

Policy #3

Nova Scotia Young Farmers' Association Affiliation Policy

This policy is supplementary to Bylaw 3 of the Association.

The Nova Scotia Young Farmers' Association affiliations are:

- a) The national organization; Canadian Young Farmers' Forum (CYFF); and
- b) The provincial general farm organization; Nova Scotia Federation of Agriculture (NSFA).

The process for affiliating and becoming unaffiliated with these organizations is a motion set forth at a director or members meeting.

Policy #4-1

Nova Scotia Young Farmers' Association Membership Policy

This policy is supplementary to Bylaw 4 of the Association.

- a) The completed membership application; as set by the board, must be submitted.
- b) Membership categories:
 - Voting member – an individual between the ages of eighteen and forty (18-40) inclusive, residing in Nova Scotia and supports the purpose of the association. This voting membership includes young farmers, aspiring young farmers and agricultural professionals.
 - Junior member (non-voting) – an individual that resides in Nova Scotia and supports the purpose of the association but is under the age of 18.
 - Supporting member (non-voting) – an individual that does not meet the age or geographic criteria of the voting member but supports the purpose of the association.
- c) Membership fees:
 - Voting member - \$30
 - Junior member - \$20
 - Supporting member - \$50
- d) All memberships expire at the end of the calendar year.
 - A membership renewal reminder will be sent out by December 1
- e) Memberships purchased between January 1 and October 31 will be for membership in the current calendar year. Memberships purchased between November 1 and December 31 will also be valid for membership in the following calendar year.
- f) Members age out at the end of the calendar year in which they turn forty-one (41) year old.
- g) Membership application contains:
 - First and last name
 - Age (range)
 - Address including county
 - Email
 - Phone
 - Membership Category
 - Connection to Agriculture (list)

Policy #4-2

Nova Scotia Young Farmers' Association Membership Confidentiality Policy

This policy is supplementary to Bylaw 4 of the Association.

Member and contact information including a mailing address and telephone number will be protected by the Board and used only by the Association to carry out the purpose of the Association including administration and compiling membership and mailing lists. From time to time the Board may decide to work with an outside organization to transmit information on behalf of the outside organization to Members. Under no circumstances will the Membership List be released to any other organization or individual the Association is not affiliated with.

Nova Scotia Young Farmers' 2017 Membership Form

Nova Scotia Young Farmers' Forum (NSYFF) is a group of young, active, and aspiring farmers between the ages of 18 and 40; With a vision to 'Promote the exchange of ideas and to foster collaboration between the young and future farmers of Nova Scotia.' Activities and opportunities include training, networking, educational and skill upgrade workshops. NSYFF is a stepping stone onto a training ground for future leaders of the agricultural sector in the province.

Membership fee for 2017 is:

New Members - \$20

Returning Members - \$30

Please complete this application if you wish to stay active or become a member of NSYFF. For further information contact Krista at 893-2293 or nsyoungfarmers@gmail.com

Name:

Last	First	Age
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Address:

Street Address	Apartment/Unit #
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City	County	Postal Code
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Phone: () _____ Email : _____

Twitter: _____ LinkedIn : _____

What is your background in agriculture?

Please list future activities you would like to see this group focus on.

(Example: Types of activities, guest speakers, or training items at young farmer events)

Are you interested in being contacted from time to time to sit on committees or help out with events?

Yes _____ No _____ Provincially _____ Nationally _____

I would like to Opt Out of becoming a member of the Canadian Young Farmers' Forum (CYFF). By selecting yes, you will be ineligible for all financial and non-financial benefits provided by CYFF?

Yes _____ No _____

Policy #4-3

Nova Scotia Young Farmers' Association Privacy Policy

This policy is supplementary to Bylaw 4 of the Association.

This Privacy Policy applies to Nova Scotia Young Farmers' Association (NSYF). It affirms NSYF' commitment to the protection of personal information and to inform you of our practices with respect to the collection, use and disclosure of personal information.

