similar acts. JFAO specifically prohibits these and any other illegal activities in the actions of its Executive Directors, Board of Directors, External Representatives, Employees, Members, and others responsible for carrying out the organization's activities.

2015

3. Policy and Responsibilities
 - a. Reporting It is the responsibility of every Executive Director, Board Director, Employee, Member, Associate Member or Alumni to immediately report suspected misconduct or dishonesty to [The Appropriate Executive Director, Operations/Policy and Procedure Committee, other]. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden. Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Directors/Members, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow up steps on their own. Concerned but uninformed Directors/Members represent one of the greatest threats to proper incident handling. All relevant matters, including suspected but unproved matters, should be referred immediately to those with follow up responsibility.
 - b. Confidentiality Discovered or suspected matters can be reported anonymously or on a confidential basis. Anonymous allegations will be investigated, but consideration will be given to seriousness of the issue, its credibility and the likelihood of confirming the allegation from other reliable sources. In the case of allegations made on a confidential basis, every effort will be made to keep the identity of the reporting party secret, consistent with the need to conduct an adequate and fair investigation. Allegations will not be discussed with anyone other than those who have a legitimate need to know. It is important to protect the rights of the persons accused, to avoid damaging their reputation should they be found innocent and to protect the organization from potential liability.
 - c. Resolution Procedures The results of the any substantiated investigation will be reported to the Board of Directors. Any person/people found to be the perpetrator of fraud, will be suspended from any committee/ position of power within the Association permanently.

2015/2016

14. President's Honorarium

1. The President's honorarium will consist of a payment of \$2,000.00, split over their term as President and Past President. Once they have successfully completed year 1 of their 2 year term, a \$1,000.00 cheque will be presented to the president at March Conference. When they have successfully have completed their term as past president (year 2 of 2) the remaining balance (\$1,000.00) of the President's honorarium will be presented to the Past President. If it is determined that the President or Past President have not fulfilled their duties, it is at the discretion of the Board of Directors to adjust the honorarium. This policy will take into effect with the 2015-2016 President.

- a. The President will receive a reasonable honorarium, upon successful completion of their term. A cheque will be presented to the president at the Annual General Meeting. The reasonable honorarium amount will be determined at the November Board of Directors Meeting and ratified in the yearly budget for JFAO.
 - b. The Past President will receive a honorarium no greater than received in their term as President. If it is determined that the Past President has not fulfilled their duties, it is at the discretion of the Board of Directors to adjust the honorarium. The cheque will be presented at the March Board of Director's Meeting.
- 2015

15. Debt

1. The maximum combined borrowing limit for JFAO is \$20,000.
 2. Borrowing is permitted on credit cards that have been approved by the Board of Directors.
 3. Signing authorities of JFAO are only permitted to use JFAO credit cards.
 4. The Executive Director of Finance will present a borrowing statement at each meeting of the board of directors.
 5. The Executive Director of Finance will present a borrowing statement to the executive on a monthly basis.
 6. Yearly, at the November Board of Directors meeting or when an additional credit card/ increase to a credit card limit is requested a Borrowing Report will be presented to the board of directors for information and/or consideration. The Borrowing Report will outline the current borrowing limit from each JFAO credit card and combined total limit.
- 2015

F. Provincial Events & Activities

1. When an activity authorized or awarded by JFAO is hosted by a club, county or zone on behalf of JFAO, then it is to be considered a provincial activity.
1974/2008
2. Valid membership card holders will be entitled to a discount at all provincial dances.
2002
3. Registration fees set by committees for provincial events will be individual. Each club that has completed the affiliation requirements within the past year must register a minimum of one member for each event with the exception of provincial fundraising events. The committee may set a maximum entry fee per club.
2004/2008
4. All cheques for workshops or events, except March Conference, received by the two week cancellation deadline will be cashed the first business day after the two week cancellation deadline. All cheques for March Conference will be cashed on a weekly basis as they are received.
1992
5. Cheques for all JFAO events must be postmarked or received within five days of the registration form being sent.
2007
6. Hotel rooms may not be block booked under the Junior Farmer name for any event except March Conference. This does not prevent block bookings under an event name.
2001/2008
7. Dress code for all JFAO programs is at the discretion of the provincial committee responsible. The committee shall ensure the required dress code is communicated in all advertisements for the event.
1995
8. Organizing committees for all JFAO events should consult with the General Manager before approaching sponsors. Clubs must submit a list of local sponsors to the General Manager at least two months prior to the event, and provide updates on any additional sponsors as soon as they are received.
2000/2008/2019
9. Media Coverage Reports
 1. A draft media release briefly outlining what will be happening, dates, locations, and a club/committee contact person for media wishing to attend must be submitted to the Executive Director of Marketing 14 days prior to each provincial event. Late submissions will result in a \$50 late fee.
 2. An electronic report outlining activities & highlights at each provincial event, workshop, or conference is due to the Executive Director of Communications as soon as possible but no later than 21 days following the conclusion of the event, along with a list of club and participant winners (if applicable). Late submissions will result in a \$50 late fee.
2003/2006/2008/2019
10. Insurance Coverage for Events
 1. Clubs requiring insurance for an event are responsible for paying any additional premium. Requests for additional insurance or proof of insurance must be received by the JFAO office *at least* two weeks prior to the event.
2008

