

ST. CATHARINES HORTICULTURAL SOCIETY

CONSTITUTION, BY-LAWS, POLICIES &
PROCEDURES

Update : November 25, 2023

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Last change

Constitution Nov. 20, 2017

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St. Catharines Horticultural Society

CONSTITUTION

Article I NAME

The name of the organization shall be the —**St. Catharines Horticultural Society**®, hereinafter referred to as the “**Society**”. The Society is a Member of District 9 of the Ontario Horticultural Association and as a member is eligible to all benefits and privileges offered by the District and the Association.

Article II MISSION

The mission of the Society is to provide leadership and assist in the promotion and education in all areas of gardening, horticulture and environmental issues, thereby beautifying and providing enjoyment for all

Article III ORGANIZATION

The Society shall be a non-profit organization incorporated pursuant to the laws of the Province of Ontario, without share capital, dedicated to carrying out its mission.

Article IV AUTHORITY

Societies, through the Association, are incorporated and their legal status and direction is governed by the Act, and any revisions thereof as promulgated in the Statutes of Ontario.

Article V MEMBERSHIP

Membership in the Society is open to any person who is interested in gardening, who agrees to the Society objectives and who pays the annual membership fee. Any classes of membership and their terms of reference shall be as provided in the by-laws of the Society.

Article VI ADMINISTRATION

Members, in accordance with the Act, shall elect a Board of Directors and Executive Officers. The terms of reference for election/appointment and duties to be performed by Directors and Officers shall be provided in the By-Laws of the Society.

Article VII AMENDMENTS

The Constitution may be amended or revoked provided that the changes are approved by a vote cast at an annual general meeting or special meeting called for that purpose. A notice of motion in writing of such proposed amendment or revocation must be submitted to the secretary at least 60 days in advance of the meeting so that all members may be notified a minimum of 10 days prior to the meeting. Any member of a society may submit such a notice of motion.

Article VIII Dissolution

The Society may be dissolved by (a) Dissolution for Cause or (b) Dissolution by Request, as set out by the Ontario Agricultural and Horticultural Organizations Act.

St. Catharines Horticultural Society

BY-LAWS

By-Law 1 INTERPERTATION

In the By-Laws and in the Constitution of the Society, unless the context otherwise specifies or requires:

1. —Actl means the Agricultural and Horticultural Organizations Act, R.S.O.1990, Chapter A.9, as amended from time to time and every statute that may be substituted thereafter;
2. —Associationl means the Ontario Horticultural Association.
3. —Auditl means an examination of books and records by a qualified Auditor or Financial Reviewers;

4. —Financial Reviewers¹ are two (2) independent, objective and knowledgeable persons in accordance with generally accepted accounting principles. They are not executive officers or board members of the Society and related to one another or the treasurer.
5. —Auditor¹ is an individual who is a qualified Chartered Accountant, and who is therefore qualified to conduct an audit of the books and records of the Society in accordance with Canadian generally accepted accounting principles.
6. —Board¹ means the Board of Directors of the Society.
7. —District¹ refers to a group of societies designated by the Association as a geographic entity within the Province.
8. —Horticultural Society¹ or —Society¹ means Horticultural Society, Garden Club or Garden and Horticultural Society incorporated under the Act.
9. —Member¹ shall be any person that has paid their current membership fee as set from time to time by the membership at an annual meeting.
10. "Ex officio" designates a member of a Board or Executive who is a person who holds or held an office to which he was neither directly elected nor appointed, often as the representative of an external body, in which case he is non-voting. An immediate past president or past director of a society is their ex officio, non-voting member, as long as immediate past president or past director is a member of good standing.

By-Law 2 HEAD OFFICE

The head office of the Society shall be located in the city of St. Catharines in the Province of Ontario at such place therein as the Directors may from time to time determine.

By-Law 3 MISSION

The mission of the Society is to provide leadership and assist in the promotion and education in all areas of gardening, horticulture and environmental issues, thereby beautifying and providing enjoyment for all.

- a) holding meetings respecting the theory and practice of horticulture;
- b) encouraging the planting of trees, shrubs and flowers on public and private grounds;
- c) promoting balcony and community gardening and outdoor beautification;
- d) arranging field trips, contests, competitions and exhibitions related to horticulture and awarding prizes;
- e) distributing seeds, plants, bulbs, flowers, trees and shrubs;
- f) promoting the protection of the environment;
- g) promoting the circulation of horticultural information through any media;
- h) promoting the benefits of therapeutic horticulture; and
- i) stimulating any interest in the study of horticulture.

By-Law 4 MEMBERSHIP

4.1 Types of Membership:

- a. Any person may join a horticultural society by paying the annual fee but no person under the age of eighteen years is eligible to vote at meetings of the society.

- b. The Society's membership will be an Individual and a family membership (members must reside in the same residence). This is for one vote per person. Fees for membership to be determined by the board.
 - c. Student membership. Students must be currently enrolled in a credited Horticultural course, able to show student card and 18 years or older to vote.
 - d. A partnership or corporation or an association directed towards horticultural interests may become a member of the society upon payment of the annual fee and shall designate one person to exercise the privilege of membership in the society.
 - e. A Life Member of the Society is a person who has been so designated by the Board of Directors in recognition of outstanding service to the Society. The Life Member is to receive a Life Membership Certificate and pin. This member no longer pays membership fees.
- 4.2 Rights: All members shall have equal rights and privileges, except members under the age of eighteen who shall not have the right to vote at meetings of the membership nor to serve on the Board of Directors.
- 4.3 Fees: Membership fees shall be as determined by the Board of Directors at any regularly scheduled Board of Directors meeting. Notification of fee change must be given 90 days prior to the change.

