



ALBERTA FARM WRITERS' ASSOCIATION

Bylaws & Membership Policy

Elevating and promoting opportunities for agricultural communicators and fostering the next generation through professional development, networking, and mentorship.

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BYLAWS OF THE ALBERTA FARM WRITERS' ASSOCIATION

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the "Alberta Farm Writers' Association," hereinafter referred to as "the Association."

Section 2: Purpose

The Association's purpose shall be to promote excellence in agricultural communications, providing networking opportunities for agricultural communicators including journalists, reporters, writers, editors, and broadcasters, and engage with the agricultural industry in Alberta.

Article II: Membership

Section 1: Membership Categories

The Association shall have the following membership categories:

1. Full Member: Open to individuals actively engaged in agricultural communications and residing in Alberta.
2. Honorary Life Member: awarded to an AFWA member who has made a significant contribution to the advancement of agricultural communication and/or rendered eminent service to the Association. *Honorary Life Members are exempt from payment of annual dues.*
3. Student Member: Open to students pursuing a course of study in agricultural communications at a recognized educational institution in Alberta.

Section 2: Membership Requirements

Members must meet the eligibility requirements outlined in the Membership Policy, which are established and amended by the Board of Directors.

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Section 3: Rights and Responsibilities

Members in good standing shall have the right to vote, participate in general meetings, and serve on committees. They shall also be entitled to all other benefits of membership as outlined in the Membership Policy.

Section 4: Membership Fees

- Membership fees must be approved by a 10% majority vote of the membership at the Annual General Meeting.
- Changes to these fees may only be made upon recommendation from the Board.

Article III: Board of Directors

Section 1: Composition

The Board of Directors, hereinafter referred to as "the Board," shall consist of a minimum of nine [9] and a maximum of four (4) elected directors, including a President, Vice-President, and Secretary & Treasurer.

Section 2: Duties and Powers

The Board shall be responsible for the management and operation of the Association, including but not limited to the following:

- Attending all meetings.
- Setting the strategic direction and goals of the Association.
- Managing finances and budgets.
- Appointing committees as needed.
- Fulfilling their fiduciary duties and acting in the best interests of the Alberta Farm Writers' Association.
- Carrying out the duties and responsibilities outlined in the Association's bylaws.
- Ensuring compliance with the Alberta Societies Act.

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Section 3: Board Structure

The Board of Directors shall consist of nine (9) directors, with four [4] of them serving as officers.

Section 4: Officers

- The Association's officers shall be elected or appointed by the Board of Directors to actively conduct the Association's business within the scope of their delegated authority.
- The officers shall include a President, Vice-President, Secretary and Treasurer.
- The President shall preside at all meetings of the Association and of the Board.
 - He/She/They shall authorize meetings of the Association and the Board of Directors when necessary and perform the usual functions of such office.
 - The President shall also represent the Association on the Board of the Canadian Farm Writers' Association.
- The Vice-President of the Association shall exercise the rights and powers of the President in the absence of the latter.
- The Secretary of the Alberta Farm Writers' Association shall be a key member of the Executive Committee, tasked with managing the administrative functions of the Association and ensuring accurate documentation of meetings and decisions.
 - The Secretary shall attend all meetings or special meetings of the Association and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose.
 - He/She/They will deliver such minutes to his/her/their successor in office.
 - He/She/They will keep a record of all receipts and disbursements of the Association and shall manage incoming and outgoing correspondence on behalf of the Association, including emails, letters, and other communications.
 - He/She/They will serve as a point of contact for members and external stakeholders seeking information about the Association. make records available for audit at fiscal year-end.
 - He/She/They will maintain accurate membership records, including membership applications, renewals, and status updates.