NSYF is committed to protecting the privacy and security of members' personal information in compliance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

Our Privacy Policy and our practices and procedures are subject to regular review to ensure continued compliance in this area. In the event of any amendment to this Privacy Policy, appropriate notice will be posted on the NSYF website (<http://www.nsyff.ca>).

Personal Information

"Personal information" means any information about an identifiable individual. Aggregated information about a group of individuals that does not enable identification of an individual person does not fall within the scope of "personal information". The name, title, business address, or telephone number of an employee of an organization is not considered to be "personal information".

Collection and Use of Personal Information

In accordance with NSYF bylaws, members must provide certain information in its application for membership and must report annually to the NSYF. Such information includes the producers' name, email address, and the residential civic address.

Personal information collected by NSYF is used solely for the purposes of conducting the business of NSYF. In addition, from time-to-time, we may contact you requesting additional personal information to assist us in maintaining our contacts, mailing lists, or to provide services to you.

Disclosure of Personal Information

Disclosure of your personal information to a third party may occur in the following circumstance:

- For the purposes of conducting the business of NSYF;
- In order to provide services on your behalf and in accordance with your instructions;
- To a party representing you, such as your accountant, farm business advisor, feed company representative, veterinarian, lawyer or other third parties, with your consent;
- When you have instructed us, in writing, to disclose your personal information to a third party for a specified purpose or where we reasonably believe that a third party requesting your information is your agent;
- To subcontractors or agents in the course of a contract for services for us, such as data processing or storage of files;
- Where you have consented or as permitted or required by law, such as in response to a subpoena or other legal process.

In disclosing personal information as permitted, NSYF will not disclose more information than is required. NSYF utilizes physical, electronic and procedural safeguards within our office and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of a member's personal information.

We also ensure that any of our employees who deal with your personal information are properly trained and are aware of the necessary and appropriate measures to protect personal information.

NSYF retains personal information collected only for so long as it is required for the purposes stated above.

Where an error in the accuracy or completeness of your personal information exists, we will amend your personal information appropriately. If we are unable to provide you with access to all of the personal information we hold about you, then the reasons for the denial of such access will be provided to you. You may contact NSYF office regarding your personal information at:

7 Atlantic Central Drive
East Mountain, NS B6L 2Z2
902-893-2293
nsyoungfarmers@gmail.com

Policy Review

NSYF will periodically review and revise its privacy practices. Policy changes will be posted on the NSYF Website.

NSYF Website

Links to other websites

NSYF website may contain links to other Websites. These links are provided solely for the convenience of users of NSYF website. These third party and affiliate websites may have privacy policies and practices may differ from NSYF. Once you link to another website, the use of any information you provide is governed by the privacy policy of the operator of the website you're visiting. NSYF is not responsible for information found on or collected by these websites.

Cookies

Internet "cookies" may be used to customize our Website to the viewer. A cookie is a standard feature of browser software. Cookies help us tailor and personalize our Website. These cookies remain on the user's system and are automatically retrieved when a user visits at a later time. These cookies contain only information concerning the type of customer (current or potential) and frequently visited pages. No other personal information is stored on cookies. Clients have the option of disabling cookies on their browser.

For More Information

The Nova Scotia Young Farmers' Association has appointed a Privacy Officer to address any concerns, queries or complaints you may have. The Privacy Officer may be reached at:

Nova Scotia Young Farmers' Association
7 Atlantic Central Drive
East Mountain, NS B6L 2Z2
902-893-2293
nsyoungfarmers@gmail.com

Policy #17E

Nova Scotia Young Farmers Association Elections Policy

This policy is supplementary to Bylaws 17 of the Association.

1) Election Officials

The Association must appoint a Scrutineer or any other person that it considers necessary for the conduct of an election.

- i) A member is not eligible to be appointed as Scrutineer;
- ii) A motion is needed to declare positions vacant;
- iii) All candidates have 5 minutes to speak;
- iv) If there is only one (1) candidate for each vacant director position, that candidate shall be declared elected by acclamation. If there is insufficient nominees, the Scrutineer can take nominations from the floor.

