

# **Peterborough Horticultural Society Policies and Procedures**

**revised**

**01/05/2017**

Minor Addendums Sept 2014 – shown in **Blue**

Minor Addendums November 2014 – **shown in Green**

Minor Addendum January 2016 – **shown in Red**

Changes to Beautification Grants January 2017 -- **shown in Orange**

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## 1 PROCEDURES FOR MAKING AND VOTING ON A MOTION

Nine (9) steps are involved in the making and voting on a motion:

- 1) **MOVED:** a proposal from the floor.
- 2) **SECONDED:** another member feels that the proposal is worth discussion.
- 3) **STATED:** by the chairman or secretary. Wording is recorded properly and everyone understands the intent of the proposal.
- 4) **DISCUSSED:** Every speaker addresses the chair and must speak only to the motion. Usually each member may speak only once to a motion, with the exception of the mover who has the first and last chance to speak.
- 5) **AMENDED:** changing the wording of a motion by
  - a) adding or deleting words;
  - b) replacing different words.

*N.B. Each amendment has to go through the same nine steps as a motion.*

- 6) **CALLED:** After sufficient discussion, either a motion to end debate or a vote called at the discretion of the chair.
- 7) **RESTATED:** Ensures that everyone understands what is to be voted on.
- 8) **VOTED:** Chair calls each option: "All in favour", "opposed" or "abstaining".
- 9) **DECLARED:** Results of the vote are announced by the chair.

***PLEASE NOTE THAT ALL MOTIONS SHOULD BE WRITTEN DOWN.  
This will help the secretary to ensure correct documentation.***

Thank you for your cooperation in these procedures.

**PARLIAMENTARY PROCEDURE AT A GLANCE****Source:**

Chuck Jacobs, *Rural Organization and Service Branch*, Ontario Ministry of Agriculture and Food, Order No.84-021, April 1984.

Type of Motion	Must be seconded	Can be discussed	Can be amended	Vote required
<b>PRIVELEGED</b> Stops proceedings no matter what is before assembly Motion to adjourn	yes	no	no	majority
Motion to recess	yes	Only to length	yes	majority
Question of privilege	no	no	no	majority
Point of Order	no	Chair and mover only	no	Chair rules
<b>SUBSIDIARY</b> determines immediate fate of motion before assembly Table a Motion	yes	no	no	majority
To call for a vote	yes	no	no	2/3
Refer to a committee	yes	yes	yes	majority
Amend a main motion	yes	yes	yes	majority
<b>INCIDENTAL</b> handled before action is taken on subject to which it relates Close nominations	yes	no	yes	2/3
Re-open nominations	yes	no	yes	majority
Withdraw a motion	no	no	no	majority
Appeal ruling of the chair	yes	yes	no	majority
Method of voting	yes	no	yes	majority
<b>UNCLASSIFIED</b> refers to motions that need to be considered	yes	yes	yes	majority

again Motion to Reconsider				
Motion to rescind	yes	yes	yes	2/3
Take from table	yes	no	no	majority
<b>MAIN MOTION</b> presents a proposal to the assembly	yes	yes	yes	majority

## 2 TREASURER

### 2.1 Cheques

- 2.1.1 Cheques must be signed by any two of the following officers: President, Secretary, Treasurer.
- 2.1.2 All cheques issued by the Society must be approved by motion of the Board of Directors.
- 2.1.3 Cheques for purchases will be made directly payable to the supplier on receipt of their invoice. Cheques to speakers will be made payable to the speaker on direction from the Program Committee.
- 2.1.4 Out-of-pocket expenses for board volunteer work or committee expense will be reimbursed on submission of receipts along with a signed expense form. Travel by volunteers will be reimbursed at 40 cents per kilometer.

### 2.2 Official Receipts

- 2.2.1 Donation receipts for income tax purposes may only be issued and signed by the President, Secretary or Treasurer as officers for the charity, according to Revenue Canada policy.

### 2.3 Budgets

- 2.3.1 Each committee will submit a proposed budget to the President or Treasurer at the first Board meeting of the fiscal year.
- 2.3.2 An annual budget for the society will be prepared and submitted by the Treasurer to the Board at the next Board meeting for review discussion and approval.