By-Law 5 ADMINISTRATION

5. A Board of Directors

- 5.A.1 Board of Directors: The Board of Directors shall consist of elected Executive Officers, an appointed Treasurer, an Ex-officio Advisor and up to eight (8) elected Directors. The directors will have had no less than 50% attendance at regular monthly meetings in the previous 12 months. If a member of the Board misses 3 consecutive Board meetings, the Board of Directors may ask for the board member's resignation. The Board may fill Board vacancies occurring between Annual Meetings.
- 5.A.2 Elected Executive Officers: The elected officers shall include a President, one VicePresident and a Secretary. These officers shall be elected at the Annual General Meeting.
- 5.A.3 Time in office: The term of office for the president, vice-president and secretary will be 2 years. This term may be extended for one year. The vice president will assume the president's position when the president's term is over. The president and the secretary must wait two years before seeking re-election. The term of office for the directors will be 2 years. One half of the directors positions will be filled on alternate years so that the stability of the society is assured. The director may not stand for re-election until a period of two years has elapsed.
- 5.A.4 Appointed: The Treasurer shall be appointed by the Board from among its members or the membership of the Society. This appointment will take place at the first executive meeting in the new fiscal year. Appointed treasurers have no vote
- 5.A.5 Ex-officio Advisor: The ex-officio advisor may be the immediate Past President of the Society, or any other person appointed by the Board. This position is non-voting

- 5.A.6 Nominations: A slate of names from among the membership of the Society over the age of eighteen (18) to serve as elected members of the Board, shall be put forward at the Annual Meeting by a Nominating Committee, whose membership shall be as determined by the Board. A list of candidates must be printed in the newsletter prior to the meeting. Additional names from among the eligible membership may be proposed from the floor for any elected position of the Board.
- 5.A.7 Rights: All Board members shall have voice and one vote at any Board meeting with the exception of the appointed Treasurer and the Ex-Officio Advisor who may not vote.

5.B Meetings

- 5.B.1 General Meetings: General Meetings to occur on a monthly basis, with the exception of December. Time, date and location to be determined by the executive.
- 5.B.2 Meeting locations will be determined by the Board within the City of St. Catharines.
- 5.B.3 The Board may choose to change location of the meetings away from the City of St. Catharines with advance notice to the members.
- 5.B.4 Voice: All those members in good standing attending shall have a voice.
- 5.B.5 Vote: All members of the Society in good standing shall have a vote in general matters. The appointed treasurer may not vote on financial matters
- 5.B.6 Other Meetings: Other meetings of the membership and meetings of the Board shall be as determined from time to time by the Board. Any regular business brought forward by a member may be considered at any meeting.
- 5.B.6b Amendment/ Addition: Meetings means any meeting may be held at an in-person venue or maybe held by telephone or other communications facilities as permits all persons participating in the meeting to communicate with each other simultaneously.
- 5.B.7 Board Meeting: The Board shall meet monthly except the months of June, July and December.

5. B.8 Special Board Meetings - A Special meeting of the board shall be called by the secretary upon the direction of the president or of any three members of the board by sending notice thereof to all the members of the board at least seven days before the time fixed for the meeting. Emergency Meetings may be called without prior notice

By-Law 6 ELECTION/APPOINTMENT OF OFFICERS AND AUDITOR

- 6.1 The Board shall appoint the Treasurer. All other positions are elected annually by the general membership.

- 6.2 An Auditor or Financial Reviewers shall be recommended by the Board, and elected by the voting members at the Annual General Meeting, to carry out the audit of the ensuing year.
- 6.3 A Nominating Committee, chaired by the Immediate Past President, shall be appointed by the Board to ensure that candidates are available for each Office. All nominations must be forwarded to the Society Secretary, who shall forward them to the Committee Chair. A Report of the Nominating Committee shall be submitted to the members 30 days prior to the Annual Meeting. The Chair of the Nominating Committee or the District Installing Officer shall call for any further nominations from the floor at the Annual General Meeting, and complete the nomination process.
- 6.4 Nominees for Office should be a member in good standing.
- 6.5 A nomination must include the following information:
a. Name of the Office and the nominee
- 6.6 If there is more than one candidate for a position, the candidate receiving a simple majority vote in a secret ballot shall be declared the winner. The election shall be carried out according to Ontario Horticultural Association regulations.
- 6.7 For an Officer of the Society who is unwilling or unable to carry out the responsibilities of office, the Board shall appoint, for the balance of his term, a replacement from among themselves, subject to succession by the next ranking Officer.

By-Law 7. DUTIES OF OFFICERS AND DIRECTORS

- 7.1 Duties: General duties of the Board, Officers, Financial Reviewers/Auditors, Committees and Members shall be as determined by the Board or Membership from time to time. These shall be known as Operating Policies (see Schedule A) and shall be in effect until amended or rescinded.
- 7.2 Authority: The legal authority for the Society shall be vested in the Board. Between meetings of the membership, the Board shall have the authority to act for the membership. Between meetings of the board, the authority to act for the Board shall be as determined by the Board.

By-Law 8 FISCAL YEAR AND MEMBERSHIP YEAR

- 8.1 The fiscal year of the Society shall be from October 1 to September 30.
- 8.2 The membership year shall be from January 1 to December 31.

By-Law 9 QUORUMS AND VOTING

9.1 General Meeting or Annual Meeting Quorum: 50% plus ONE (1) of those present, a member in good standing and voting. Every question shall be decided by a majority vote. In case of a tie, the Chair shall cast the deciding vote.