2. Anyone making an insurance claim through JFAO insurance is responsible for paying the deductible.
2007
11. For all provincial events, clubs are responsible for:
 1. sending team registration information and fees as specified in the event information package (postmarked two weeks prior or received one week prior)
1986/1993
 - a. Clubs who miss the above deadline may still participate but will not receive any awards/recognition and may be subject to a penalty fee.
1986/1993
 - b. Memberships may be registered at any provincial event but will be charged an additional \$5.00 each. Membership information will be immediately passed on to the JFAO office and appropriate PD.
1996/2000
 2. Paying an equal portion of the cost of repairs for any damage at an event when the person(s) responsible cannot be determined.
2003
 12. When participating in provincial events or representing themselves in public as JF members, members and their guests will endeavour to represent themselves as good citizens of the community, keeping in mind the need to preserve a positive image of JFAO to ensure the future of the organization.
2007
 13. Alcohol will not be tolerated at any JFAO activity designated by the JFAO as an "Alcohol/Cannabis-Free Event." Alcohol/cannabis free events include any JFAO events taking place in a non-licensed facility. The club of any participant at such an event found consuming alcohol or cannabis (other than medically prescribed) will be subject to a \$100 fine for a first time offence and a \$250 fine for subsequent offences. While the club is responsible for paying the fine to JFAO, it is expected the club will hold the offending member responsible for reimbursing that amount. The situation will be handled in a responsible and professional manner by two people, including at least one of the committee chair and/or any member of the executive.
2007/2011/2019
- 14. Bars at Provincial Events**
1. Bars may be operated on behalf of JFAO if the location allows and the committee in charge feels it appropriate.
 2. The organizing club/committee is responsible for obtaining all required licenses.
1971
 3. Bar proceeds must be kept separate from all other proceeds of the event, except in the case they are required to cover a loss. All remaining bar proceeds will be donated to a registered Canadian charity
1985
 4. Non-alcoholic beverages will be available at all JFAO functions.
2008
 5. Any club may borrow the JFAO Smart Serve DVD kit to run a workshop by providing a deposit for the cost of replacement.
2009
- 15. Provincial Workshops & Conferences**
1. Unless otherwise specified, all JFAO programs that require JFAO funds must present a budget at least two months prior to the program to either the Board of Directors or the JFAO Executive. Budgets must be submitted to the JFAO office at least two weeks prior to the meeting they are being presented at to allow pre-meeting distribution to the board.
1999/2010

2. Gifts and reasonable expenses for guest speakers at provincial workshops and conferences shall be left to the discretion of the organizing committee in charge of the event.
1985
3. Committee members for JFAO Provincial Events including, but not limited to, Leadership Camp, March Conference, and the Ontario Young Farmers' Forum will be considered for a rebate of 50% of the early bird registration fee if they constructively contribute to the planning and running of the event at the discretion of the Executive.
1995/2004/2007/2019
4. Delegates who have paid individual registration fees for JFAO events who find they are unable to attend will have their fees refunded if they notify JFAO two weeks prior to the event. Exceptions may be made in extreme circumstances.
1985/2007

16. March Conference

1. March Conference will be held on a weekend in March..
2004/2006/2019
2. The location for March Conference will alternate between mid-eastern and mid-western Ontario each year, with Toronto considered the centre. The hotel will be selected and booked by the March Conference Administrator / Committee who oversaw the previous conference no later than the Summer Board of Directors meeting with approval from the Executive committee.
2004/2008
3. With the exception of the Annual General Meeting, March Conference activities are reserved for March Conference delegates ONLY. Attendees of the AGM may pre-purchase tickets to the Friday night dinner. The Saturday night Banquet and Dance may only be attended by ticket holders.
1999/2008/2009
4. Members may submit their name to the Executive Director of Programming by August 1 requesting to be a member of the organizing committee. The committee will be finalized by the Executive Director of Programming.
1990/2008/2019
5. *Committee & Coordinator Responsibilities*
 - a. booking facilities, functions, and speakers for entire conference
 - b. communicating all plans with the Executive Director of Programming.
 - c. preparing a budget of income and expense to be presented at the November Board meeting prior to the conference
 - d. setting and collecting delegate fees
 - e. financial accountability
 - f. determining the conference schedule and rules within guidelines set by the executive
 - g. preparing and circulating schedules and information to delegates
 - h. Providing the Executive Director of Communications with a welcome message, committee profile & photo, and tentative program by March 1st.
 - i. Accommodating the needs of the JFAO Executive for meetings and presentations.
 - j. Providing a complete report and financial statement; to be examined after all final expenses are paid, no later than the Summer Board of Directors meeting following the conference.
 - k. Providing editable electronic copies of all relevant committee documents and forms to the JFAO office for future reference.
1999/2008/2019
6. *Provincial Director Responsibilities:*
 - a. Assist throughout the course of the weekend as requested by the committee.
7. *JFAO Office Responsibilities:*
 - a. provide cash advance if required
 - b. financial support
 - c. copy and mail correspondence providing the committee meets deadline
 - d. record registrations and provide list(s) to the committee

8. The JFAO President and Past President will be offered complimentary March Conference registrations and standard private hotel rooms for the Friday and Saturday nights. The President will also receive two complimentary banquet tickets for family.
9. JFAO will provide up to two rooms to be shared amongst the executive for the Thursday night prior to the conference. When feasible these will become the JFAO President and Past President's rooms for the following two nights. A room will also be provided for the March Conference committee.