### 2.4 Floats

- 2.4.1 Floats will be issued at the beginning of the fiscal year on request for petty

cash expenses of committees such as hospitality, membership or other. If necessary, the float may be added to if required. A report showing the float and expenditure of the float backed by receipts must be submitted to the Treasurer at the final Board meeting for the fiscal year.

## **2.5 Major Purchases**

- 2.5.1 An opportunity to submit a quotation will be given to both the general membership and members of the Board of Directors via an announcement at the monthly general meeting. The final decision on such purchases shall be at the direction of the Board and approved by motion with the Conflict of Interest Policy being adhered to.

## **2.6 Conflict of Interest**

- 2.6.1 Any member of the Board of Directors who has a pecuniary interest in any fiscal decision by the Society shall declare a conflict of interest each and every time the issue is before the Board and shall not participate in the discussion nor vote on any decision in connection to such issue. Any member declaring a conflict should leave the room until the discussion is complete.

## **2.7 Appointment of the Treasurer**

- 2.7.1 The Treasurer is appointed from the general membership to the Board and has all rights and privileges of Board membership. For example: contribute to discussions, make motions, vote, etc. The Treasurer will receive an honorarium of \$400 from the Society General Account and an additional \$800 from the Garden Show Account.

## **2.8 Treasurer's Reports**

- 2.8.1 As part of the Board's and Treasurer's responsibility to the members of the P.H.S., monthly reports of income and expenses must be made available to any member if requested.
- 2.8.2 The Treasurer will present at each board meeting an itemized report of income and expense for each month including status of the budget. A report showing the bank balance(s) for each month must also be given to the Board.
- 2.8.3 At the end of the fiscal year, the books from both the Peterborough Horticultural Society and the Peterborough Garden Show must be sent to an auditor for review.
- 2.8.4 The Peterborough Horticultural Society must also file an annual information return because of our status as a Registered Charity. This return is usually prepared by our auditor. The Treasurer will provide to the accountant all HST

figures on revenues and expenses so that the accountant can file the HST report to Canada Revenue Agency.

## 2.9 Attendance at Annual OHA Convention

The current Peterborough Horticultural President, or an appointed delegate, is encouraged to attend the annual OHA Convention, and will submit a written report to the Board on relevant discussions, decisions and votes taken at the Convention. Registration will be paid for by the Peterborough Horticultural Society, and depending on location, a pre-determined amount will be allotted for certain additional expenses incurred.

If more than one member expresses intent to attend, the PHS Board may approve payment of their Convention costs in accordance with the overall Convention budget. Carpooling, shared accommodations, or other such savings measures are encouraged. Only pre-authorized expenses will be reimbursed.

Reimbursement of the following expenses will be considered:

- Registration Fees
- Convention Banquet Fee
- Hotel accommodation at Convention (or otherwise reasonable rate)
- Travel

Not Included:

- Telephone charges
- Meals/incidentals not included in Convention as set out in agenda
- Alcoholic beverages

Requests for reimbursement, containing a breakdown of all expenses (accompanied by receipts) shall be submitted promptly to the Treasurer. Details of any expenses for which receipts are not available must be provided.

The PHS Board may make exceptions to these policies when it is considered in the best interests of the PHS to do so.

## 3 SECRETARY

### 3.1 The Secretary is responsible for keeping an accurate record of all decisions and proceedings of the Society. The Secretary:

- 3.1.1 Must record Minutes of all Board Meetings of the Society and keep these as permanent records of the Society.
- 3.1.2 The Secretary is appointed from the general membership to the Board and has all rights and privileges of Board membership. For example: contribute to discussions, make motions, vote, etc. The Secretary will receive an honorarium of \$400 from the Society.
- 3.1.3 The Secretary will keep copies of the Minutes in a binder in the Library cart

which will be available to Horticultural members at each General meeting.