9.2 Executive Meeting Quorum: 50% plus ONE (1) of the voting members of the Board of Directors.

9.3 General Meeting or Annual Meeting Vote: After quorum is declared: 50% plus ONE (1) of those present. A member in good standing shall qualify for a vote any time a vote is taken at a membership meeting,

9.4 Executive Meeting Vote: After quorum declared: 50% plus ONE (1) of those present. An executive member in good standing, except the president, the appointed treasurer and exofficio member may vote at any time a vote is taken at a Board meeting.

9.5 The president shall vote only in order to break a tie vote.

9.6 A vote shall normally be determined by a show of hands, unless otherwise requested by the members.

9.7 When voting on constitutional amendments and by-laws a count of hands shall be made, announced to the members and recorded in the minutes.

By-Law 10 ANNUAL GENERAL MEETING

10.1 Annual Meeting: The Annual Meeting shall be held within 15 months of the last Annual Meeting. The Annual Meeting shall be held on the scheduled date, time and place as determined by the executive.

10.2 The Retiring Board shall present a report of the activities of the Society during the previous year.

10.3 The Audited Financial Statement for the previous year will be presented.

10.4 Elections shall be held.

10.5 Any other business which may be brought forward by a member shall be considered.

10.6 Voice: All those members in good standing attending shall have a voice.

10.7 Vote: All members of the Society in good standing shall have a vote in general matters. The appointed treasurer may not vote on financial matters

10.8 Reporting to the District: The Society, prior to the appointed date specified by the Ontario Horticultural Association will submit to the District Director: a copy of the audited financial statement;

a) a statement of the number of current members;

b) a list of the directors and officers of the organization and their addresses; and

- c) a copy of the annual report submitted at the annual meeting.

By-Law 11 EXECUTION OF DOCUMENTS

- 11.1 Any two of the President, Secretary and Treasurer shall sign all cheques, drafts or orders for the payment of money, and all notes and acceptances and bills of exchange.

- 11.2 The President or the Vice-President together with the Secretary or Treasurer may sign contracts, documents or any instructions in writing requiring the signature of the Society. The Executive Board has power from time to time by resolution to appoint any Officer or Officers to sign contracts, documents or instruments in writing relating to special projects.

By-Law 12 FINANCES

- 12.1 Financial Reports: Regular financial reports shall be presented to the membership and to the Board. A reviewed financial report shall be presented to the membership at the Annual Meeting.
- 12.2 Budget: A budget, approved by the Board, for the current year shall be presented to the membership at the second meeting of the new fiscal year.
- 12.3 Expenditures: Budgeted expenditures may be disbursed by the Treasurer when authorized by the President. Unbudgeted expenditures over the amount of one hundred dollars (\$100) must be approved by the Board prior to expenditure.
- 12.4 Security: The Society shall provide for Security of the Treasurer to cover any loss of the funds of the Society.

By-Law 13 INDEMNIFICATION OF DIRECTORS AND OFFICERS

Every Director and Officer of the Society and his or her heirs, executors and administrators respectively shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Society only from and against:

- a) all costs, charges and expenses whatsoever such Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commences or prosecuted against him or her for or in respect of any deed, act, matter or thing whatsoever made, done or committed by him or her, in or about the execution of the duties of his or her office;
- b) all other costs, charges and expenses he or she sustains or incurs in or about or in relation to the affairs of the Society; except such costs, charges and expenses as are occasioned by his or her own negligence or default, or failure to act honestly and in good faith with a view to the best interests of the Society. The Society may provide insurance to cover this liability of the Society.

By-Law 14 RULES OF ORDER

Robert's Rules of Order shall govern proceedings at all meetings of the Society. If the rules of order are in conflict with the By-Laws, the latter shall prevail.

By-Law 15 CONSTITUTION

- 15.1 Adoption: The separate Articles and By-laws of this constitution shall be considered to be adopted when separately approved by a vote.
- 15.2 Ratification: These By-laws must be ratified by a majority vote at a membership meeting after it has been adopted. Changes may be made by a vote.
- 15.3 Mandated Amendments: Amendments not contrary to provisions of a current Agricultural and Horticultural Organizations Act or regulations for Horticultural Societies, which

may be set by the Ministry of Agriculture and Food of the Province of Ontario, shall be authorized by the Board and made by the Secretary.

- 15.4 Other Amendments: Amendments not contrary to provisions of a current Agricultural and Horticultural Organizations Act or regulations for Horticultural Societies which may be set by the Ministry of Agriculture and Food may be made by the membership by vote of the membership at any meeting providing advance notice on intent to amend has been circulated to the membership. The following provisions apply:
- (a) A notice of motion in writing of the proposed amendment, or revocation, has been submitted to the Secretary 30 days before the meeting.
 - (b) Any member of a society which is in good standing may submit such notice of motion in addition to the Officers and Directors of the Society.
 - (c) The Secretary shall notify all members of proposed amendments a minimum of 10 days prior to the meeting.
- 15.5 Repeal: Any other constitution for the society which may exist is hereby repealed.

By-Law 16 DISSOLUTION

16.1 Dissolution for Cause: If the Society fails to comply with Section 15 of the Ontario Agricultural and Horticultural Organizations Act of Ontario, the Minister may cancel the certificate of incorporation of the organization and it is dissolved on the date specified by the Minister.

