



Amended: February 2020

Table of Contents

SECTION 1.1	DEFINITIONS.....	1
	4-H Ontario volunteers:	1
	Association Representative:	1
	Board:	1
	Club:	1
	Club Leader:	1
	Council:.....	1
	Foundation:.....	1
	Inactive volunteer:.....	1
	Member:.....	1
	Name, Logo & Trademark:	2
	Participant:.....	2
	Pending volunteer:.....	2
	Position of Trust:.....	2
	Project:	2
	Trustee:.....	2
	Volunteer-at-Large:.....	2
	Volunteer In Good Standing:	3
	Alumni:	3
SECTION 1.2	GOVERNANCE MODEL.....	1
SECTION 1.3	HISTORY	1
SECTION 1.4	4-H ONTARIO OFFICE LOCATION / MAPS	1
SECTION 2.1	4-H ONTARIO STAFF INFORMATION.....	1
	Organizational Chart – Structure	1
	Staff Contact Information.....	5
SECTION 2.2	ONTARIO 4-H FOUNDATION BOARD OF TRUSTEES POLICIES	1
	B-TO-01- Board of Trustees Roles and Responsibilities	1
	B-TO-02 -Terms of Reference of Foundation Committees	2
	B-TO-03 - Investment Policy Statement.....	3
	B-TO-04 - Local Association Investment Account (LAIA).....	4
	B-TO-05 - Withdrawals from Local Association Endowment Funds	5
SECTION 3.1	ONTARIO 4-H COUNCIL CONSOLIDATED BYLAWS.....	1
	ARTICLE ONE - INTERPRETATION	1
	1.01 Definitions	1
	ARTICLE TWO - TRANSACTION OF THE AFFAIRS OF THE CORPORATION	2



4-H Ontario Policy Manual

2.01	<i>Provincial office</i>	2
2.02	<i>Seal</i>	2
2.03	<i>Financial Year</i>	2
2.04	<i>Execution of Instruments</i>	2
2.05	<i>Banking Arrangements</i>	3
ARTICLE THREE - DIRECTORS.....		3
3.01	<i>Number of Directors and Quorum</i>	3
3.02	<i>Qualification</i>	3
3.03	<i>Election and Term</i>	3
3.03c)	<i>Director-Youth</i>	4
3.04	<i>Vacation of Office</i>	4
3.05	<i>Removal of Directors</i>	4
3.06	<i>Vacancies</i>	4
3.07	<i>Calling of Meetings</i>	4
3.08	<i>First Meeting of New Board</i>	5
3.09	<i>Regular Meetings</i>	5
3.10	<i>Place of Meeting</i>	5
3.10 a)	<i>Meeting by Telephone</i>	5
3.11	<i>Chairman</i>	5
3.12	<i>Votes to Govern</i>	5
3.13	<i>Interest of Directors in Contracts</i>	5
3.14	<i>Declaration of Interest</i>	5
3.15	<i>Remuneration</i>	5
3.16	<i>Nominating Committee</i>	5
3.17	<i>Executive Committee</i>	6
3.18	<i>Powers of Executive Committee</i>	6
3.19	<i>Quorum for Executive Committee</i>	6
3.20	<i>Meetings of Executive Committee</i>	6
3.21	<i>Notice of Meeting of Executive Committee</i>	6
3.22	<i>Committees</i>	6
ARTICLE FOUR - OFFICERS.....		6
4.01	<i>Past President</i>	6
4.03	<i>Appointment of Other Officers</i>	6
4.04	<i>Terms of Employment and Remuneration</i>	6
4.05	<i>President</i>	6
4.06	<i>Vice-President</i>	7
4.07	<i>Secretary</i>	7
4.07 b)	<i>Treasurer</i>	7
4.07 c)	<i>Executive Director</i>	7