2009

17. Leadership Camp

1. The Executive Director of Programming will appoint a chair of the Leadership Camp committee by the November Board Meeting.
2008/2019
2. Members may submit their name to the Executive Director of Programming by December 1st requesting to be a member of the organizing committee. The committee will be finalized by the Executive Director of Programming in consultation with the Leadership Camp committee chair.
2008/2019
3. *Committee Responsibilities*
 - a. booking facilities, activities, and speakers for entire camp
 - b. determining the camp schedule
 - c. preparing a budget of income and expenses to be presented no later than the January Board meeting prior to the camp
 - d. setting and collecting delegate fees
 - e. financial accountability
 - f. determining delegate schedules and rules within guidelines set by the executive
 - g. preparing and circulating schedules and information to delegates
 - h. communicating all plans with the Executive Director of Programming
 - i. Providing a complete report and financial statement; to be examined after all final expenses are paid, no later than the August Board of Directors' meeting following the camp. 2015
 - j. Providing editable electronic copies of all relevant committee documents and forms to the JFAO office for future reference.
 - k. Booking date and location for the following year's camp with the approval of the executive, no later than the August Board of Directors meeting.
2008/2015/2019
4. Leadership Camp will be held each June on the weekend at the end of the international delegates first two weeks in Canada.
2008, 2010
5. Leadership Camp will be a designated alcohol-free event and open to senior 4-H members. All attendees are required to stay on the camp site unless previously arranged with the Leadership Camp chair.
2008
6. Visiting International Delegates will not pay registration fees to attend Leadership Camp.
2008

18. Ontario Young Farmers' Forum

1. The Ontario Young Farmers' Forum is a program of the Junior Farmers' Association of Ontario, in partnership with the Canadian Young Farmers' Forum and the Ontario Federation of Agriculture.
2. Vision: Creating an opportunity where young farmers can learn, network and lead.
3. Mission: To provide an educational and leadership development opportunity for young and future farmers of Ontario.
 - a. *More specifically, to:*
 1. Identify the problems encountered by young people looking to become established in agriculture, and to exchange ideas about solutions

2. Promote the exchange of ideas on issues of training and capacity building, and to identify program needs and preferred delivery methods
 3. Enable young people to become familiar with the realities of the agriculture industry
 4. Prepare young and future farmers as leaders and active participants in agricultural organizations
 5. Consolidate the opinion of young and future farmers on agricultural and rural issues
4. The core organizing committee of OYFF will be a maximum of seven people, including a minimum of one CYFF liaison, OFA liaisons, the JFAO Executive Director of Agricultural Programs and 2 JFAO liaisons. Specific sub-committees such as programming, marketing, fundraising, etc. will be open to additional volunteer members of any of the organizations, subject to the OYFF age restrictions and approval of the core committee.
2014
 5. OYFF will be run each November in conjunction with the OFA convention, providing the two events remain suitably compatible and acceptable to JFAO and OFA.
 6. The OYFF committee will approve and direct the activities of any staff working on OYFF.
 7. OYFF will run in accordance with the policies and program requirements of JFAO, CYFF, & OFA.
 8. **OYFF Partner Responsibilities**
 - a. *OFA Responsibilities*
 1. Assist with event organization - hotel contacts, room bookings & convention rates, equipment etc. through the OFA Convention Convener
 2. Facilitate teleconferences
 3. Provide program advice and input on organizing the agenda
 4. Assist with booking speakers and sessions
 5. Assist with sponsorship
 6. Marketing through OFA Field Staff, members, trade shows, website link & publications
 7. Invoicing JFAO directly in a timely manner for any OYFF specific expenses
 8. Promote connections and networking between OYFF and OFA delegates
 - b. *JFAO Responsibilities*
 1. Budget & finances
 2. Contracts, fees & timely banking
 3. Grant applications
 4. Registration & delegate information
 5. Administration, records, event debriefs
 6. Program & agenda setting
 7. Design, hosting and maintenance of a professional event website
 8. Marketing through JFAO website, trade shows, members, media, publications, mailings
 9. Assist with sponsorship
 10. Liability insurance
 11. Charitable donations
 12. Ensuring partners and sponsors are prominently and properly recognized
 13. Promote connections and networking between OYFF and OFA delegates
 - c. *CYFF Responsibilities*
 1. Program advice & support
 2. Grant/Financial support
 3. National recognition
 4. National voice & connection with other provinces
- 2008

19. Competitive Events

1. JFAO's competitive events include Winter Games, Autumn Profile, and Sing Swing. The experience of hosting these events will be shared on a zone rotation basis, with the clubs within each zone determining how the event will be hosted.
2. If clubs within a zone do not wish to host during their turn, the Competitive Events committee will accept bids from any JFAO club, OR in the event a decision cannot be made within a zone, the committee will accept bids from the interested clubs, and the top three bids as determined by the committee may make a presentation to the Board of Directors. Incomplete bids will be disqualified by the committee. The Board of Directors will make the final decision to award the event to the best overall bid.
3. Competitive Event Zone Rotation Schedule

	2019-2025	2020-2026	2021-2027	2022-2028	2023-2029	2024-2030	Hosted During:
Winter Games	1	4	3	5	7	2	Mid-Feb.
Autumn Profile	3	5	7	2	1	4	Mid-Oct.
Sing Swing	7	2	1	4	3	5	Late-Nov.