16.2 Dissolution by Request: If the Society fails to provide the necessary administrative authority to function, the organization may be dissolved by the Minister upon the authorization of a special resolution passed at a meeting of the members duly called for that purpose.

16.3 Whether dissolved by Cause or Request, the persons comprising the board at the date of dissolution are the trustees of the assets of the society and shall deliver to the District Director a statement of the assets and liabilities of the organization.

16.4 The District Director may direct the trustees to pay the debts of the society and liquidate any assets for such purposes. All money and assets remaining after payment of debts shall be disposed of by the trustees in such a manner as they may determine.

Constitution Approvals:

November 25, 2023, Susan Lusted President

November 25, 2023, Treasurer Sandy Martin

November 25, 2023 – Past President Janice Harte

**Approved by Members of the St. Catharines Horticultural Society on this day 25th
of November in the year 2023.**

President: Susan Lusted

Member Representative: Sandy Martin

Signed copy on file.

Operating Policies

Duties for Executive Officers President

The President is a key figure in horticultural Society activities and programs. The President provides leadership by coordinating and delegating tasks and seeing that these tasks are completed

.The President:

1. Chairs general and board meetings of the society.
2. Prepares an agenda in consultation with the Secretary and the Program Chair.
3. Is conversant with the society's constitution, the Agricultural and Horticultural Organizations Act, and the structure of the Ontario Horticultural Association.
4. Is an ex-officio member of all committees.
5. Involves vice-presidents wherever possible to prepare them for the role of President.
6. Ensures that everyone who has a role at meetings is aware of their duties and has prepared in advance.
7. Ensures that all correspondence and newsletters are shared with the membership if items applicable
8. Ensures that required forms and reports are completed and submitted before the deadline.
9. Presents a review of the year's work at the Society's annual meeting.
10. Attends and encourages others to attend OHA District Meetings and Provincial Conventions, if possible. He/she will represent the Society in a positive and professional manner.
11. Must pass all information, books, records, to the next President once the term of office is complete.
12. Prepares in consultation with the executive officers a timeline for reports and activities

Vice-President

The vice-President's position is a training period for the position of president. The VicePresident assumes all the powers of the president in the absence or in the case of the disability of the president.

The Vice-President(s):

1. Prepares to become President, by:
 - (a) chairing some committees to acquire a thorough understanding of society activities
 - (b) becoming familiar with the society's past activities,

(c) attending OHA District Meetings and Provincial conventions, if possible.

2. Must pass all records to next Vice-President once the term of office is complete.

Secretary

The Secretary is responsible for keeping an accurate record of all decisions and proceedings of the organization.

The Secretary may be elected by the membership or appointed by the board according to the constitution of the Horticultural Society.

The duties of the Secretary may be divided between two people: for instance, a recording secretary and a corresponding secretary.

The Secretary:

1. Records the minutes of all general and board meetings of the society and keeps these as permanent, complete records of the society electronically on a system separate from his/her own computer system.
2. Reads the minutes at the next meeting or circulates printed copies of the minutes prior to the next meeting.
3. Minutes are to show the name of the person reporting . Once minutes are approved they are to be copied to the archives for permanent storage. Archivist may or may not be the secretary.
4. Keeps the board informed of all correspondence and newsletters, notifies the president, committee chairpersons or other appropriate individuals of relevant correspondence without delay, and acts upon these as directed.
5. Keeps an up-to-date- list of members (this duty may be assigned to a membership secretary), committee personnel, and a record of attendance at all meetings.
6. Communications:
 - Will maintain the society's email account
 - Email newsletter to members
 - Sends out reminders via email about monthly meetings and the annual events (Plant Sale, Garden Tour and Bus Trip).
 - Reply and/or forward member and public inquiries.
 - Advise Phone Committee if calling is required
7. Newsletter- Will notify the newsletter editor of items arising from the Board Meeting to be included in the next issue. Along with the President will proof read the newsletter. Once approved, the secretary will email the newsletter to the printer. When notified by printer will pick up copies and mail to those on the mailing list. The secretary will email

the newsletter electronically to all current members, the OHA District 9 Director and others as directed by the Board. Extra copies are given to the Membership Secretary.

8. Notifies Board Members and the OHA District Director of society meetings.
9. Keeps a copy of society correspondence.
10. Keeps official correspondence and records for 7 years.
11. Maintains and passes on to the next secretary all society files including copies of the Agricultural and Horticultural Organizations Act, Society Constitution and by-laws, OHA constitution, OHA Awards Booklet, Certificate of Insurance, Treasurer Bond (where applicable), and General Guidelines for Horticultural Society Officers.
12. In conjunction with the president prepares an agenda before each meeting.
13. Receives and compiles committee reports of the society's activities for presentation at the annual society and District meetings.
14. Attends OHA District Meetings and Provincial Conventions, if possible.

Treasurer

The Treasurer or Secretary-Treasurer of a Horticultural Society is appointed annually, by the elected board members, possibly at the first board meeting held after the society's Annual Meeting.

The Treasurer:

1. Maintains accurate records, keeping records of all transactions of income and expense.
2. Ensures the distribution of all funds – a motion for expenditure having been seconded and approved by the Board.
3. Deposits all monies received in the Society bank account. This account should have three designated signing officers, with two signatures necessary to sign a cheque, one of which should be the Treasurer, with either the president or the Secretary.
4.
 - a) Submits an up-to-date financial statement at all meetings – with one copy for inclusion in the Secretary's records.
 - b) Prepares a short financial statement each month for inclusion in the newsletter
5. Submits a detailed up-to-date financial statement to the Secretary for inclusion in the agenda for Board Meetings
6. At the end of the fiscal year prepares books of account for auditing or financial review.

