

# **PETERBOROUGH HORTICULTURAL SOCIETY**

## **Policies and Procedures**

**revised November 3, 2021**

## **1. MEETINGS:**

- 1.1.** Meeting: means any gathering that may be held at an in-person venue or may be held via telephone, electronic or other communication facilities as permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously.
- 1.2.** All meetings of the Board, a committee or the general membership of the Society, including the annual general meeting, 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 a voice and to vote.
- 1.3.** Procures for meeting and voting on a motion - Nine (9) steps are involved in the making and voting on a motion:
  - **MOVED:** a proposal from the floor, ideally in written form submitted to the Secretary in advance of or, if necessary, at the meeting.
  - **SECONDED:** another member feels that the proposal is worth discussion.
  - **STATED:** by the chairman or secretary. Wording is recorded properly and everyone understands the intent of the proposal.
  - **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.
  - **AMENDED:** Changing the wording of a motion by adding, deleting or substituting words. Note: each amendment will go through the same 9 steps as a motion
  - **CALLED:** After sufficient discussion, either a motion to end debate or a vote called at the discretion of the chair
  - **RESTATED:** Ensures that everyone understands what is to be voted on.
  - **VOTED:** Chair calls each option: "All in favour", "opposed" or "abstaining".
  - **DECLARED:** Results of the vote are announced by the chair.

## **2. OFFICERS OF THE SOCIETY:**

The Society shall have a President, Treasurer and Secretary, and such other officers as determined for time to time by the Board of Directors.

### **2.1. PRESIDENT:**

The President shall preside at all meetings of the Society, decide all questions of order, advance the interests of the Society, and be a member of all committees. The President will be responsible for:

- Submitting the OHA Society report by January 31st for the preceding year
- Submitting the OHA Membership report by January 31st for the preceding year
- Submitting the OMAFRA Grants Request by February 1st for the preceding year
- Writing a president's report for each newsletter and yearbook, if any
- Chair the general meetings of the society and the board meetings

The President shall have other such powers and duties as may from time to time be assigned by the Board.

## **2.2. TREASURER**

The Treasurer will oversee the financial matters of the Society in line with good practice and in accordance with this governing document and legal requirements and report to the board of directors at regular intervals about the financial health of the Society.

Appointment of the Treasurer - 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 if a garden show is planned, an additional \$800 to recognize the additional workload required by that undertaking.

Treasurer's Reports - As part of the Board's and Treasurer's responsibility to the members of the Society, monthly reports of income and expenses must be made available to any member, upon request. 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. At the end of the fiscal year, the books from the Peterborough Horticultural Society, and the Peterborough Garden Show, if applicable, must be sent to an auditor for review.

Annual Information Form - The Treasurer will work with the auditor to ensure the accurate and timely filing of the annual information return with the Canada Revenue Agency, to maintain the Society's status as a Registered Charity.

### **Other Procedures Overseen by the Treasurer:**

Cheques - Cheques must be signed by any two of the following officers: President, Secretary, Treasurer. 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 President. Out-of-pocket expenses for board volunteer work or committee expense will be reimbursed on submission of receipts along with a completed expense form. Travel by volunteers will be reimbursed at 40 cents per kilometer.

Official Receipts - Donation receipts for income tax purposes may only be issued and signed by the President, Secretary or Treasurer as officers for the Society, according to Canada Revenue Agency policy. Budgets - Each active committee will submit a proposed budget to the President or Treasurer at the first Board meeting of the fiscal year. 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.

Floats - Floats will be issued at the beginning of the fiscal year on request for petty cash expenses of committees. If necessary, the float may be added to. 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.

Major Purchases - 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 discretion of the Board and approved by motion, with adherence to the Conflict of Interest provision below.

Conflict of Interest - 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.

### **2.3. SECRETARY**

The Secretary is responsible for keeping an accurate record of all decisions and proceedings of the Society. 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 \$250 from the Society.
- Records Minutes of all Board Meetings of the Society and keeps these as permanent electronic records of the Society. Copies of minutes will be made available to Society members upon request by a member. The Secretary will circulate copies of the Minutes prior to the next Board meeting and will have them accepted by the Board.
- May pick up mail from the Society's post office box and distribute it accordingly.
- Will keep an up-to-date list of members of the board, committee members and a record of attendance at Board meetings.
- Must keep copies of Policies and Procedures for all committees. Is responsible for ensuring the Policies and Procedures are reviewed every three years, or sooner if required, and any amendments are approved by the Board.
- Is a de facto member of the newsletter and yearbook committees.