1988/1989/1990/1996/2000/2003/2004/2008/2009/2015/2019

4. *Host Club Responsibilities*
 - a. Review all of the JFAO events and safety policies.
 - b. Communicate with the JFAO Competitive Events Committee.
 - c. Prepare a bid (idea of what will happen, location, date) and budget of income, expenses, and projected profits for the entire weekend.
 1. must be presented 4 Board of Directors' meetings in advance
 2. must be submitted two weeks prior to the meeting and pre-approved by the Finance committee
1998/2005/2010
 - d. set and collect individual entry fees (a club maximum should be established)
 - e. Overall organization and running of the event.
 - f. determine activities or competitions within JFAO guidelines
 - g. book facilities and judges
 - h. ensure a first-aid kit is readily available or sign-out the JFAO kit
 - i. Request proof of insurance from the JFAO office if required to book facilities or for unusual events.
 - j. setting a dress code (may be different for day events and dances) and including it in the rules and regulations
 - k. Prepare and submit approximate schedules and the rules and regulations six months prior to the event via e-mail to the chair of the Competitive Events Committee. Late packages will be subject to a \$50 fine
1998/2003
 - l. consult with the Executive Director of Fund Development before contacting sponsors
 - m. submit a list of local sponsors to the Executive Director of Fund Development at least two months prior to the event, and submitting any additional sponsors as they are signed on
2000/2008
 - n. ensure all clubs have registered and/or paid for at least one member
 - o. provide a final schedule of activities to each club contact one week prior to the event
 - p. provide one facilitator at each competition on the day of the event
 - q. Offer transportation to the Saturday night dance at no additional charge to current members with proof of membership.

- r. cover all costs associated with a Board of Directors' meeting when held in conjunction with the event
- s. financial accountability
 - 1. Must have all cash receipts and cheques received on the day of the event deposited within 5 days.
 - 2. Income and Expense Statements will be prepared for:
 - a. Day events
 - b. Dance(s)
 - c. Bar(s)
 - 3. JFAO requires a complete financial statement which will be examined after final expenses are paid, or by the second board meeting following the event. The host county will receive **50%** and the province will receive **50%** of the net profit or loss, excluding bar profits which must be donated to charity (unless needed to cover a loss).
 - a. **The host club must give the 50% profit to JFAO at the board meeting where the complete financial statement is approved. Late payment of the 50% profit will be subject to a \$50 fine.**
- t. Host committees will invoice clubs for any fees not received by the date of the event. Should any fees still be outstanding when the host committee presents its final report to the board of directors, JFAO will issue its own invoice for the amount plus interest. Provided the host committee shows JFAO copies of two unpaid invoices that were sent to the club owing fees, the host committee will receive 40% of any amount collected after JFAO issues its own invoice.
- u. Provide an updated electronic copy of any relevant documents to the JFAO office for future reference.
1995/1999/2003/2004/2005/2008/2013/2019
- 5. *JFAO Responsibilities:*
 - a. Competitive Events Committee:
 - 1. provides advice and resources
 - 2. provides and approves rules
 - b. Provincial Directors:
 - 1. assist as requested on the day of the event but will not run the event
 - c. Policies & Procedures Committee:
 - 1. checks eligibility of participants
 - 2. ensures participants are members
 - 3. ensures participating clubs have paid all debts to JFAO & met all other requirements
1986/2003/2006
- 6. Visiting delegates may participate in team events providing only one delegate be allowed per team. 1996/1998
- 7. *Club & Member Responsibilities:*
 - a. Teams may be made up of any JFAO member. Teams must state at the beginning of the competition which club will receive the points.
 - 1. Clubs will only receive points from one team per event unless more than one team is specifically allowed.
 - 2. In order for a club to receive the points, there must be representation from that club on the team.
1973/1991/2003
 - 3. Any county and zone competitions which may be carried through to the provincial level should adhere to the provincial regulations governing that competition.
1966

20. Complaints

1. Only the Provincial Director or Club President can lodge a complaint with the eligibility committee, and it must be submitted in writing within one hour of the end of the activity in question. The committee in charge will have the final say in interpreting rules and solving disputes at any organized activity. Any ruling changing the decision of the judges shall be decided on by a committee consisting of:
 - a. A representative of the organizing committee;
 - b. the JFAO President or Past President;
 - c. Chair or representative of the Competitive Events Committee. A representative from each of the teams/individuals involved will be invited to attend this meeting.
1962/1966/1969/1985/1995/1998

G. Safety & Security

1. All club and JFAO events and activities are voluntary, subject to the requirements laid out in the Constitution & the JFAO Policies.
2008
2. Clubs and committees are expected to make reasonable efforts to ensure the safety of all participants in official JFAO programs, but participants in all club and JFAO activities, authorized or non-authorized, take part at their own risk, and are personally responsible for their own behaviour and participation.
2008
3. Parents/Guardians of members under age 18 are responsible for their children's participation in JFAO and club programs and activities.
2008
4. A first-aid kit must be readily available during all provincial events and activities. JFAO will make a first-aid kit available for clubs to sign-out for major events. Any items used while signed-out must be replaced or the \$20 deposit will be forfeited.
2009