4-H Ontario Policy Manual

4.08	<i>Duties of Other Officers</i>	7
4.09	<i>Variation of Duties</i>	7
4.10	<i>Agents and Attorneys</i>	7
4.11	<i>Fidelity Bonds</i>	7
ARTICLE FIVE - PROTECTION OF DIRECTORS AND OFFICERS		7
5.01	<i>Limitation of Liability</i>	7
5.02	<i>Indemnity</i>	8
ARTICLE SIX - MEMBERS		8
6.01	<i>Members</i>	8
6.02	<i>Term of Membership</i>	8
6.03	<i>Resignation</i>	8
6.04	<i>Removal</i>	8
ARTICLE SEVEN - MEETINGS OF MEMBERS.....		8
7.01	<i>Annual Meeting</i>	8
7.02	<i>Special Meetings</i>	9
7.03	<i>Place of Meetings</i>	9
7.04	<i>Notice of Meetings</i>	9
7.05	<i>Meetings Without Notice</i>	9
7.06	<i>Chairman, Secretary and Scrutineers</i>	9
7.07	<i>Persons Entitled to be Present</i>	9
7.08	<i>Quorum</i>	9
7.09	<i>Right to Vote</i>	9
7.10	<i>Proxies</i>	9
7.11	<i>Votes to Govern</i>	10
7.12	<i>Show of Hands</i>	10
7.13	<i>Polls</i>	10
7.14	<i>Casting Vote</i>	10
7.15	<i>Adjournment</i>	10
ARTICLE EIGHT - NOTICES		10
8.01	<i>Method of Giving Notice</i>	10
8.02	<i>Computation of Time</i>	10
8.03	<i>Omissions and Errors</i>	10
8.04	<i>Waiver of Notice</i>	11
ARTICLE NINE – AUDITOR.....		11
9.01	<i>Appointment and Remuneration</i>	11
ARTICLE TEN - BYLAWS AND AMENDMENTS.....		11
10.01	<i>Procedure</i>	11
10.02	<i>Notice</i>	11



4-H Ontario Policy Manual

10.03	<i>Effective Date</i>	11
10.04	<i>Confirmation by Members</i>	11
10.05	<i>Rights Acquired</i>	11
ARTICLE ELEVEN - REPEAL OF PRIOR BYLAWS		11
11.01	<i>Repeal</i>	11
11.02	<i>Exception</i>	11
11.03	<i>Borrowing</i>	11
SECTION 3.2	ONTARIO 4-H FOUNDATION CONSOLIDATED BYLAWS	1
OBJECTS	3
ARTICLE 1 DEFINITIONS.....		3
ARTICLE 2 INTERPRETATION		4
ARTICLE 3 SEAL		4
ARTICLE 4 HEAD OFFICE		5
ARTICLE 5 MEMBERSHIP		5
5.1	<i>Eligibility for Membership</i>	5
5.2	<i>Termination of Membership</i>	5
ARTICLE 6 MEMBERS' MEETINGS.....		5
6.1	<i>Annual Meetings</i>	5
6.2	<i>Member Proposals</i>	5
6.3	<i>Special Meetings</i>	6
6.4	<i>Attendance</i>	6
6.5	<i>Notice</i>	6
6.6	<i>Quorum</i>	7
6.7	<i>Chairing the Meeting</i>	7
6.8	<i>Voting</i>	7
6.9	<i>Record Date</i>	7
6.10	<i>Written Resolutions</i>	7
ARTICLE 7 BOARD OF TRUSTEES		8
7.1	<i>Nomination for Election</i>	8
7.2	<i>Election</i>	8
7.3	<i>Term of Office</i>	8
7.4	<i>Eligibility</i>	8
7.5	<i>Termination</i>	9
7.6	<i>Vacancies</i>	9
7.7	<i>Remuneration</i>	9
7.8	<i>Standard of Care</i>	9
ARTICLE 8 BOARD MEETINGS.....		10
8.1	<i>Notice</i>	10