## **3. COMMITTEES OF THE BOARD**

The Board may from time to time appoint any Committee, as it deems necessary or appropriate for such purposes and with such powers as the Board shall see fit. Any such Committee may formulate its own rules of procedure, subject to such directions as the Board may from time to time make. Any Committee member may be removed by resolution of the board of directors.

### **3.1. MEMBERSHIP COMMITTEE**

#### Procedures

- 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.
- 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.
- Print the member list and have available for review.

- 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.
- The Chair or designated person collects forms and updates the membership list. A fee of \$41.00 per life member, paid by the Society, must be included in the annual membership fees collected. This is required by the Ontario Horticultural Association (OHA) for insurance purposes.
- After the June meeting, people who wish to join for the next year may do so at the regular rate with free guest privileges assumed for the remainder of the fall session.

#### Membership List

- 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.
- 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
- O.H.A. District 4 Director and Assistant Director receive the yearbook, if any, free of charge.

#### Membership Statistics:

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

#### Other Duties:

- Prepare a membership report for the newsletter or yearbook, if any.

#### Policies:

- Life Member Policy: The Board of the 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 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 lapel pin.

- Guests/Other Attendees:
  - A member may bring a guest for a \$2 admission fee.
  - We welcome members of other Horticultural Societies at no cost, when they present their own group's membership card.
  - Membership is for the calendar year and expires at the end of December of each year.
  - In years when a yearbook is produced, only one (1) yearbook is distributed per individual or family membership. Members may purchase an additional yearbook on a cost recovery basis.
  
- 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 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.
    - 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).
    - 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.

### **3.2. PROGRAM COMMITTEE**

The Program Chair, or the President, is responsible for arranging guest speakers for the General meetings.

- 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.
- The Chair should keep a file of names of speakers, local and otherwise.
- Engagements should be confirmed in writing. Clarify with speakers as to needs for transportation, accommodation, projector and screen, fees, etc.
- The Chair should receive confirmation from each guest speaker stating the topic, remuneration, a brief background history and a description of their presentation.
- The Chair should confirm three weeks ahead that the guest is coming.
- 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.
- 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.
- The Chair should always try to have a local back-up speaker.
- 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.
- The Chair should submit a program budget to the President or Treasurer at the first Director's meeting of the fiscal year.
- The Program 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.

### **3.3. PUBLIC RELATIONS COMMITTEE**

Providing information –

- Submit information on monthly meetings, including guest speaker's name and topic, to all local media (print, tv, radio)
- Submit information to local media for Plant Sales.
- Submit information to local media for the annual "Peterborough Garden Show", if applicable, in conjunction with the Garden Show Committee.
- Submit information to local media on Horticultural Society Scholarship Award recipients, in conjunction with the Grants and Scholarships Committees, if applicable.

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.

Public Relations Chair - Only the President and the Public Relations Chair are designated as official press representatives for the Society.

Public Events - 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

### **3.4. LIBRARY COMMITTEE**

#### Procedures:

Annually:

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

At Member's Meetings

- Arrive before 6:45p.m. to set up book carts
- Close up after each meeting and return book carts to locked area
- Before each meeting - contact people with overdue books
- Fines - overdue books \$1.00 per month
- Membership cards must be shown to access the library
- 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.

### **3.5. BEAUTIFICATION & COMMUNITY GRANTS COMMITTEE**

#### Procedures:

- 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.
- 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 1st. Requests will be considered at other times if funds are still available.
- The committee will meet to make final decisions using our mandate as a guide.
- The committee will present their recommendations to the Board of Directors meeting in May for their approval
- Following appropriate signatures of cheques, successful recipients will be appropriately notified. Unsuccessful recipients will also be contacted.
- Successful recipients will be invited to receive recognition at a suitable General Meeting.
- 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.
- Organizations are permitted to apply for grants for 3 consecutive years. After 3 such applications, organizations will be required to wait 1 year before reapplying for a grant.
- The committee will, where possible, visit the sites of the projects.



### **3.6. PLANT SALES COMMITTEE**

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:

- book the venue in advance
- provide information to the Publicity Chair about the sale
- coordinate the volunteers as they drop off, set up & take down, and price the plants
- 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
- report to the Board and to the Members on the plant sales.