H. Travel Exchanges

1. JFAO offers a maximum of 9 International / Inter-provincial exchanges, which are outlined in the Exchange Application Package each year.
2008/2017
2. Outgoing delegates must be age 18-29 for inter-provincial and 20-29 for international as of January 1, the year of the exchange.
2005
3. Members in good standing after one year may apply to win one international travel opportunity or one inter-provincial travel opportunity where the delegates are chosen by a selection process determined by the Travel and Hospitality committee and outlined in the exchange application package.
1984/2001/2008
4. Delegates selected for exchange are required to bring a semi-formal outfit to wear at official events while on exchange.
1985/1988/2002/2009
5. A member who has previously been awarded a JF travel opportunity may apply for a different travel opportunity. Priority will be given to any qualified member who has not previously been awarded a travel opportunity.
2004/2009
6. The bursaries for successfully completed exchanges are as follows:
 1. Exchanges to Australasia - 2/3 of flight costs or \$1500, whichever is less
 2. Exchanges to Europe - 2/3 of flight costs or \$500, whichever is less
 3. Exchanges Inter-Provincially – ½ of flight costs or ½ of travel costs at 30 cents/km or \$300 whichever is less.2014/2017
7. The bursary amounts will be re-evaluated by the Board of Directors each year as part of the JFAO budget process. The rate in place at the time of awarding will apply for exchanges not yet complete.
1985/1988/1992/1993/2002/2004/2005/2007/2008
8. Travel opportunities are considered a reward for members. Bursaries may be denied by the executive upon the recommendation of the T&H committee for inappropriate behaviour on exchange. Delegates will receive a travel bursary only after successfully completing the following requirements:
 1. *Pre-Exchange*
 - a. Provide for approval by the JFAO Executive Director of Marketing and Executive Director of Community and International Programs a draft media release containing a personal bio & photo, information about the upcoming trip, and how the exchange was awarded. Upon approval, this will be sent to local media and used to market JFAO. 2015
 2. *During the Exchange (International only)*
 - a. Provide a monthly update on the experience to the JFAO Executive Director of Marketing and Executive Director of Community and International Programs for the JFAO website, newsletter and local media. Photos are encouraged. 2015
 3. *Post-Exchange*

Within 30 days of returning, provide a media release/report with personal photo(s) outlining the full exchange experience for the JFAO Executive Director of Marketing and Executive Director of Community and International Programs, and travel receipts for the JFAO Executive Director of Finance. 2015

- a. Also providing a report of any additional information that may be useful to JFAO, i.e. recruitment, events, structure, etc. for the Executive Director of Community and International Programs. 2015
 - b. Do at least one presentation on the exchange at a JFAO event before the end of the current year in consultation with the JFAO Executive Director of Community & International Programs. Travel expenses for this event may be claimed from JFAO as per section E1.
9. Any member wishing support from JFAO to attend the World Congress of Young Farmers must prepare a proposal and submit it for financial consideration.
2003
10. All official incoming and outgoing JFAO delegates will receive a complimentary JFAO crest. Outgoing delegates are to sew the crest to a bag, coat or personal item to take with them on exchange.
1967/2006/2008/2015

11. Delegate Rotation

- 1. The incoming delegate rotation for the following year will be confirmed at the Summer Board of Directors meeting to assist clubs with scheduling any major events.
2008
- 2. International Delegate Rotation for 2019:

Orientation: Late Afternoon of May 26	Break: July 7 - July 13
Zone 3: May 26 – June 8	Zone 5: July 14 – July 27
Zone 2: June 9 – June 22	Zone 7: July 28 – August 10
Zone 1: June 23 – July 6	Zone 4: August 11 – August 24

2017/202017/2018

Pre break week host applications will be due approximately one month prior to the delegate’s arrival and post break week host applications will be due approximately two weeks prior to the delegate’s arrival. To make traveling to Canada easier delegates will be given a list of hosts from the executive director of community and international programs with host addresses before they arrive. 2015

- 3. Autumn Delegate Schedule
 - a. The Autumn Delegates schedule will be a duration of two weeks and will include attending Sing Swing and the Ontario Young Farmers Forum.
 - b. Host applications will be available by the Summer Board of Directors meeting.
2017
- 4. Incoming delegates must be between ages 19-30.
2005
- 5. Delegates will only be hosted by households with at least one other member of the same gender.
2002/2008

12. Host Club and Host Families Responsibilities:

- 1. Host families & clubs are responsible for:
 - a. a safe, clean & comfortable environment
 - b. a place to sleep, preferably a bed in a private bedroom
 - c. healthy meals at home (minimum two per day or provide a packed lunch)
 - d. safe transportation to family, club, and provincial JF activities
 - e. opportunity to do laundry
 - f. free time & appropriate privacy
 - g. contacting the next host/club at least two weeks ahead of time to arrange a mutually convenient transfer/pick-up location and time
- 2. Hosts/clubs are not responsible for:



- a. paying for meals outside the home (must be kept within reason – max. one per day)
 - b. paying for long distance phone calls
 - c. running tours everyday (remember they're here to experience your normal life in Ontario)
 - d. paying delegate admission fees (but can if desired)
 - e. Personal expenses/souvenirs etc.
- 2008