7. Presents a summary of an audited, financial statement for the previous fiscal year at the Annual General Meeting,
8. Submits the audited annual financial statements to OMAFRA by the required date, to maintain status as a society incorporated by the Agricultural and Horticultural Organizations Act, and to qualify for the Legislative grant administered by OMAFRA.
9. Deals with insurance inquiries , and applies for certificate of insurance as required by the Society
10. Submits an application for the annual City grant by the required date.
11. Must retain all records for at least seven years, or as required by law.
12. Prepares a yearly budget for Board approval, estimating receipts and expenses as a guide for the year's activities.
13. Attends District Meetings and other OHA meetings.
14. Must pass all records (including records for the past seven years) to the incoming Treasurer, as soon as possible, when the term of office is completed.
15. Attends District Meetings and other OHA meetings.
16. Must pass all records (including records for the past seven years) to the incoming Treasurer, as soon as possible, when the term of office is completed.

Immediate Past President

The Immediate Past President is an executive officer and can contribute the knowledge gained from experience on resources and past events within the Society.

The Immediate Past President:

1. Is an ex-officio non-voting member of the Board of Directors.
2. Continues to attend meetings and events, being available for consultation, offering encouragement and constructive advice when appropriate.
3. Is Chair of the Nominating Committee

Auditors/Financial Reviewers

At each Annual Meeting, two financial reviewers shall be appointed by the board to hold office until the next Annual Meeting OR a certified accounting firm may be designated to perform the auditing service. Financial reviewers must be from outside the board of directors and unbiased.

Directors

Directors are elected at the Annual Meeting in accordance with the Constitution of the Society. The Board of Directors of the Horticultural Society is responsible to the members for the operation of the Society in accordance with the Constitution and By-laws of the Society. Regular Board Meetings are essential.

In accordance with the Agricultural and Horticultural Organizations Act, members of the Board of Directors are responsible for replacing society funds which have been lost to the society through the malfeasance of the treasurer, unless the treasurer is adequately bonded.

Duties:

Directors are to attend all scheduled Board meetings. See By- Law 5.A.1.

At the first meeting of each year Directors will be appointed to sit on or chair one of the following committees: Communications, Community Programs, Fund Raising, Garden Tour, Junior Program, Plant Sale, Publicity Directors should:

- Assist at all regular and board meetings as required.
- Be aware of their responsibilities before agreeing to sit on the board.
- Be familiar with the organization by-laws and corporate charter (if applicable).
- Ensure that the by-laws of the organization, policies and procedures, and charter (if applicable) are up to date.
- Ensure accurate minutes are kept of meetings.
- Keep informed on all activities of the organization, its board and its committees.
- Attend meetings regularly and exercise your right to express your viewpoint.
- Resign from the board if you cannot do the job.
- Speak up early if there is a potential conflict of interest.
- Make sure that all volunteers are trained properly and there are clear job descriptions.
- Ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk.
- Ensure that the organization's programs are regularly evaluated.

ROLES AND RESPONSIBILITIES

A board member must be a full partner with the Chair and/or President and possess the ability to work with the rest of the board as a unit

Board members are not required to agree with every move the Board takes. As a member they should function as an intelligent advisor to help the board meet the needs of the Society. Once decisions are made, members must reinforce majority decisions outside the boardroom, even if their personal views differ. Board members should know that they can ask questions when they are unsure and challenge any decision that does not seem right.

Committees & Volunteer Positions

The Board establishes committees and/or volunteer positions in order to conduct its business more effectively. All committees are accountable to the Board which shall define the

responsibilities of each committee. The committee chairperson is often a director or vice-president. The Committees will prepare a report to be presented at Board meetings if applicable.

Committees and /or Volunteer Positions : Archives, Awards, Audio, Bus Tours, Communications, Community

Projects/Civic Program, Constitution and By-laws, Fund Raising, Flower Show, Garden Tour, Historian,

Junior/Youth Program, Membership, Member Greeter, Newsletter, Nominations, Plant Sale,

Phone, Photographer, Program, Publicity, Event Planner, Social Media .Volunteer Hours

Coordinator & Visual. Job descriptions for these committees/volunteer positions are found

under *Operating Procedures Every Committee Chair needs:

- a) To keep a portfolio of the Committee Activities to be handed to the next chair.
- b) To provide a written report to the Society Secretary by a month prior to the AGM, so they can use it in the Report of society activities.

Operating Procedures

Job Descriptions for Committees and Volunteer Positions

In general, each Committee is responsible for providing a monthly status update to the Board and for communicating details of specific events and activities to the President, Newsletter Editor, Publicity and the Website committees.

Committees are headed by the Chair (and/or co-chair), and often include other club members.

President will sit on all committees as ex-officio and the treasurer will take care of finances.

Archives – 1 person accountable to Executive.

- Responsible for electronically retaining minutes of the Society and other items as directed by the Society and the Ontario Horticultural Association.

Awards Committee: President, and two board members.

- Identify members worth recognition and applies for awards.

Audio – 3 people trained at all times to cover unforeseen absences

- Learn to operate the sound board
- Set up and take down of microphones ☑ Monitor the sound during the meetings
- Responsible for the care of the equipment.

Bus Tour: One or two volunteers to work closely with the Board

- Organize day trips for the members.
 - Ensure bus waiver forms (found on OHA website) are signed by all riders
 - Responsible for providing ticket and advertising information to appropriate committee
 - Advise Treasurer that Liability coverage may be necessary

Community Projects/Civic Programme: Board member position

BME Church Gardens

The British Methodist Episcopal Church on Geneva St. is our only National Historic site. One of our mandates is a city beautification project. This is our annual project, Funds, if required, are from the profits of the Plant Sale.