4-H Ontario Policy Manual

8.2	Quorum	10
8.3	Voting	10
8.4	Participation by Electronic Means	10
8.5	Adjournments	11
ARTICLE 9 OFFICERS		11
9.1	Appointment	11
9.2	Term	11
9.3	Remuneration	11
9.4	Termination and Vacancy	11
9.5	Duties of the Chair	11
9.6	Duties of the Vice-Chair	12
9.7	Duties of the Treasurer	12
9.8	Duties of the Secretary	12
9.9	Other Officers	12
ARTICLE 10 INSURANCE		12
ARTICLE 11 INDEMNITY OF TRUSTEES AND OTHERS		13
ARTICLE 12 CONFLICT OF INTEREST		13
ARTICLE 13 BOARD COMMITTEES.....		14
13.1	Executive Committee	15
13.2	Nominating Committee	15
13.3	Finance and Audit Committee	15
ARTICLE 14 EXECUTION OF INSTRUMENTS & DOCUMENTS		15
ARTICLE 15 BANKING		15
ARTICLE 16 BORROWING POWERS		15
ARTICLE 17 CORPORATE RECORDS		16
ARTICLE 18 NOTICE		16
18.2	Declaration of Notice	17
18.3	Waiver	17
ARTICLE 19 BY-LAW AMENDMENT		17
19.1	Effective Date of this By-Law	17
SECTION 4.1 ONTARIO 4-H COUNCIL BOARD POLICIES		1
4.1.1 CORPORATE ENDS		1
	B-CE-01 – Philosophy of 4-H	1
	B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program	2
	B-CE-03 - Membership Fee	2
	B-CE-04 - Acceptance of Gifts and Donations	2
	B-CE-05 – Mission, Vision, & Values of 4-H Ontario	2
	B-CE-06 - Strategic Elements of 4-H Ontario (Removed: June 22, 2019)	2



4-H Ontario Policy Manual

	<i>B-CE-07 – Volunteer Learning Opportunities</i>	3
	<i>B-CE-08 – Lotteries conducted by the Ontario 4-H Council</i>	3
	<i>B-CE-09 – Volunteer Statement</i>	3
4.1.2	BOARD OPERATIONS	1
	<i>B-BO-01 – Quality Board</i>	1
	<i>B-BO-02 – Meeting Process</i>	2
	<i>B-BO-03 – Agenda Control</i>	2
	<i>B-BO-04 – Board Duties</i>	3
	<i>B-BO-05 – Planning Cycle</i>	4
	<i>B-BO-06 – Officer Authority and Responsibility</i>	4
	<i>B-BO-07 – Job Descriptions</i>	4
	<i>B-BO-08 – Committees</i>	11
	<i>B-BO-09 – Code of Conduct for Council Board Directors</i>	16
	<i>B-BO-10 – Conflict of Interest</i>	17
	<i>B-BO-11 – Ethics</i>	17
	<i>B-BO-12 – Director / Association Representative Expenses</i>	17
	<i>B-BO-13 – Director Learning Opportunities</i>	17
	<i>B-BO-14 – Resolutions from the Association</i>	18
	<i>B-BO-15 – Board Orientation</i>	18
	<i>B-BO-16 – Protection of Personal Information</i>	18
	<i>B-BO-17 – Transfer of Net Income to Contingency Reserve Fund</i>	18
	<i>B-BO-18 – Board Minutes</i>	19
	<i>B-BO-19 – Association In Good Standing</i>	19
	<i>B-BO-20 – Active Association Parameters</i>	21
	<i>B-BO-21 – Duty of Care</i>	21
	<i>B-BO-22 – 4-H Canada Duty to Report</i>	22
4.1.3	BOARD / STAFF RELATIONS & REPORTS	1
	<i>B-BSR-01 – Executive Director Job Description</i>	1
	<i>B-BSR-02 – Delegation to the Executive Director</i>	1
	<i>B-BSR-03 – Monitoring Executive Director Performance Review</i>	1
	<i>B-BSR-04 – Executive Director Performance Review</i>	1
	<i>B-BSR-05 – Reports</i>	1
	<i>B-BSR-06 – Communication and Counsel to the Board</i>	2
	<i>B-BSR-07 – Financial Conditions</i>	2
	<i>B-BSR-08 – Staff Performance Evaluation</i>	2
	<i>B-BSR-09 – Conflict of Interest</i>	2
	<i>B-BSR-10 – Council Employment</i>	3
	<i>B-BSR-11 – Compensation</i>	4
	<i>B-BSR-12 – Temporary Executive Director Responsibilities</i>	4