13. Hosting Clubs Planning Events

1. Clubs will not announce plans for delegates not being hosted by their own members without first consulting with the other hosting clubs. Once these arrangements are made clubs will give proper notice to the other clubs should changes be needed.
2009
2. Delegates are hosted on an individual basis and are to remain with their host family or club throughout the time assigned to them. Delegates will not receive visitors or make other arrangements without the prior permission of the individual host or host club and the Executive Director of Community & International Programs.
2008
3. Clubs and zones are encouraged to make group tour arrangements when appropriate, but delegates should not expect to see each other on a daily basis and hosts are not obligated to follow through on such requests.
2009
4. Clubs will arrange activities for visiting delegates within their own area. Clubs will not arrange delegate activities in another club's area without consulting that club.
2005
5. JFAO does not serve as an employment agency for visitors to Ontario.
1979

14. Delegates at Provincial Events

1. When any group other than JFAO decides to have an activity for visiting delegates, the expenses involved for the visitors will be the responsibility of the group sponsoring the activity and will NOT be paid by JFAO.
1983
2. Clubs are strongly encouraged to waive registration and admission fees for delegates attending club-hosted dances and events. Where financial considerations make this impossible, exchange delegates will pay no more than the early-bird fee for JF members regardless of whether that deadline has passed.
2009

15. Ambassador's Reunion

1. An Ambassadors' Reunion open to all members will be held each summer to promote the JFAO Exchange program and recognize past delegates, current visiting delegates, and delegate hosts.
2008
2. The Reunion Organizing Committee will consist of the Travel & Hospitality Committee and the travel opportunity winners from the preceding two years, with the exception of the Australia winner who will be from the past three years. The Director of Community and International Programs will organize the first meeting.
2000/2004/2006
3. Visiting international delegates will attend the Ambassadors' Reunion, Leadership Camp and any provincial event they are required to attend free of charge.
2008/2009

I. Honours & Awards

1. Member Awards

1. JFAO recommends clubs establish an annual award for the most enthusiastic member in the club. Suitable awards will be available from the JFAO Office or official supplier at cost.
1971
2. JFAO recommends that clubs and members nominate individuals eligible for the President's Rose Awards for outstanding Novice Member (2 years and under), Most Outstanding Member, and Most Outstanding Retiring Member (must have reached the upper age limit of JFAO). Nominees must have shown outstanding involvement in organizing and participating in club events, initiative in new programs, promoting JF, and member recruitment. The selection committee will consist of the JFAO President and a suitable JFAO sponsor representative.
1994/1998
3. Clubs & counties may order one past president's pin from JFAO each year at no charge to be presented to county or club presidents during their annual banquet or other suitable occasion after the completion of their term.
2002/2009
4. Clubs may order five and ten year member awards at the end of each year from JFAO to be awarded to such members. It is the club's responsibility to determine the eligibility for these awards with the support of the JFAO database, and recipients must have reached the milestone and been members in the most recently ended year. JFAO will recognize five and ten year members annually and present 15 year members with an engraved clock at the Annual Banquet.
2002/2009
5. Retiring members of the JFAO Board of Directors will be presented with a Provincial Directors pin at the JFAO Annual Banquet, providing they have not served a previous term and received one.
2008

2. Club Awards

1. The JF *Club of the Year* will be judged on the current Affiliation Report forms that will be scored as follows:
 - 5 - Club photo labeled with member's names and executive positions
 - 20 - Leadership Opportunities
 - 10 - Range of Opportunities available to members
 - 20 - Membership Participation – Locally & Provincially
 - 15 - Community Betterment (including community participation)
 - 20 - Ag Education/JF-Youth Activity/Conservation Projects
 - 10 - Structure & Purpose of JFAO/Effective Meeting Procedures
 - 10 - Meeting Ideas / Creativity
 - 10 - Media Coverage
 - 5 - Quality of alumni item (newsletter, photo, news release)
 - 10 - Support of the JFAO Mission Statement & Yearly Theme
 - 10 - Quality of Photos of events & activities
 - 5 - Overall Presentation/Neatness/Content/Description150

The winning club will receive the provincial plaque for one year and a certificate to be retained by the club.

1993/2003/2007/2008/2013

2. The JF *Agricultural Club of the Year* judging criteria will focus on:
 - Originality of Ag. Awareness activities
 - Quality of activities

- Club participation
- Quantity of activities
- Impact in the community

The winning club will receive the provincial plaque for one year and a certificate to be retained by the club.

2008/2013

3. JFAO will recognize any county celebrating a JF milestone anniversary at both the JFAO Annual Banquet and the club's Annual Banquet. For a 50th anniversary, JFAO will present a gavel. For a 75th anniversary, JFAO will present a plaque or certificate. For a 100th anniversary, JFAO will present a new gavel and plaque or certificate.

1989/2008/2013

3. Communications Awards

1. Clubs have the opportunity to submit entries as specified by the Awards & Recognition Committee for:

- Scrapbook Competition (Traditional/Digital)
- Best News Article
- Best Club Photo
- Best New Member Recruitment Activity
- Best New Fundraising Idea
- Best Joint Youth Event

The winning clubs will receive a certificate to be retained by the club.