- 3.1.4 Should circulate copies of the minutes prior to the next Board meeting and have them accepted by the Board.
- 3.1.5 Is responsible for keeping the Board informed of all correspondence.
- 3.1.6 Must keep an up-to-date list of members of the board, committee personnel and a record of attendance at Board meetings.
- 3.1.7 Should keep official correspondence for five (5) years, but should not destroy anything without checking with the Board.
- 3.1.8 The Secretary must pass on copies of previous minutes, the current Constitution and the current Policies and Procedures to the next Secretary.
- 3.1.9 Must keep copies of *Policy and Procedures* for all committees.

*Is responsible for ensuring the **Policy and Procedures** are reviewed in total every three years and annual minor addendums are reviewed for consideration of approval at the September Board meeting.*

- 3.1.10 Is responsible for picking up mail for the Society's post office box and distributing it accordingly.
- 3.1.11 The Secretary will be one of three persons to have signing authority for cheques.



## **4 MEMBERSHIP**

### **4.1 Procedures**

- 4.1.1 The Chair or a committee member is responsible for setting up the membership table at general meetings as needed. A membership table may be set up at other Society functions or community events.
- 4.1.2 Include forms in the October, November and January newsletters and on our website to encourage members to renew prior to winter travel or the busier meetings.
- 4.1.3 Print the member information and have available for review (rather than filling out another form.)
- 4.1.4 An itemized listing of cheques and cash (in duplicate) and the money is turned over to the Treasurer by the next board meeting. The float is to be included in the report.
- 4.1.5 The Chair or designated person collects forms and updates the membership list. A fee of \$1.00 per life member, paid by the Peterborough Horticultural Society, must be included in the annual membership fees collected. This is required by the Ontario Horticultural Association (OHA) for insurance purposes.
- 4.1.6 At the September and October meetings, people who wish to join for the current year may do so at a reduced rate of \$5.00 and reminded that they will still have to renew in January.

### **4.2 Membership List**

- 4.2.1 The Membership list should be updated after every general meeting so that people renewing or signing up will receive an electronic newsletter. The Chair updates the list from membership forms collected at a meeting, and forwards the email addresses to the Newsletter Chair. All members receive the newsletter as a link by email, unless otherwise decided upon by the Board.
- 4.2.2 N. B. As an incentive to renew, previous year's members continue to receive the newsletter for January and February of the following year, so that they receive their renewal forms
- 4.2.3 O.H.A. District 4 Director and Assistant Director receive the yearbook free of charge.

### **4.3 Membership Statistics:**

- 4.3.1 At the end of the calendar year, a count of members (not memberships) is required for government grant purposes.

#### 4.4 Other Duties:

- 4.4.1 Prepare a membership report for the yearbook.

#### 4.5 Policies

##### 4.5.1 Life Membership:

The Peterborough Horticultural Society has the discretion to grant a Life Membership to a member (single or family) where an individual(s) has demonstrated significant, sustained and high quality services that enhance the reputation of the Peterborough Horticultural Society.

The following points will be taken into account when the Board considers a life membership nomination.

- a. The nominee's membership in the Society must be at least 10 years;
- b. The nominee must contribute at least 50 hours of significant and sustained service per year to the Society;
- c. The general attitude and overall demeanor of the nominee is one that reflects dedication to the purpose of the Society;
- d. The nominee provides valued leadership and/or is an outstanding role model to the members in general;
- e. The nominee currently is a member in good standing; and,
- f. The nominee is not a current Board member.

NOTE: Achieving the minimum years of membership and service levels will not in any way automatically guarantee the award of Life Membership

A Life Member will no longer pay membership fees to the Society. The membership fee must be paid by the Society into the Society's membership account so a life member can be counted in the official number of members.

##### Process:

All written nominations for life memberships must be submitted to the Secretary of the Board by June 30 of each year. The Board will review the nominations at the September Board meeting and, at their discretion, award this honour(s) at the November Annual General Meeting. All Life Members will be listed in the Society's Annual Report.

All Life Members will receive a Life Membership Certificate and an official lifetime membership nametag.

- 4.5.1 A member may bring a guest for a \$2 admission fee. ~~This is intended as a one-time privilege.~~

4.5.2 We welcome members of other Horticultural Societies at no cost, when they present their own group's membership card.