4-H Ontario Policy Manual

<i>B-BSR-13 – Insurance</i>	4
<i>B-BSR-14 – Provincial Participant Fee</i>	4
<i>B-BSR-15 – Adherence to 4-H Policies</i>	4
<i>B-BSR-16 – Club In Good Standing</i>	4
<i>B-BSR-17 – 4-H Resources</i>	5
<i>B-BSR-18 – Fairness Across the Province</i>	5
<i>B-BSR-19 – Endorsement of Products</i>	5
<i>B-BSR-20 – Charitable Receipts</i>	5
<i>B-BSR-21 – Screening Requirements for 4-H Ontario Volunteers</i>	5
<i>B-BSR-22 – Memorandum of Understanding</i>	6
<i>B-BSR-23 – Copyright</i>	6
<i>B-BSR-24 – Use of the 4-H Canada Brand Standards</i>	6
<i>B-BSR-25 – 3rd Party Liability and Directors & Officers Liability Insurance</i>	6
<i>B-BSR-26 – Protection of Personal Information: Privacy Officer(s)</i>	6
<i>B-BSR-27 – Access to 4-H Ontario Membership Database Information</i>	6
<i>B-BSR-28 – Youth Supervision Ratios</i>	6
<i>B-BSR-29 - Executive Director Succession Action Plan</i>	7
<i>B-BSR-30 – Executive Limitations on Gift Acceptance</i>	7
SECTION 4.2. 4-H OPERATING POLICIES & PROCEDURES	1
4.2.1 4-H PARTICIPANTS	1
<i>O-M-01 – Provincial Membership Fee</i>	1
<i>O-M-02 – Recognized Members</i>	2
<i>O-M-03 – Membership & Club Composition</i>	2
<i>O-M-04 – Club / Project</i>	3
<i>O-M-05 – Resource Availability</i>	3
<i>O-M-06 – Meeting Time</i>	4
<i>O-M-07 – Achievement Program</i>	4
<i>O-M-08 – Project Completion</i>	4
<i>O-M-09 – Access to 4-H Ontario Youth Programs</i>	4
<i>O-M-10 - Participation by Members in National / International 4-H Programs and Activities</i>	4
<i>O-M-11 – Youth Leader/Youth Director Roles</i>	5
<i>O-M-12 – Deadlines for Membership Information</i>	8
<i>O-M-13 – 4-H Ontario Camp, Conference and Competition Registration Policies</i>	9
<i>O-M-14 – Travel Reimbursement Policy</i>	10
<i>O-M-15 – Code of Conduct</i>	11
<i>O-M-16 – 4-H LEARNS Policy</i>	12
<i>O-M-17– Locally Submitted Project Process</i>	13
4.2.2 HEALTH & SAFETY	1