- Advertise for volunteers for work parties and monthly gardening May – Sept.
- Decide on dates for work parties and contacts volunteers with details.
- Gardens should be maintained every two weeks.

- Prepare a schedule for volunteers including emails and or phone numbers. The monthly teams should have a captain to decide a day and time and he/she will contact these volunteers
- Chose and train a person to be in charge of weed torch – check every two weeks if needed.
- Be sure torch and unused propane returned at year end and stored in a safe location .
- Decide if garden requires replacement plants, soil amendments & etc. and advise board of cost before proceeding.
- Submit expenses to Treasurer

Community Harvest Days:

Community Harvest Days runs Aug 1 to Thanksgiving. The purpose is to encourage gardeners and growers to share their extra fruits and vegetables with those in need through the Community Care Food Bank. We have 3 sponsors and 4 banners. The banners are stored at Community

Care. **On or before Feb. 1**

- Contact Media and Special Events Coordinator at Community Care to be sure program will run in the current year.
- Contact the 3 sponsors to be sure of their support. They are the Society, the Bruce Zimmerman Open Line Garden Show and the Meridian Credit Union.
- Sponsor ship from Meridian is through their Good Neighbour Program. You must go on line to apply.
- Email City Hall to reserve dates for banners to be hung.
- **Late May –early June** email Community Care contact to ask to have banners ready to be picked up.
- Contact Harris Signs to arrange for cleaning and safety checks of banners. Deliver to Harris Signs and pick up when called that work is complete. Store until end of July.
- **One week before the end of July** take banners to City Hall
- After Thanksgiving call City Hall to arrange pickup of banners

- Deliver banners to Community Care for storage
- Email Community Care contact for food totals received through program.
- Report this figure to Society, banners sponsors and City Hall contact.

Constitution and By-Laws- President and two others

- Review the constitution annually to check for needed changes and addition.
- Bring these to the Board of Directors for approval
- Present to the membership following the current constitutional timelines for notifications and meetings.

Flower Show: *Chair and 2 volunteers*

The Chair oversees the operations of the Club's flower shows, including set up, cleanup, point lists, arrange for prizes and judges, and producing the annual Show Schedules.

Fund Raising Draws and Ticket Sales Board member position

Oversees draws and ticket sales at all meetings and ensures enough volunteers for sales.

50/50 Draw

- Make out schedule for 50/50 Draw for the year and attach to clipboard, along with scrap paper for tallying and one legal-sized envelope. Bring schedule to each meeting –
- Two volunteers will be needed. Solicit members to volunteer well in advance of the meeting and have them write their names and phone numbers on the 50/50 Draw Schedule.
- Phone volunteers the day of the meeting and ask them to come at 6:15 P.M.
- One volunteer to setup 50/50 draw table. 50/50 draw tickets, containers for tickets and money as well as 50/50 draw sign in storage bin.
- Treasurer will provide volunteers with a container, holding the float and a 50/50 tally sheet, and a legal-size envelope for the winner.
- 50/50 draw tickets are sold 3 for \$5.00 and 1 for \$2.00. (For example, if buying 3 tickets, tear tickets along perforation lengthwise and give 3 tickets to the buyer and put the other 3 tickets, split into 3 tickets into ticket container.)

Money to go into separate container. One volunteer can handle the money, the other the tickets.

- When sales are concluded, count the money minus the float and divide that total into two halves.

One half of the money goes to the winner, put money into envelope provided by treasurer and enter this amount on envelope. Other half of the money to go to the treasurer, put money into container provided by the treasurer, and enter this amount on the 50/50 tally sheet.

Also, return the float initially provided by treasurer along with this money.

- Bring the tickets and the winner's envelope up to the executive for the draw and give the remaining monies to the treasurer.
- Return equipment to the storage bin and if not enough 50/50 tickets for the next draw, purchase them.
- Bring 50/50 Draw Schedule home with you.

Other Ticket Sales

- Find 1- 2 volunteers to sell tickets as required
- Treasurer will supply a float. Check that it tallies with amount noted
- When sales are concluded, count the money minus the float and give both to treasurer
 - If this is a draw, take tickets to executive for draw.
- If ongoing sales e.g. Christmas Party be sure unsold tickets are given to executive or chair of event.

Garden Tour *Chair, a Board member plus 2-3 volunteers*

- **Summer before Garden Tour** Select gardens for next year's garden tour. If possible have several other gardens in mind if some drop out. Get owners name, address and phone number and give owners the society's pamphlet with garden tour chair's phone number and email. Should problems or situations pop up it is important to have these contacts.
- **January/ early February** Have first committee meeting. Assign the following tasks: Publicity (Online), Posters and Advertising, Sponsors and Retail Ticket Sellers, Thank you Notes, Garden Sitter Volunteers organizer, Garden Liaison, Writing up Tickets
- **February/ early March** Contact past sponsors and tickets sellers. Make save the date cards to be distributed to them.
- **March/ April** Visit garden owners and give them questionnaire to fill out about their garden. This will help in writing up garden descriptions. Explain carefully what is expected of them and give written instructions about the garden tour. Contact Theresa Forte – theresaforte@sympatico.ca, Bruce Zimmerman, The Standard, Niagara This Week about the Garden Tour. Prepare press release to send to various outlets. Visit gardens to gather information for garden tickets. Ask for volunteer garden sitters at April's meeting.
- **May** Order posters and rack cards for hotels. Have posters ready for members to distribute. Collect money from sponsors. Contact photographer for gardens and purchase photo frames. There are two shifts 10:00 a.m. – 1:00pm. and 1:00pm. 4:00pm. Prepare write ups on garden descriptions and have tickets printed. Deliver Garden Tour tickets with two complimentary tickets and thank you letter in Ziploc bag to the businesses. Prepare volunteer sheet to hand out to volunteers at May meeting.