4.5.3 Membership is for the calendar year and expires at the end of December of each year.

4.5.4 Only one (1) Yearbook is distributed per individual or family membership. Members may purchase an additional yearbook on a cost recovery basis

#### 4.5.5 **Sunshine Policy**

The Hospitality and Social Committee may send cards, flowers, donations and/or other appropriate acknowledgements to members as follows:

A card may be sent to a member who is sick, has sustained an injury or been involved in an accident without being hospitalized, or is experiencing distress due to illness of an immediate family member.

A) A floral arrangement may be sent to a member who has been hospitalized or has undergone life-saving surgery or who has been identified as deserving at the Board's discretion.

B) A sympathy card may be sent to a member who has experienced the death of an immediate family member (immediate family defined as a member's parent, child, spouse or siblings).

C) In the event of the death of a member, a donation to a charity of the family's choice or a floral arrangement may be sent to the family as per the family's wishes.

The amount of the donation and/or the cost of the floral arrangements shall not exceed \$50.00, including FTD costs.

The Board may have a budget amount for this item annually. Receipts should be submitted to the Society Treasurer for reimbursement, along with a PHS Expense Record/Cheque request.

The Hospitality and Social Committee may handle other relevant situations as directed by the President and/or the Board of Directors. Funds for this initiative may be considered by the Board of Directors as part of the annual review of the Budget.

## **5 PROGRAMME**

5.1 The Programme Chair is responsible for arranging guest speakers for the General meetings.

5.2 The Chair should line up meetings for the year: speakers, films, slides, etc. by November of the previous year. This is in order to meet publication of the Yearbook deadlines.

5.3 The Chair should keep a file of names of speakers, local and otherwise.

5.4 Engagements should be confirmed in writing. Clarify with speakers as to needs

for transportation, accommodation, projector and screen, fees, etc.

- 5.5** The Chair should receive confirmation from each guest speaker stating the topic, remuneration, a brief background history and a description of their presentation.
- 5.6** The Chair should confirm three weeks ahead that the guest is coming.
- 5.7** Once the speaker arrives, the Chair should arrange to look after him or her before the meeting starts, give him/her a general idea of when the talk will begin and be ready to introduce the speaker as well as thanking him/her afterwards.
- 5.8** The Chair should give any help required in packing up equipment or making arrangements for such help, and have a cheque ready for payment with a letter of thanks.
- 5.9** The Chair should always try to have a local back-up speaker.
- 5.10** The Chair should submit a written report for the Yearbook and for the Board at the Annual Meeting. Copies should be given to the President and Secretary.
- 5.11** The Chair should submit a programme budget to the President or Treasurer at the first Director's meeting of the fiscal year.
- 5.12** The Programme Chair should serve a two (2) year term. The first year as an assistant to the current chair and helping in setting the programs; and in the second year as chair to complete the tasks of program schedules.

## **6 PUBLIC RELATIONS**

### **6.1 Providing information**

- 6.1.1 Submit information on monthly meetings, including guest speaker's name and topic, to all local media (print, tv, radio)
- 6.1.2 Submit information to local media for Plant Sales.
- 6.1.3 Submit information to local media for the annual "Peterborough Garden Show".
- 6.1.4 Submit information to local media on Horticultural Society Scholarship Award recipients

### **6.2 Contacts**

To provide monthly announcements, contact local media, i.e. Peterborough Examiner, Peterborough This Week, CHEX-TV, all local radio stations, Cogeco Cable TV, Kawartha Now, etc. as well as other relevant media publications.