2) Casting a Vote

- a) To cast a vote, a voter must:
 - i) Select the candidate for whom the voter wishes to vote for by means outlined by the Scrutineer;

3) Counting Ballots

- a) The Scrutineer must count the ballots of the election;
- b) The Scrutineer must:
 - i) Count the ballots in the presence of at least 2 persons eligible to vote in the election;
 - ii) Permit each candidate to be represented at the counting of the ballots by a Scrutineer designated by the candidate;
 - iii) Reject and keep separate each ballot or ballot envelope:
 - (1) That is not marked appropriately;
 - (2) That contains votes for more than the number of vacancies on the Association;
 - (3) On which there is any writing or mark by which the voter may be identified; or
 - (4) That has been submitted by the voter so that the voter can be identified.
- c) Prepare and deliver to the Association, on a form provided by the Association, a record of:
 - i) The number of ballots cast;
 - ii) The number of votes given and allowed for each candidate; and
 - iii) The number of rejected ballots.
- d) Retain all of the ballots, including any rejected ballots, in safe custody until the motion to destroy the ballots is confirmed in favor.

4) Declaring Winners

After an election is conducted, the Association must declare the elected candidates who obtained the largest number of votes and must notify all candidates of the results of the election.

5) Candidate May Request Recount

- a) Any candidate in an election may request a recount of the ballots;
- b) On receipt of a request for a recount, the Association must cause the Scrutineer to conduct a recount of the ballots and each candidate may designate a Scrutineer for the purpose of the recount;
- c) The election of a candidate on the basis of a recount is final.

6) Procedure when Election Outcome is Undetermined

If, because of a tie vote or other cause, the election of a member is not determined on the counting or recounting of the ballots, the Association must declare the election void and conduct a further election.

7) Agent May Conduct Election

The Association may appoint an agent to conduct all or a part of an election in accordance with this policy.

Policy #28

**Nova Scotia Young Farmers' Association
Directors Responsibilities Policy**

This policy is supplementary to Bylaw 28 of the Association.

All directors shall be responsible to participate and represent the Association on at least one of:

- a) A board or committee that the Association has been asked to sit on; or
- b) One (1) or more of the Associations' committees.

Nova Scotia Young Farmers' Association
Nomination Policy

This policy is supplementary to Bylaw 29 of the Association.

Nomination Form

As Director for Nova Scotia Young Farmers' Forum

I, _____ being a member in good standing, in the Register of
Members, of the Nova Scotia Young Farmers' Forum do hereby
nominate _____ as Director for the
term from the _____ Fiscal AMG to the _____ Fiscal AGM.
Year Year

Signature of Nominator

Signature of Supporting Nominator

Acceptance

I, _____ being a member in good standing of the Nova Scotia
Young Farmers' Forum, agree to let my name stand as a candidate in the upcoming election.

Signature of Nominee

Date

Approved by: _____
Current Board Member

Policy #29-2

**Nova Scotia Young Farmers' Association
Confidentiality Policy**

This policy is supplementary to Bylaw 29 of the Association.

The high level of public support and respect that Nova Scotia Young Farmers' Association (NSYF) enjoys results not only from recognition of its mission, but from the high degree of integrity, objectivity, and professionalism of its staff, volunteers, and Board of Directors. NSYF benefits from the expertise of individuals with a multiplicity of interests. Those interests must not however conflict with the interests of NSYF nor impair public support and respect necessary for the operations of NSYF.