2008/2009/2013/2016

J. Marketing & Communication

1. The Director of Marketing and the Public Relations committee govern all aspects of provincial marketing and communications for JFAO, including but not limited to corporate brand development, media releases, advertising & promotion, website development and maintenance, newsletters, trade show display, and booking and arranging staffing for fairs, exhibitions and trade shows.
2004/2008

2. Provincial Branding

1. Use of any JF logo or seal, the name JFAO, JF, Junior Farmers, etc. requires the permission and approval of the JFAO Office. The Executive Director of Marketing reserves the right to refuse the use of the JFAO logo or seal to any individual or group.
2004/2008



JFAO Logo



JFAO Seal

2. The JFAO logo will appear prominently on all JFAO documents and publications and be displayed at all provincial events to build brand recognition.
2008
 3. The provincial seal is for use by the JFAO office only. Permission for use for reunions or historical purposes must be approved by the Executive Committee.
2008
 4. The JFAO logo must be printed using the official JFAO colours or black and white or grey scale. No other colour can be used. The logo cannot be altered in any way.
2003
 5. Clubs & JFAO sponsors may use the JFAO logo for business which is consistent with the JFAO mission. Sponsors will be provided with a logo indicating their support for JFAO.
 6. Clubs may integrate the JFAO logo with a club logo, so long as the club does not alter the JFAO logo.
2003/2008
 7. Clubs are encouraged to request a quotation from the JFAO supplier before using another supplier for JF branded clothing or supplies.
2008
- ### 3. Clothing
1. Members representing JFAO or their local club in public are strongly encouraged to wear JF branded clothing.
2008
 2. Each year JFAO will purchase a JF golf shirt for members of the executive for representing the organization in public. Executive are encouraged to purchase additional JF gear at their own expense.
2008/2014

4. Clubs may use JFAO letterhead and envelopes for their official correspondence, providing the club name is clearly indicated on the first page. Clubs may purchase JFAO stationary from the JFAO office, if available.
2004
5. Certain topics regarding the business of JFAO are for internal use only and confidential. The Executive Director of Marketing will authorize media releases when something is for immediate public knowledge, which clubs should distribute to their local media.
2003/2008
6. Clubs are strongly encouraged to invite local media to cover their activities and events, and to write media releases on club activities. A copy of all club media releases must be sent to the Executive Director of Marketing.
2008
7. Club affiliation books will be retained by JFAO until the April Board of Directors meeting for the Public Relations committee to create an executive summary for distribution to media, clubs, government and sponsors.
2003/2008
8. **Display Rentals**
 1. Clubs requesting use of the JFAO display will be required to sign a contract and submit a \$300 deposit. The deposit will be returned if the display is returned to the JFAO office in the same condition it left. Repairs in excess of the forfeited deposit will be invoiced.
2004/2008/2010/2013
 2. Clubs requesting use of the JFAO roll-up display will be required to sign a contract and submit a \$100 deposit per unit. The deposit will be returned if the display is returned to the JFAO office in the same condition it left. Repairs in excess of the forfeited deposit will be invoiced.
2013
9. E-mail and the JFAO website are the preferred methods of basic correspondence for JFAO. Any member who does not have regular access to the Internet may request printed mailings through the membership form.
2008
10. Each club is responsible for posting all of their upcoming events on the provincial website event calendar as soon as they are scheduled. Clubs are responsible for checking the calendar to ensure local events don't conflict with provincial events or nearby club events. JFAO will not promote events which conflict with its own when those events are booked more than six months in advance.
2003/2008
11. Year-end reports or information for the JFAO Annual Report from executive, designated representatives, standing committee chairs, and special project coordinators must be received by the Executive Director of Marketing by January 31 or the deadline specified. For each late report, a \$50 late fee will be imposed on the executive member, representative, committee chair, or coordinator responsible.
2006/2008

K. Privacy

1. Personal information collected by JFAO will only be used to conduct JFAO business.
2008
2. JFAO collects information on its members, alumni, donors, sponsors, and participants in the Ontario Century Farm sign program in order to communicate about events, programs & opportunities, recruit and retain members, recruit and retain donors and sponsors, provide designated benefits, and maintain accurate records.
2008
3. Information contained in JFAO databases will be password protected and may only be accessed by JFAO Executive, office staff, and the Provincial Director of the county where the person was last registered or known to reside, or in the case of the Ontario Century Farm Sign database, by members of the committee overseeing the program. Information may be requested by members of the Alumni Committee for use to ensure up-to-date records and recruiting mentors for clubs.
2008/2011
4. All JFAO databases and contact information will be kept in a secure location at all times.
2008
5. Members, alumni, donors, sponsors, and participants in any JFAO program have the right to have their information amended or removed from mailing lists at any time upon request, as per current applicable privacy legislation.
2008
6. No JFAO mailing list may be released to any outside individual or organization.
1989/2008
7. Participants in any JFAO activity may expect to have their picture taken and potentially used to positively promote JFAO programs.
2008
8. Any concerns about JFAO's privacy policies should be discussed with the member of the Executive committee most relevant to the concern. If the concern is not resolved it may be brought to the JFAO Past President as chair of the Policies & Procedures Committee.
2008