### **6.3 Public Relations Chair**

- 6.3.1 Only the President and the Public Relations Chair are designated as official

## **6.4 Public Events**

- 6.4.1 The Public Relations Chair handles publicity for every event taking place under the name of the *Peterborough Horticultural Society*. This includes plant sales and special events. This also includes getting posters produced for the plant sales and providing for their insertion in the newsletter prior to the sale. Also included is providing media coverage for events and special presentations of awards of District interest

## **6.5 Social Media**

The Peterborough Horticultural Society (PHS) understands that members participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn), participate in chat rooms, and create and maintain personal websites, including blogs. The PHS respects the online social networking and personal Internet use of members. However, a member's online presence can affect the Society as their words, images, posts, and comments can reflect or be attributed to the Society. All Society members should be mindful to use electronic media responsibly and respectfully and to assist, the PHS has adopted the following guidelines for members:

- (1) Anything that may harm the goodwill or reputation of the PHS and its members or any disparaging or harassing information about the Society, the PHS Board or any vendors associated with the PHS may not be posted on social media.
- (2) Any confidential information pertaining to the PHS obtained during member involvement, including information relating to finances, marketing, plans and policies may not be released on social media without board approval.
- (3) Any private information relating to a member of the PHS may not be released on social media.
- (4) Any use of bullying tactics on social media will be considered harassment and may be subject to police charges.
- (5) In the event of arranged or spontaneous media contact, the PHS president (or their designate) is the only speaker authorized by the PHS to speak publicly on the Society's behalf.
- (6) Members speaking about the PHS on social media must either clearly identify themselves as a member or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to them. In addition, the following statement must be used, "The opinions expressed on this site are my own and do not necessarily represent the views of the Peterborough Horticultural Society".

Any violation of our Social Media policy will result in a politely worded message, removal of the post, disciplinary action if necessary, and possible banning up-to-and-including termination of membership. We truly hope that we will not have to take such measures.

## 7 LIBRARY

### 7.1 Every year

- 7.1.1 Submit budget
- 7.1.2 Year-end report for Yearbook
- 7.1.3 Purchase books as requested or as needed; purchase supplies as needed
- 7.1.4 Update the inventory
- 7.1.5 Write brief note for the Newsletter after each purchase

### 7.2 At Member's Meetings

- 7.2.1 (need at least 2 people at each meeting (plus a volunteer, if possible) to handle the return and loan of books and videos)
- 7.2.2 Arrive before 7:00 p.m. to set up book carts
- 7.2.3 Close up after each meeting and return book carts to locked area
- 7.2.4 *Before each meeting* - telephone people with overdue books
- 7.2.5 *Fines* - overdue books \$1.00 per month
- 7.2.6 Membership cards must be shown to access the library
- 7.2.7 Book Sales may be organized from time-to-time, at the Chair's discretion. All revenue raised will be directed to the library budget for discretionary use.

## 8 BEAUTIFICATION GRANTS

### 8.1 Policies

- 8.1.1 The Committee will present to the Board in the fall for the following year's budget a maximum amount for the next year's grants.
- 8.1.2 In January, the Committee will post notices in the local media regarding available funds and also consider sending solicitation letters to appropriate organizations if necessary. The notices and letters will request submissions to be **received by April 1<sup>st</sup>**. Requests will be considered at other times if funds are still available.
- 8.1.3 The committee will meet to make final decisions using our mandate as a guide.
- 8.1.4 The committee will present their recommendations to the Board of Directors meeting in May for their information.
- 8.1.5 Following appropriate signatures of cheques, successful recipients will be

appropriately notified. Unsuccessful recipients will also be contacted.

8.1.6 Successful recipients will be invited to receive recognition at a suitable General Meeting.

8.1.7 Information received from recipients regarding their completed projects will be reported to the Board as well as with the general membership throughout the year. This may be done through newsletters/e-mails/general meeting announcements.

8.1.8 The committee will, where possible, visit the sites of the projects.

## **9 PLANT SALES**

**9.1 Plant sales may be arranged from time to time at any time of the year and might be either members only or open to the public. The plant sale chairperson will:**

9.1.1 book the venue in advance

9.1.2 provide information to the Publicity Chair about the sales

9.1.3 coordinate the volunteers as they drop off, set up and take down and price the plants

9.1.4 request a float from the board in advance and return to the treasurer with the proceeds of the sale indicating amounts of each in a report

9.1.5 report to the board and to the members on the plant sales.

## **10 GARDEN SHOW (under development)**

## **11 BUS TRIPS**

**11.1** Bus trips for flower shows, garden visits or other horticultural events must be on a cost recovery basis and paid for in advance by those taking the tour. The objective of funding this activity is to break even for the year.