While serving on the Board of Directors of the Nova Scotia Young Farmers' Association you may acquire confidential and/or sensitive information about staff, members, financial information, operating procedures, plans, reports, proposals, contracts and/or other similar matters that are confidential to NSYF. Such information is the exclusive property of NSYF and it is critical that you keep this information in the strictest confidence. Accordingly, you may not:

- a) Disclose at any time, during or after serving on the Board of Directors with NSYF, confidential and/or sensitive information about NSYF;
- b) Not disclose any information concerning NSYF which could adversely affect NSYF image or reputation;
- c) Make improper use, directly or indirectly, of such confidential and/or sensitive information;
- d) Not disclose any information to any person which might benefit or appear to benefit from disclosure of confidential and/or sensitive information;
- e) Not use any information gained while performing official duties, which is not available to the general public to benefit or appear to benefit from the information; and
- f) Directors will not remove any records containing confidential information from NSYF unless explicitly authorized to do so, and will return such records to NSYF upon termination of their term, termination of any assignment, or as requested by the Chair of the Board.

Persons who fail to comply with this Confidentiality Agreement during their tenure on the Board of Directors will be subject to such appropriate measures as may be determined by the Board of Directors' Chair and/or other members of the board, including dismissal from the Board.

Persons who fail to comply with this Confidentiality Agreement following resignation or dismissal from the Board of Directors hereby acknowledge that the disclosure of confidential information will result in irreparable harm to NSYF shall have the right to enforce its lawful rights and remedies against any offending person.

I have read and understand the Confidentiality Agreement. My signature below acknowledges my agreement to conduct myself in a professional manner at all times and to keep all confidential and/or sensitive information obtained confidential.

AGREED & ACCEPTED BY:

Date: _____

Signature: _____

Witness Signature: _____

Print Name: _____

This policy is supplementary to Bylaw 29 of the Association.

Code of Conduct Policy

Intent

Nova Scotia Young Farmers' (NSYF) is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. NSYF believes that it is a shared responsibility of all the Board Members and its Employee(s) to work towards the constant improvement of our workplace. To assist the NSYF in maintaining an exemplary work environment, we require that all Board Members and Employees of NSYF conduct themselves in an ethical and professional manner, at all times.

Guidelines

To preserve the Core Values and business principles that NSYF is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale; or
4. Detrimental to the success of NSYF.

NSYF reserves the right to discipline and, in certain cases, dismiss a Board Member or terminate the employment of any Employee for participating in any conduct that violates NSYF's Code of Conduct standards and policies.

Unacceptable Actions / Behaviours

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person.
- Threats or harassing behaviour.
- Wilful damage or destruction to NSYF property, or Board or Employee property.
- Possession of a weapon while on NSYF premises, or while conducting business on behalf of NSYF.
- Disorderly, immoral, or indecent conduct.
- Violation of health and safety practices, policies and procedures.
- Theft, including physical and intellectual properties.
- Insubordination.
- Dishonest, illegal or improper business activities.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.
- The use of alcohol or illicit narcotics off NSYF premises that adversely affects the Board Member's or Employee's work performance, the Board Member's or Employee's own safety or the safety of others at work, or NSYF's reputation in the community.

- Failure to report to management the use of any prescribed drug which may alter the Board Member's or Employee's ability to safely perform his/her duties.
- Arriving to work late without providing advance notice and/or without reasonable cause.
- Failure to properly report an absence.
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Board Members and Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all NSYF practices, policies and procedures.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Code of Conduct Policy of Nova Scotia Young Farmers'. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment or dismissal as a Board Member as applicable.

Name: _____

Signature: _____

Date: _____

Witness: _____

Policy #33

**Nova Scotia Young Farmers' Association
Absentee Policy**

This policy is supplementary to Bylaw 33 of the Association.

Reasonable absences from Directors' meetings include illness, death of immediate family members, or with greater than twenty-four (24) hours advance notice. Directors **must** inform the President or administrative personnel if they will be absent from a meeting.

Policy #37

**Nova Scotia Young Farmers' Association
Officers Policy**

This policy is supplementary to Bylaw 37 of the Association.