- June: Hand out a complimentary ticket to Bruce Zimmerman and Theresa Forte as a thank you for promoting the tour. Two complimentary tickets plus a thank you note should be delivered to each sponsor. Invite other societies Presidents by email to the garden tour letting them know the designated garden pick up their ticket at.
- Week before tour Hand out rack cards to local hotels. Prepare bags for volunteers, tickets, instructions and float. Write thank you notes to put with two complimentary garden tour tickets and the garden photo for the owners. Hand out during the pre-tour on Thursday. □ Sunday: Garden Tour Day

Historian – Honorary position held by Monica Davis

Junior Programme:

Selects and works with local public schools. Assists with teaching about gardening and helps students beautify school property and develop a love of gardening.

Membership Secretary:

- Register all new & renewing members with the help of assistant secretary
- Hand out to each member a new membership card signed by the Membership Chair & dated for December of the current year (depending on the month of issue), members information pamphlet, monthly activities pamphlet of the current year
- Give each NEW member a St. Catharines Horticultural Society pin (if available)
- All members need to fill out a Member Information Sheet to keep the Society's records up to date (most important for home address, phone #, email address)
- All money collected to be forwarded to the Society Treasurer as soon as possible with detail on renewal member names & NEW member names and the amount collected from each member
- Send an email sent to the Society Treasurer & Secretary with renewal and new members names. Secretary should also receive email addresses for new members.
- Update the Official Membership spreadsheet by adding new members, adding new information i.e.: addresses, phone #, email to current members. Removing members that have left the society.
- Send get-well cards to current members that are ill and sympathy cards and/or flowers to families of members who pass away as directed by board.

Assistant Membership Secretary

- Assist Chair in registering all new and current members- see Chair duties □Take over the position if chair is not able to do his/her duties.
- Place ads on local media, face book about upcoming meetings listing the date, where our meetings are held and time, the name of the speaker and topic and the cost of joining the society as a new member.

Member Greeter: *Chair and volunteers as needed*

- Obtain sign in book, door prize tickets and name tags from storage cupboard and set up on tables. Arrive at the meeting by 615pm.
- Remind members and visitors to sign in for meetings and to sign out if leaving early. Members to pick up their own name tags from the small table. Greeters to give tags to visitors. Everyone to be given a ticket for the door prize draw.
- Provide information about the society as needed to visitors and new members.
- Dim lights as required during meetings. Check that church front door is locked by 7:10PM.
- Greeter in charge to compile a list of volunteer greeters so there are 2 present at each meeting and call with a reminder during the week prior to the meeting to arrive at 615630pm.
- At the end of the meeting name tags, tickets, & etc. are to be put away and locked in the storage cupboard.

Newsletter Editor:

- Will compile the monthly newsletter from member contributions, in an electronic copy in full colour.
- Must have finished copy ready and checked for errors by two people on or before the first of each month to be sent for printing.
- Send to Communications to be sent to printer and to members via email

Nominating Committee: *Past-President and may include 1-2 Directors*

- Committee should be formed at the May Board meeting
- Search for members to fill any vacancies that will occur at end of current year
- List of nominees must be printed in the newsletter prior to the Annual General Meeting

Plant Sale: *Chair, and two members*

- **December:** book arena and street banner with City.
- **January:** Collect certificates of insurance from Treasurer. Pay permit fee for banner at City Hall. Announce date of sale at general meeting
- **February:** Sign contract for arena. Set up committee meeting to review sale format and assign individual tasks - committee members take responsibility for the street banner, volunteers, design of posters for sale, purchase of extra plants, rental of tables and chairs. Also committee members should see to supplying watering cans, a dustpan and cleaning materials for both days of the sale:

- **March:** Book tables and chairs. Sign up volunteers for sale at general meetings in March and April. Street banner to be taken to Harris Sign Co. for repairs and cleaning. Prepare write-up about sale for April newsletter. Submit poster for inclusion in newsletter. Contact chair of publicity committee regarding free advertising of the sale.
- **April:** Make master list of volunteers. Order extra plants. Print extra posters for distribution. Write up directions for volunteers at sale for May newsletter. Collect hamper, arena banner, signs and carts from Church. Check supplies in plant hamper and make certain there are enough price labels, tally sheets, calculators, pens, pencils. Check with social convenor regarding refreshments for volunteers.
- **May pre-sale:** Banner to be taken to City Hall for installation. Confirm number of tables and chairs needed and date of delivery. Review volunteer list and make sure there are enough volunteers for cashiers (four), counters, (eight): Phone these members to confirm they will be available on the day of the sale. Pay rental charge for tables on the Wednesday before the sale. Purchase extra nursery plants from supplier on the Thursday before sale. Collect cash boxes and float from Treasurer.
- **FRIDAY SET UP DAY: 8.00 a.m. to 5 p.m.** Have crew ready to set up tables according to lay out plan (plan in sale hamper) with tables set aside for checking plants as they arrive. Have sign-in book and name tags ready for volunteers. Put up arena banner and signs. Put out gardening books for identifying plants. Most volunteers in the morning are checking plant labels and placing plants out on the tables. In the afternoon, a crew is needed to see to the pricing of plants.
- **SATURDAY, SALE DAY: 8.00 a.m. to 1.00 p.m.** Have all volunteers in place by 8.30 a.m.: Distribute cash boxes and float to cashiers, and calculators and tally sheets to counters: Have people ready to carry plants to customers' cars, and other volunteers in place to answer customer questions. Volunteers are also needed for door duties. By 11.30 a.m. empty tables can be taken down and stacked in the entrance to the arena. All cleaning up should be completed by 12.30 p.m. Check that nothing belonging to the Society has been left behind at the arena: Thank arena staff for their cooperation before leaving.
- **May post sale:** Collect street banner from City Hall. Write up report of sale for June newsletter. Report should include financial details and thanks to all those members who contributed to the sale's success.