- He/She/They will process new membership applications and communicate membership-related information to members as needed.
- The Treasurer shall maintain accurate and up-to-date financial records of the Association.
 - He/She/They will provide regular financial reports to the Board of Directors, including budget status, income statements, and balance sheets.
 - He/She/They will ensure compliance with financial regulations, accounting standards, and the Alberta Societies Act.
 - He/She/They will disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements and shall render to the President and directors at the regular meeting of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the corporation.
 - He/She/They will collaborate with the Board of Directors to develop an annual budget and long-term financial plans that support the Association's strategic goals.
 - He/She/They will monitor budget performance and provide recommendations for adjustments as needed.
 - He/She/They will oversee investment activities and ensure the prudent management of Association funds.
 - He/She/They will maintain appropriate insurance coverage to protect the Association's assets.
 - He/She/They will communicate financial updates and reports to the Board and members at general meetings.
 - He/She/They will collaborate with the Secretary to ensure accurate recording of financial transactions in meeting minutes.
 - He/She/They will ensure compliance with all financial reporting requirements outlined in the Alberta Societies Act.
 - He/She/They will manage the Association's fiscal year, ensuring timely closure of financial accounts and preparation of financial statements.

Section 5: Term Length

- The term of office for each director shall be [3] years.
- Directors shall serve for two (2) continuous terms and must take one (1) year off before running for re-election.
- Terms are staggered to ensure continuity, with two [2] directors elected or appointed annually.
- The term for the President shall be a maximum of three (3) consecutive one (1) year terms elected by the Board, unless in the second or third year they cease to be a member of the Board of Directors.
 - To be eligible to run as President, the individual should have served on the Board for a minimum of two (2) years.
- The term for the Vice-President shall be a maximum of three (3) consecutive one (1) year terms.
 - To be eligible to run as Vice-President, the individual should have served on the Board for a minimum of two (2) years.

Section 6: Director Eligibility

- To be eligible for the Board of Directors, an individual must be a member in good standing of the Alberta Farm Writers' Association.
- No individual may serve more than two [2] consecutive terms as a director. (Continuation for a third (3rd) term will be subject to Board approval.

Section 7: Election or Appointment

- Directors may be elected or appointed, as specified in the Association's bylaws.
- The election or appointment process shall be conducted in accordance with the Alberta Societies Act and the Association's bylaws.

Section 8: Vacancies

- In the event of a director's vacancy, the Board can appoint an interim director to serve until the next Annual General Meeting.
- The appointment of interim directors must comply with the Association's bylaws and the Alberta Societies Act.

Section 9: Board Meetings

- The Board of Directors shall meet at regular intervals as determined by the bylaws, but no less frequently than four [4] times in a year.
- Special meetings of the Board may be called, as necessary.
- Meetings shall be recorded via ZOOM and sent out no later than one week after to all Board members via email.
- Due to the volunteer nature of the Board, meeting length should be taken into consideration when hosting a meeting during working hours, with preference given to after regular working hours.
- Fifty percent (50%) of directors in office shall constitute a quorum for meetings of the Board of Directors.
- Any meeting of the Board of Directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions by or under the bylaws of the Association.

Section 10: Resignation and Removal

- Directors may resign by providing written notice to the President.
- The Board may remove a director or officer for cause in accordance with the Association's bylaws and the Alberta Societies Act.
- Notice of removal will be given verbally over the phone with an email to follow up. Should the member not pick up, a voicemail will be sufficient.

Section 11: Compensation

- Directors and officers shall serve voluntarily and shall not receive compensation for their services.

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Section 12: Dispute resolution

- Any dispute regarding the affairs of the Association will be resolved by direct negotiation between the parties first, with or without assistance and/or facilitation.

Article IV: Meetings

Section 1: Annual General Meetings

The Association shall hold an Annual General Meeting (AGM) at least once each calendar year. Notice of the AGM shall be provided to members at least thirty (30) days in advance.

Section 2: Special Meetings

Special meetings may be called by the President or by written request of ten percent (10%) of members in good standing. Notice of special meetings shall be provided to members at least thirty (30) days in advance.

Section 3: Quorum

At an Association meeting, ten percent (10%) of members present will constitute a quorum for the transaction of business.

Article V: Committees

- Standing or special committees may be established by the Board of Directors.
- Each committee will have at least one director who will act as liaison to the Board.
- The Board shall establish in writing the operational guidelines (Terms of Reference) for each committee.

Article VI: Amendments to Bylaws

Section 1: Amendment Process

These bylaws may be amended by a two-thirds majority vote of members present at the Annual General Meeting or a special meeting called for that purpose.