**11.2** The Chair makes inquiries re Cost of the Bus and Entry Fee (if any), then presents the information to the membership at a general meeting or by newsletter - usually at least two months prior to the event.

**11.3** As a rule-of-thumb, for a 47 passenger bus, the event should be costed for 30 people. If more than 30 attend, then the profit goes to the Society.

**11.4** The bus tours chair will pass the invoice for the bus to the treasurer who will pay it when it is due.

- 11.5** Refunds are only available if the circumstances warrant and the decision is that of the Bus Tours Chair.
- 11.6** In order to comply with provincial legislation controlling travel agents, bus tours should be made available to OHA members, should not exceed 2000 km of land travel, and none of the organizers should receive personal gain from the trip. The bus driver has to stay with the tour for the return trip. Advertising to the public should not be used.
- 11.7** A record should be kept of the names and phone numbers of all participants of the tour.
- 11.8** Mystery tours do not have these legislative restrictions because they involve personal vehicles and no money is collected.
- 11.9** The Bus Tours Chair, or an authorized substitute, will travel on each trip.
- 11.10** If a cheque(s) is required for entry to venue(s), arrangements must be made with the Treasurer prior to the trip.
- 11.11** For each tour, and by the board meeting following the tour, the Chair turns the cash and cheques over to the treasurer along with an itemized bank deposit list in duplicate.

## **12 NEWSLETTER**

### **12.1 Policy**

- 12.1.1 The Peterborough Horticultural Society shall produce 9-10 newsletters per year. The objective is to inform our Society members of current and upcoming gardening events as well as Society issues pertaining to policy, procedure, financial matters, etc. All articles within the newsletter are to be for the interest of our Society members and not for personal gain.

### **12.2 Procedures**

- 12.2.1 The Newsletter Chair will decide what article of interest concerning gardening events are to be submitted for the monthly newsletter. Any and all articles submitted to the Newsletter Chair that are for the marketing purposes of any one individual or business should be brought to the Board for discussion. On those occasions a Board vote may be needed before such an article is published in our newsletter.
- 12.2.2 All newsletter articles are to be submitted electronically to the Newsletter



Chair within a specified time period (normally the first Wednesday of the month).

12.2.3 It is the responsibility of each committee chair to prepare articles related to their own committee event.

12.2.4 It is necessary for the person doing the newsletter have access to a computer.

12.2.5 The prepared newsletter is to be sent to the webmaster in PDF format to be put on the website and a link is then emailed to the membership by the 10th of the month. In addition a few hard copies are brought to the general meeting and some are mailed to life members who do not have email.

12.2.6 Current O.H.A. District 4 officers should receive copies of all Society newsletters whether they are P.H.S. members or not. The Newsletter chair should ensure that these officers are on the electronic mailing list.

### **13 YEARBOOK**

**13.1** Committee chair for yearbook acts as editor and compiles the yearbook An assistant would help with compiling and do the job of proof reading.

**13.2** The chair is responsible for getting an estimate for the cost of printing and calculating the number of copies needed. There should be enough copies to cover the membership plus copies to distribute at OHA meetings and for other promotional functions such as the Peterborough Gardening Show. The total cost must come in within the budget set.

**13.3** Other committee members should write their annual reports on how and what their committees did during the year for the next year's edition.

**13.4** The board needs to have the officers and committees finalized at the December meeting, so the information is ready to include.

**13.5** The chair should have a general idea of the contents for yearbook to present to the board at a board meeting in early fall.