4-H Ontario Policy Manual

	<i>O-HS-01 – Alcohol and Drug Policy</i>	1
	<i>O-HS-02 – Out of Country Travel</i>	2
	<i>O-HS-03 – Allergies</i>	2
	<i>O-HS-04 – Helmet Use</i>	2
	<i>O-HS-05 – Accessibility for Persons with Disabilities: Customer Service Policy (Staff & Volunteers)</i>	3
4.2.3	LIVESTOCK POLICIES	1
	<i>O-L-01 – 4-H Project Animals</i>	1
	<i>O-L-02 – Livestock Age</i>	1
	<i>O-L-03 – Livestock Appeal</i>	2
	<i>O-L-04 – Helmet Usage at Equine Events</i>	2
	<i>O-L-05 – Membership Eligibility Requirements</i>	2
	<i>O-L-06 – Completing Two (2) Clubs of Same Commodity</i>	3
	<i>O-L-07 – Use of Intact Males as Project Animals</i>	3
	<i>O-L-08 – Identification Requirements</i>	3
	<i>O-L-09 – Animal Health, Safety and Traceability</i>	3
	<i>O-L-10 - Show Rules and Regulations</i>	3
4.2.4	4-H VOLUNTEERS	1
	<i>O-V-01- Minimum Age of Volunteers</i>	1
	<i>O-V-02 - Position of Trust</i>	1
	<i>O-V-03 – 4-H Code of Conduct</i>	1
	<i>O-V-05 - Dismissing Volunteers</i>	5
	<i>O-V-06 - Appeals</i>	5
	<i>O-V-07 - Police Records Check</i>	6
	<i>O-V-08 - Inactive Volunteers</i>	7
	<i>O-V-09 - Volunteers who relocate within Ontario</i>	7
	<i>O-V-10 - Billeting - National</i>	7
	<i>O-V-11 - Volunteer Training</i>	8
	<i>O-V-12 – Chaperones</i>	8
	<i>O-V-13 – Protection of Personal Information (Amended: March 16, 2016)</i>	9
	<i>O-V-14 – Volunteer in Good Standing</i>	10
	<i>O-V-15 – Archival Policy</i>	10
4.2.5	COUNCIL & FOUNDATION OPERATIONS	1
	<i>O-CF-01 – Expenses</i>	1
	<i>O-CF-02 – Memorandum of Understanding (MOU)</i>	2
	<i>O-CF-03 – Mailing Lists</i>	3
	<i>O-CF-04 – Gift In Kind</i>	4
	<i>O-CF-05 – Fundraising</i>	4
	<i>O-CF-06 – Advertising</i>	4



4-H Ontario Policy Manual

	<i>O-CF-07 - Procurement of 3rd Party Liability; Directors & Officers Liability and Travel Accident Insurance</i>	4
	<i>O-CF-08 – Gift Acceptance Policy</i>	5
SECTION 4.3	4-H ONTARIO ONLINE & MEDIA POLICIES	1
4.3.1	WEBSITES.....	1
	<i>O-W-01 – 4-H Ontario Website (4-HOntario.ca)</i>	1
	<i>O-W-02 - Association Webmaster Policies</i>	4
	<i>O-W-03 - Usage of the 4-H Trademark, Logo, Watermark, Pledge & Mission</i>	5
	<i>O-W-04 - Website Links Policies</i>	6
	<i>O-W-05 - 4-H Ontario’s Canada’s Anti-Spam Legislation (CASL) Policy</i>	6
Section 5.1	APPENDICES	1
	Appendix A – Gift Acceptance Guidelines & Procedures.....	1
	Appendix B – Ontario 4-H Council Board Procedures	1
i.	Nominations, Election & Resolution Procedures	1
ii.	Operating Reserve Procedures.....	3
	Appendix C – Insurance Coverage.....	1
	<i>About Liability Insurance Coverage</i>	1
	<i>About Coverage</i>	1
	<i>About Proof of Insurance</i>	1
	<i>About Out of Province 4-H Activities</i>	1
	<i>About Hosting a 4-H Activity at my Place</i>	2
	<i>About including Out of Province 4-H members</i>	2
	<i>About non 4-H participants</i>	2
	<i>About Driving 4-H members</i>	2
	<i>About Demolition Derby Clubs</i>	2
	<i>About Youth Driving Tractors</i>	3
	<i>About Tractor Pulls</i>	3
	<i>About Livestock Projects</i>	3
	<i>About “A Named Insured”</i>	3
	<i>About length of coverage:</i>	3
	<i>About Hosting a Riding Event on Personal Property</i>	4
	<i>About Paint Balling</i>	4
	<i>About Trail Rides Crossing Private Property:</i>	4
	<i>About Horse Speed and Jumping Events</i>	4
	<i>About Flying</i>	4
	<i>About Damages to My Property</i>	4
	<i>About Coverage at an Event Serving Liquor</i>	5
	<i>About Hosting a Dance with a Bar Run by Another Group</i>	5