Article VII: Dissolution

Section 1: Dissolution Process

In the event of dissolution of the Association, the assets, after payment of all liabilities, shall be transferred to CFWF. Allocation of funds shall be determined by the AFWA Board of Directors and/or membership.

Article VIII: Miscellaneous

Section 1: Fiscal Year

The fiscal year of the Association shall run from January 1st to December 31st.

Section 2: Parliamentary Authority

The rules contained in the most recent edition of "Robert's Rules of Order" shall govern the Association in all cases to which they are applicable and consistent with these bylaws.

These bylaws were approved and adopted by the members of the Alberta Farm Writers' Association in (location) on [date].

President, Alberta Farm Writers' Association

Name: Michelle Chunyua



[Signature of President]

Date: July 3, 2024

Vice-President, Alberta Farm Writers' Association

Ian Doig

Name: _____



Ian Doig (Jul 10, 2024 11:31 MDT)

[Signature of Vice-President]

Date: 03/07/24

Secretary, Alberta Farm Writers' Association

Tracey Feist

Name: _____



Tracey Feist (Jul 3, 2024 10:02 MDT)

[Signature of Secretary]

Date: 07/03/24

ALBERTA FARM WRITERS' ASSOCIATION MEMBERSHIP POLICY

1. Eligibility for Membership:

- Alberta Farm Writers' Association membership is open to individuals interested/involved in agricultural communications and who support the organization's objectives and mission.
- Applicants must meet the criteria outlined in the AFWA's bylaws and the Societies Act of Alberta.
- Membership is not restricted on the basis of race, religion, gender, sexual orientation, disability, or any other protected category.

2. Application for Membership:

- Applications for membership should be submitted to the AFWA's designated officers.
- Membership applications will be reviewed, and eligibility will be determined in accordance with the organization's bylaws.

3. Membership Categories:

- The AFWA may establish different categories of membership as deemed necessary, provided they adhere to the Societies Act of Alberta.

4. Rights and Responsibilities of Members:

- All members are entitled to attend general meetings of the AFWA and participate in discussions.
- Members have the right to vote on matters brought before general meetings, in accordance with the bylaws.
- Members shall abide by the AFWA's bylaws and any applicable policies and procedures.

5. Membership Dues:

- Membership dues will be established and collected as outlined in the AFWA's bylaws.
- Dues may vary depending on the membership category and must be reviewed periodically by the Board of Directors.

6. Termination of Membership:

- Membership may be terminated in accordance with the AFWA's bylaws and the Societies Act of Alberta.
- Grounds for termination may include violations of the organization's bylaws, non-payment of dues, or other actions deemed inconsistent with the objectives and mission of the AFWA.
- Decisions on membership terminations are finalized by the Board of Directors.
- Once a member is terminated, there is no avenue for appeal.

7. Record Keeping:

- The AFWA shall maintain accurate and up-to-date records of its members, including contact information, membership status, and any dues paid.

8. Privacy and Confidentiality:

- The AFWA will respect the privacy of its members and will not disclose personal information without consent, except as required by law.

9. Amendment of Membership Policies:

- These membership policies can be amended by a resolution passed by the members at a general meeting, in accordance with the AFWA's bylaws and the Societies Act of Alberta.

10. Compliance with the Societies Act of Alberta:

- The Alberta Farm Writers' Association will ensure that all membership policies are in compliance with the Societies Act of Alberta and any other relevant legislation.

These membership policies were approved and adopted by the members of the Alberta Farm Writers' Association in (location) on [date].

President, Alberta Farm Writers' Association

Michelle Chunyua

Name: _____



[Signature of President]

Date: 07/03/24


Signature: 

Email: michelle@albertacanola.com

Vice-President, Alberta Farm Writers' Association

Ian Doig

Name: _____


[Ian Doig \(Jul 10, 2024 11:31 MDT\)](#)

[Signature of Vice-President]

Date: 03/07/24

Secretary, Alberta Farm Writers' Association

Tracey Feist

Name: _____


[Tracey Feist \(Jul 3, 2024 10:02 MDT\)](#)

[Signature of Secretary]

Date: 07/03/24












AFWA Bylaws & Membership Policy

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