Phone Committee: 1- 2 people

- Phone members who do not receive email to advise them of important changes or events for the Society during the summer months or as required.

Photographer:

- Photographer at club meetings and official functions.

Programme:

- Need to find guest speakers (8 months) for meetings. Determine the subject that you want the speaker to talk about. Search internet for the speaker, find leads from other societies, conventions, district meetings, internet, and word of mouth.

- Contact the guest speaker and discuss the fee. If the fee is higher than the limit (\$150) that has been set by the board, go to board for the ok before committing.
- Send list of speakers with bios to Newsletter editor, secretary, publicity and social media contact at beginning of year.
- Call/email speaker a week before the meeting and establish what equipment if any he/she needs and give the speaker all pertinent information needed to get the speaker to the society.
- Make sure the speaker has your phone # and a cell number to be used in emergency

Publicity Committee: *Board member and 1 -2 assistants*

- Publicizes Club events and Club meetings through free venues, such as newspapers, magazines, and community websites. Most of the communication is done via email.
- List of free sites and suggestions available.

Social Convener: Events, Meetings, Parties and Seminars:

General Meeting:

- A large table will be set up for goodies. Bring a nice table cloth and centre piece for the table that is appropriate for the time of year. Put jugs and sugar bowls in kitchen to be filled by our member making tea and coffee. Make sure you have attractive napkins and small paper plates to match the table cloth. Dollar store is a good source.
- Compile the refreshment list with 4 volunteers required to bring refreshments for each meeting and calls with a reminder during the week prior to the meeting. Email the newsletter editor the list for insertion in newsletter
- After the meeting bring home the table cloth and centre piece and put left over supplies in the storage upstairs. Left over napkins and plates can be used for future meetings and plant sale.

Door Prizes:

- Find door prizes for Society meetings and District 9 meetings. \$10.00 total, 3 per meeting. Check with Niagara College Greenhouse for a plant for our meetings. They will donate one if they have any. Value Village or Homes Sense can be checked for items that can be used for a door prize at our meetings.
- District 9 requires a door prize worth approx. \$20 for the April AGM and Fall Forum. If the District decides on a table with more prizes from the attending societies to make money, bring another prize.
- Do not leave door prize hunting to the last minute.

Events, Parties, Seminars

- Find an appropriate venue. Get the cost of the venue. See if a contract needs to be signed and deposit paid.
- Get board approval of cost.

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- Treasurer is to contact our insurer for an Insurance Certificate if one is required by the venue. The insurer should also be called to advise of the event even if Certificate is not required.
If caterer is required, find a suitable caterer. Discuss menu, cost, dates and times including the tip. Discuss cutoff date for ticket sales with the caterer.
- Contact the members who are responsible for making tickets and advertising.
- Discuss with board who is to sell tickets and how.

Plant Sale:

- Food for Friday during set up and left over food for Saturday in the morning. All the Coffee/Tea is set up in the Referee Room and you have to be there very early Friday and Saturday.
- Lunch will be supplied by members who volunteer to bring food. The request is usually advertised with the plant sale information in the Newsletter and meeting. We can use sandwiches, salads, muffins, cookies, etc.
- Arrange for coolers to hold drinks and some salads that are made with Mayo.
- Purchase—tea, coffee, milk, sugar, napkins, cups, plastic table cloth, paper plates, plastic forks & spoons, water and ice for coolers.
- Arrange for a table that is large enough to set the urn on and support milk, sugar, napkins, etc.
- Bring coffee pot and kettle from the storage at the church. Also, check to see if there is extra cups, spoons, etc. in the storage room before you purchase any.
- Around 11:30 am on Friday make sure there is a spare large table on the arena floor to set up lunch. Have members help set it out.
- Clean up lunch when members stop going to the table looking for food.
- You are responsible for the urn and must clean it up Friday afternoon to get it ready for coffee on Saturday.
- When Sale over take urn and kettle home. You are responsible for cleanup.
- All left over supplies are brought to the church to use at the meetings.

Social Media: *person/s accountable to Executive.*

- Maintain the club's web pages and Facebook postings.

Volunteer Hours Co-ordinator:

Position is to collect and collate hours for Ontario Horticultural Association report due at year end.

- November -Work with the newsletter editor to create an updated volunteer hours sheet to run in all monthly newsletters.
- Collect volunteer sheets at the May, October and November meetings Compile hours and complete Volunteer Hours Report for Ontario Horticultural Association and give to President to be included with Society report and copy to Treasurer for grant application.

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Visual (power point and computer) 3 people trained at all times to cover unforeseen absences

Set up and operate the Society computer Set up and operate the power point projector.

- Return all equipment at end of meeting