4-H Ontario Policy Manual

About Lottery/Draws	5
About Personal Injury	5
About Child Abuse	6
About Club Registrations	6
About Reporting an Injury or Property Damage.....	6
About Directors and Officers Liability Insurance.....	6
About Employees of Associations	6
About Memorandum of Understanding.....	6
Appendix C - Insurance Terminology	7
Commercial General Liability.....	7
Limits of Liability	7
Who Is an Insured.....	7
Abuse 7	
Non-Owned Automobile.....	7
Advertising Liability	7
Tenant’s Legal Liability.....	7
4-H Should Be Requesting a Copy of a Certificate of Insurance from another Organization.....	8
Always Report an “Incident”	8
Personal Injury.....	8
Occurrence Property Damage.....	8
Blanket Contractual.....	8
Coverage Territory	8
Certificate of Insurance.....	8
Adding an “Additional Insured” To a Certificate of Insurance.....	9
COVERAGES AND LIMITS	10
INSURED.....	10
WHAT TO DO IN THE EVENT OF A CLAIM?	10
DESCRIPTION OF HAZARDS	10
APPENDIX C - Canadian 4-H Commercial General Liability / Excess Liability	12
COVERAGES AND LIMITS	12
Deductible / Self Insured Retention (SIR)	12
What to do in the event of a Claim?	12
Definitions (Updated: March 15, 2016)	13
Directors’ and Officers’ Liability	16
Claims Made Policy	16
Insured.....	16
What to do in the event of a Claim?	16



4-H Ontario Policy Manual

APPENDIX C - CANADIAN 4-H COUNCIL AND CANADIAN 4-H FOUNDATION SUMMARY OF INSURANCE COVERAGE FOR MEMBERS OF THE ONTARIO 4-H COUNCIL..... 17

- Participant Travel Accident Insurance..... 17**
- Accidental Death, Dismemberment And Specific Loss Indemnity..... 17**
- Repatriation Benefit (\$10,000)..... 17**
- Family Transportation Benefit (\$10,000)..... 17**
- Rehabilitation Benefit (\$15,000)..... 18**
- Home Alteration and Vehicle Modification Benefit (\$15,000)..... 18**
- Accidental Medical Reimbursement Benefit (\$10,000)..... 18**
- Accidental Dental Reimbursement Benefit (\$1,500)..... 18**
- Tutorial Expense (\$2,000)..... 18**
- When Does This Insurance Not Apply?..... 18**

APPENDIX C - CANADIAN 4-H COUNCIL AND CANADIAN 4-H FOUNDATION SUMMARY OF INSURANCE COVERAGE FOR THE VOLUNTEERS OF THE ONTARIO 4-H COUNCIL 20

- Participant Travel Accident Insurance..... 20**
- Accidental Death, Dismemberment And Specific Loss Indemnity..... 20**
- Repatriation Benefit (\$10,000)..... 20**
- Family Transportation Benefit (\$10,000)..... 20**
- Rehabilitation Benefit (\$15,000)..... 21**
- Home Alteration and Vehicle Modification Benefit (\$15,000)..... 21**
- Weekly Accident Indemnity..... 21**
- Total Disability..... 21**
- Accidental Medical Reimbursement Benefit (\$10,000)..... 21**
- When Does This Insurance Not Apply?..... 22**

APPENDIX D - CANADA'S ANTI-SPAM LEGISLATION (CASL) INFO & BEST PRACTICES FOR 4-H ONTARIO ASSOCIATIONS..... 23

APPENDIX E - 4-H CANADA BRAND STANDARDS

APPENDIX F - 4-H ONTARIO STRATEGIC PLAN

APPENDIX G - SCREENING REQUIREMENTS MATRIX

APPENDIX H - STEPS FOR REPORTING CHILD ABUSE

APPENDIX I - ONTARIO 4-H FOUNDATION STATEMENT OF INVESTMENT POLICIES
& PROCEDURES