

ONTARIO HORTICULTURAL ASSOCIATION DISTRICT 15 BY-LAWS

These by-laws are in addition to the Ontario Horticultural Association's (OHA's) most current Constitution and By-Laws as posted on the OHA's website (www.gardenontario.org), and these together shall govern the operation of District 15. Should any conflict exist between these by-laws and the OHA Constitution and By-Laws, the OHA documents shall be the rule in all cases.

Section 1 - District Meetings

- a. There are typically three types of meetings held each year by the District: District Annual General Meeting (AGM), District Advisory meetings (normally held February and September), and District Board meetings (held as needed). Special Meetings may be called to deal with a specific matter.
- b. All meetings may be held at an in-person venue or may be held via electronic means provided such means allows all in attendance the ability to hear and also the opportunity and ability to have voice and to vote as provided by these by-laws.

Section 2 - District Annual General Meeting (AGM)

- a. The District AGM will normally be held during April or early May. If in-person, the meeting will be hosted by one or more of the District's Societies/Clubs.
- b. The District Board will meet with the host Society(ies)/Club(s) of an in-person AGM to set a budget for the District AGM before the end of the year prior to the District AGM.
- c. The District Treasurer shall receive all registration monies and pay approved expenses.
- d. Two (2) Financial Reviewers shall be elected at the District AGM but they are not District Board members.
- e. The District Secretary shall normally act as returning officer if an election is required and will report the number of votes and announce the results.

Section 3 - District Board Members

- a. The District Director shall be elected and three (3) Assistant District Directors or more shall be elected.
- b. The District Board shall appoint the District Secretary and District Treasurer; and they shall report directly to the District Director as members of the Board.

Section 4 – Quorum & Voting Privileges

- a. The District Director, Assistant District Directors, District Secretary and District Treasurer shall be full voting delegates at all District meetings.
- b. A quorum for voting at District meetings shall be 50% plus one person of those eligible to vote.
- c. Voting delegates must be present at District meetings to cast votes.

Section 5 – Nominations

- a. The Nominations Committee shall be comprised of the current District Board. The District Director shall preside as the Chair of this committee and will determine if current Board members are willing to run for re-election. The Nominations Committee shall identify potential nominees and decide on who will approach those individuals to discuss whether they want to take on a Board position.
- b. The Chair shall ensure that candidates are available for each position.

- c. A report on the status of nominations should be available to the District Advisory meeting normally held in February.
- d. Nominations may also be received from the floor during the election
- e. All nominees must signify their willingness to stand for election.

Section 6 – Duties of Assistant District Directors

- a. The Assistant District Directors may represent the District Director at Society/Club Annual General Meetings and other meetings as requested.
- b. If in the event the District Director is unable to attend an OHA Board meeting, the District Director may request that an Assistant District Director attend in their place.
- c. They should be a source of information on OHA and other District activities and assist the District Director in carrying out of their duties.
- d. They shall be available to assist Society/Club boards in the discharge of their responsibilities.

Section 7 – District Fees

- a. As stated in the OHA By-Laws, the District shall be entitled, by a majority vote of those eligible to vote at its AGM, to set a per capita annual fee. The membership counts used shall be as provided by Societies/Clubs in their annual information reports filed for the previous year with the OHA.
- b. The amount of the district fee will be determined by the District Board and recommended for voting at its AGM.

Section 8 – By-Law Amendments

These by-laws may be amended, or revoked, provided that the changes are approved by a majority of the votes cast at a District AGM or Special Meeting called for that purpose.

The following provisions apply:

- a. A notice of motion in writing of the proposed amendment, or revocation, has been submitted to the District Secretary at least 60 days before the meeting.
- b. Any member of a District 15 Society/Club which is in good standing or any District Board Member may submit such notice of motion.
- c. The District Secretary shall cause all District 15 Societies/Clubs to be notified of proposed amendments at least 30 days prior to the meeting.

Amended April 30, 2022 on the occasion of the Ontario Horticultural Association - District 15's Annual General Meeting held via Zoom.

Originals signed by:

Barbara O'Malley, Director
Ontario Horticultural Association - District 15

Updated May 4, 2022