Members will vote for the position of 7 director positions. The elected board will elect officers for each of the following positions;

- 1) President
- 2) Vice-President;
- 3) Secretary;
- 4) Treasurer;
- 5) Western Nova Scotia – Represents Yarmouth, Shelburne, Queens, Lunenburg, Digby, Annapolis, Kings;
- 6) Central Nova Scotia – Represents Hants, Halifax, Colchester, Cumberland, Pictou;
- 7) Eastern Nova Scotia – Represents Guysborough, Antigonish, Richmond, Cape Breton, Victoria, Inverness.
- 8) Member At Large - Only in the event that the offices of Treasurer and Secretary are combined; the remaining director becomes a Member At Large.

Privacy Officer - Can be any director in addition to their above named office.

Policy #43

**Nova Scotia Young Farmers' Association
Senior 4-H Member Policy**

This policy is supplementary to Bylaw 43 of the Association.

A senior 4-H member will be designated to represent 4-H Nova Scotia on the Nova Scotia Young Farmers' board. This member will be designated by 4-H Nova Scotia. If no member is designated, then the Nova Scotia Young Farmers' board may designate a senior 4-H member to represent.

Policy #44

**Nova Scotia Young Farmers' Association
Signing Officer Policy**

This policy is supplementary to Bylaw 44 of the Association.

Signing officers of the Association shall include the President, Vice President, and Treasurer. When necessary, due to geography, the Board can appoint an additional signing officer. The Associate Director (AD) and Executive Director (ED) of NSFA shall also be included as signing officers. All payments issued under section 50 of the bylaws must be countersigned by two parties. An email approval must be obtained from the Board Officers obtained prior to payments countersigned by the AD and ED.

Policy #54

**Nova Scotia Young Farmers' Association
Committee Policy**

This policy is supplementary to Bylaw 54 of the Association.

Committees created by the board of directors:

- a) Must have a mandate created by a motion in a director or member meeting; and
- b) Minimum one board member to sit on the committee; and
- c) Reports to the board at each director meeting; and
- d) May be made up of Association members.

Current Committees and their mandates are:

- a) Bylaw Committee - To review yearly the bylaws and propose changes as deemed necessary.
- b) Sponsorship Committee - To obtain financial support for the Associations activities.
- c) Events Committee - To facilitate events supported or organized by the Association.
- d) Social Media Committee - To create, publish, monitor NSYF Social Media and publicity content. To create media protocols to be presented to the board.

Policy #56

**Nova Scotia Young Farmers' Association
Privacy Policy**

This policy is supplementary to Bylaw 56 of the Association.

All regular expenses, which are included in the annual budget of NSYF, and non-budget items below \$500 shall be processed accordance with *Policy #44*. Only non-budget items in excess of \$500 must be approved, by motion, by the NSYF Board.

Policy #57

**Nova Scotia Young Farmers' Association
Fiscal Year End Policy**

This policy is supplementary to Bylaw 57 of the Association.

The fiscal year end will be the last day of March.

Policy #64

**Nova Scotia Young Farmers' Association
Expense Claim Policy**

This policy is supplementary to Bylaw 64 of the Association.

Nova Scotia Young Farmers' Association (NSYF) agrees to pay reasonable expenses for persons working on behalf of the organization when previously approved by the board. Please be aware that the resources of NSYF are limited, and abuse of expense claim procedures reduces the ability of the organization to operate effectively and economically. Persons on NSYF business are covered by an accident insurance policy.

Audit and HST recovery procedures require receipts for all expenditures (showing HST and vendor's HST number) except automobile "per kilometre" rates. Photocopies of telephone bills are required.

Car pool travel, shared accommodation, and lowest possible airfare rates are expected whenever possible.

Receipts involving services for more than one person should be so noted.

Expense claims should be filed on a regular basis, not exceeding two months

Rates

Item	Allowable Expense
Meals	<ul style="list-style-type: none">• Paid as billed with receipts
Lodging	<ul style="list-style-type: none">• Paid as billed with receipts.
Airfare	<ul style="list-style-type: none">• Paid as billed with receipts. <i>Economy class.</i>
Taxi, Parking, and Car Rental	<ul style="list-style-type: none">• Paid as billed with receipts