**13.6** The yearbook needs to be printed and ready to hand out to membership at the January meeting.

### **14 SCHOLARSHIPS, AWARDS, AND ENDOWMENT FUNDS**

## **14.1 Procedures**

- 14.1.1 The Scholarship Committee will announce each year the maximum number of scholarships available as decided by the Board of Directors. This should occur before the new year in time for letters to be sent to high schools, colleges and universities by February.
- 14.1.2 The Scholarship Committee will make the final decision on any scholarship recipients from the applications received by Sept. 30., and will notify the board of their decision at the Board of Directors Meeting in November.
- 14.1.3 If any relative of a scholarship committee member has applied for a P.H.S. scholarship, that committee member must declare a conflict of interest and remove himself/herself from the selection process that year.
- 14.1.4 The Scholarship Committee will notify the successful recipients by mail/email and by phone.
- 14.1.5 After receiving a confirmation, signed by a school official and on school letterhead of the recipient's continuing enrollment and being in good standing in their program, the Peterborough Horticultural Society will issue a cheque to present to the recipient(s) at the November General Meeting. Recipient(s) unable to attend this meeting will be sent a cheque by mail.
- 14.1.6 Recipients of these scholarships will be named in the Horticultural Society's newsletter.
- 14.1.7 At the discretion of the Scholarship Committee the eligibility requirements may be revised.

## **14.2 Policies and Procedures for Awards**

- 14.2.1 Scholarship chair will phone Kenner Collegiate and Thomas A. Stewart Secondary School to receive the name of the recipients of the Olive Isaac and Madge Harris
- 14.2.2 Scholarship chair will notify the Board of Directors of the names of the recipients at the Oct. Bd. Meeting and be issued two cheques for \$100.00 ea.
- 14.2.3 A Scholarship Committee member will take a cheque and certificate to the school prior to Commencement.
- 14.2.4 A Scholarship Committee member may present these awards at Commencement.

14.2.5 Recipients of these awards will be named in the Peterborough Horticultural Society's Newsletter.

### **14.3 Endowment Funds**

14.3.1 The Scholarship Chair will contact Trent University and Fleming College to receive an annual update on the endowment funds established by PHS and report to the Board. (Trent est. 2008, Fleming est. 2010).

14.3.2 The names of the scholarship winners from these endowment funds will be printed in the PHS Newsletter.

## **15 FLEMING PARK**

### **15.1 Policies:**

15.1.1 That the Fleming Park Committee Chair be a member of the PHS Board of Directors.

15.1.2 Normally, the Fleming Park Chair should serve no more than two (2) consecutive years as chair.

15.1.3 That the Fleming Park Committee present a plan of action at the initial board meeting of each fiscal year that would include:

15.1.4 a proposed budget for the current year;

15.1.5 an analysis and list of recommendations based on the previous years' activities;

15.1.6 a list of possible expenditures for the current year.

15.1.7 That the chair advise and obtain approval from the Board of Directors for recommended expenditures.

### **15.2 Procedures:**

15.2.1 Report to the Board of Directors on Fleming Park plans and financial requests.

15.2.2 Collect and or direct invoices and receipts to the Treasurer for payment or recording.

15.2.3 Organize dates for major work projects and set up and advise PHS membership of weekly summer (May-Sept./Oct.) workdays.

15.2.4 Be available to supervise and/or contribute to the physical gardening

activities at the park during pre-planned workdays.

15.2.5 Be prepared to purchase new plant material or arrange planting of donated materials.

15.2.6 Observe existing plantings for possible pruning, thinning or removal in order to control the growth.

15.2.7 Be prepared to use own personal hand tools for necessary work at the park.

15.2.8 Contact outside commercial companies for work beyond the scope of volunteers.

## **16 FLOWER SHOW**

### **16.1 Policies**

16.1.1 that the Flower Show Chair be a member of the PHS board of directors.

16.1.2 That the Flower Show Committee present a plan of action at the board meeting of each fiscal year that would include a proposed budget for the current year.

### **16.2 Procedures**

16.2.1 Update, if necessary, the "Rules and Regulations" criteria included in the year book.

16.2.2 Create a Schedule of Classes, for all shows, to be included in the current yearbook.

16.2.3 Obtain judges for the classes and have necessary remunerations available at judging times or as previously arranged with judges

16.2.4 Set up display tables at designated meetings. Clear tables at end of meetings.

16.2.5 Have entry tags available for exhibitors and assist them when necessary

16.2.6 Accompany the judge and make and keep records of entry winners

16.2.7 Dispense prize monies immediately after the general meeting to those exhibitors showing proof of placement (stickers).

16.2.8 Promote shows to members in newsletters.