L. Fundraising

1. JFAO accepts sponsorship, gifts and donations that are consistent with the mission, goals and strategic directions of JFAO and which are made in accordance with legal and ethical regulations and guidelines, and promote consistent practices in exercising JFAO's activities and responsibilities.
2009
2. **Ethics**
JFAO upholds the AFP Ethical Principles & Standards of Professional Practice, the CAGP Standards of Professional & Ethical Practice, A Donor Bill of Rights, and an E-Donor Bill of Rights.
2002
3. **Charitable Number**
Use of the charitable number of JFAO must be approved by the Officers of JFAO. The charitable number may only be used to verify charitable status and provide charitable receipts for donors to JFAO and its official events, less the fair market value of any tangible benefits provided by JFAO to recognize support, according to Canada Revenue Agency guidelines. Receipts will only be issued directly to donors, after the donation has been deposited by the JFAO office.
Only the JFAO officers are authorized to sign charitable receipts, which will be issued quarterly for amounts received prior to the end of March, June, September, and December. A charitable receipt must be signed by an officer other than the one being issued a receipt.
2002/2007
4. **Donation Payment and Receipts**
 1. Donations and sponsorships must be paid with a cheque made payable to "JFAO." Approved credit cards may only be used for donations.
2007
 2. Subject to any conditions at the time of receipt, donations, bequests, grants, and sponsorship funds may from time to time be designated by JFAO to support specific JF projects within a specific area.
 3. A financial receipt will be issued for all corporate sponsorship funds deposited by JFAO.
2009
5. JFAO will not act as a commercial sales outlet for commercial products other than its own.
1985

M. Provincial Charity

1. Three pre-selected charities will be invited to make presentations during March Conference which will be voted on by March Conference delegates.
 1. Every five years, it will be mandatory that the provincial charity is the JFAO Endowment Fund.
1994/1996/1998/1999/2008/2014/2019
2. JFAO will retain five percent (5%) of the funds raised for the Provincial Charity to be deposited in the JFAO 50th Anniversary Endowment Fund and JFAO will retain five percent (5%) of the funds raised for the Provincial Charity for administration.
1994/2008/2013
3. Clubs wishing to donate to the JFAO Provincial Charity will ensure their donation cheque is received by the Executive Director of Finance by the start of the JFAO Annual General Meeting. Monies submitted after this time will be retained by JFAO for the following year's Provincial Charity.
2008
4. The Provincial Charity shall receive a cheque for the full donation at the JFAO Annual Banquet.
1990/1992/1994/2002/2008

N. General

1. JFAO will conduct a strategic plan review every five years, beginning in 2010. The outgoing JFAO Past President will be responsible for forming a committee that includes representation from grassroots members, alumni, the Board of Directors, and from outside JFAO.
2008
2. Job descriptions for any position with JFAO, including all paid, elected and volunteer positions, will be made available to any member through the JFAO office or website.
1999
3. A group wishing a member of the provincial executive to attend a function should consider inviting the executive member who lives closest to it.
1964
4. Policy changes must be submitted to the Policies & Procedures Committee two weeks before a scheduled Board of Directors meeting. If a policy change is submitted less than two weeks before the scheduled meeting, the policy change will only be debated by the board after a 2/3 majority vote to do so, unless the executive has deemed it an urgent matter.
2006/2008
5. Policy changes will be posted on the JFAO website within two weeks of being passed. Changes take effect immediately unless otherwise specified.
2008
6. **Office**
 1. JFAO's office is located at 100 Stone Road West Suite 206, Guelph, Ontario, Canada, with storage facilities as provided elsewhere in the building through a rental agreement with the Ontario Federation of Agriculture, subject to conditions set by the University of Guelph.
 2. Any member, alumni, or other person visiting or requesting access to the JFAO office facilities and/or its computers and equipment must contact the JFAO Office Administrator or a member of the JFAO executive in advance.
 3. To maintain security, privacy, and a professional work area, all office users and visitors will be informed of appropriate JFAO office procedures.
 4. Only the JFAO executive and staff are permitted free after-hours office access.
 5. Office supplies will be maintained by the JFAO office administrator.
2008
7. **Human Resources**
 1. All candidate interviews and hiring decisions will be made by a minimum of three members of the Operations committee, including the Past President as Chair, the President or an alternative member of the executive, and one other Operations committee member-at-large. An alternative committee member (Operations or Executive) will be appointed should any of the above have a conflict of interest or be unavailable to fully take part in the hiring process.
2015/2017
 2. Employee contracts and performance will be reviewed annually and stored in permanent, secure location at the office, as overseen by the Past President. New employees will serve a three-month probationary period.
2010/2014/2015
 3. For purposes of holiday pay, JFAO recognizes the nine public holidays specified by the Ontario government. (New Year's, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas, Boxing Day)
2010

O. Accessibility

1. **General**

1. JFAO is committed to improving accessibility. We will put the following policies into practice as required by the Accessibility for Ontarians with Disabilities Act. JFAO is committed to training staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

2. **Information and communications**

1. JFAO is committed to meeting the communication needs of people with disabilities. When asked, JFAO will provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about our goods, services and facilities, as well as publicly available emergency information. JFAO will consult with people with disabilities to determine their information and communication needs.

3. **Employment**

1. JFAO will notify the public and staff that, when requested, JFAO will accommodate disabilities during recruitment and assessment processes and when people are hired. If needed, JFAO will provide customized workplace emergency information to employees who have a disability. If using performance management, career development and redeployment processes, JFAO will take into account the accessibility needs of employees with disabilities.

4. **Modifications to this or other policies**

1. Any of JFAO's policies that do not respect and promote the dignity and independence of people with disabilities will be modified or removed.
- 2014