### **3.7. GARDEN SHOW COMMITTEE**

PHS may host an annual garden-themed show that generates funds to support the objectives of the PHS, created and managed by volunteers from PHS; to encourage, support and educate gardeners of all ages; to promote sustainable gardening; to share passion, skills and knowledge through experienced speakers, demonstrations and vendor displays; and to raise money to return to our community through education, grants and bursaries.

Given the work-effort and scope of planning for the Garden show, there is a separate policies and procedures document, a copy of which is available from the Chair at any time upon request.

### **3.8. BUS TRIPS COMMITTEE**

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.

#### Procedures:

- 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.
- 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.
- The bus tours chair will pass the invoice for the bus to the Treasurer who will pay it when it is due.
- Refunds are only available if the circumstances warrant and the decision is that of the Bus Tours Chair.
- 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.
- A record should be kept of the names and phone numbers of all participants of the tour.
- Mystery tours do not have these legislative restrictions because they involve personal vehicles and no money is collected.

- The Bus Tours Chair, or an authorized substitute, will travel on each trip.
- If a cheque(s) is required for entry to venue(s), arrangements must be made with the Treasurer prior to the trip.
- 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.

### **3.9. NEWSLETTER COMMITTEE**

#### Policy:

The 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.

#### Procedures:

- The Newsletter Chair will decide what article of interest concerning gardening events are to be submitted for the monthly newsletter.
- Any 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.
- All newsletter articles are to be submitted electronically to the Newsletter Chair within a specified time period (normally the Wednesday following the board meeting each month).
- It is the responsibility of each committee chair to prepare articles related to their own committee event.
- It is necessary for the person doing the newsletter have access to a computer.
- 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 mid-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.
- 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.

### **3.10. YEARBOOK COMMITTEE**

#### Procedures:

- Committee chair for yearbook acts as editor and compiles the yearbook. An assistant would help with compiling and do the job of proof reading.
- In the event the yearbook will be printed, the chair is responsible for getting an estimate for the cost of printing and calculating the number of copies needed. The total cost must come in within the budget set.
- Other committee members should write their annual reports on how and what their committees did during the year for the next year's edition.
- The board needs to have the officers and committees finalized at the December meeting, so the information is ready to be include.

- The chair should have a general idea of the contents for yearbook to present to the board at a board meeting in early fall.
- The yearbook will be sent to the webmaster to be posted to the PHS website.
- The yearbook needs to be available to the membership at the January meeting, whether printed or electronically available.

### **3.11. SCHOLARSHIPS, AWARDS, AND ENDOWMENT FUNDS COMMITTEE**

#### Procedures:

- 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.
- 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.
- 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.
- The Scholarship Committee will notify the successful recipients by mail/email and by phone.
- 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.
- Recipients of these scholarships will be named in the Horticultural Society's newsletter.
- At the discretion of the Scholarship Committee the eligibility requirements may be revised.
- Policies and Procedures for Awards
- 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
- 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.
- A Scholarship Committee member will take a cheque and certificate to the school prior to Commencement.
- A Scholarship Committee member may present these awards at Commencement
- Recipients of these awards will be named in the Peterborough Horticultural Society's Newsletter.
- Endowment Funds
- 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).
- The names of the scholarship winners from these endowment funds, if released to us, will be printed in the PHS Newsletter.

### **3.12. FLEMING PARK COMMITTEE**

#### Policies:

- The Fleming Park Committee Chair, or a delegate, will be a member of the PHS Board of Directors.
- Normally, the Fleming Park Chair should serve no more than two (2) consecutive years as chair.
- That the Fleming Park Committee present a plan of action at the initial board meeting of each fiscal year that would include:
  - a proposed budget for the current year;
  - an analysis and list of recommendations based on the previous years' activities;
  - a list of possible expenditures for the current year.
- That the chair advise and obtain approval from the Board of Directors for recommended expenditures outside of the approved budget.

#### Procedures:

- Report to the Board of Directors on Fleming Park plans and financial requests.
- Collect and or direct invoices and receipts to the Treasurer for payment or recording.
- Organize dates for major work projects and set up and advise PHS membership of weekly summer (May-Sept./Oct.) workdays.
- Be available to supervise and/or contribute to the physical gardening activities at the park during pre-planned workdays.
- Be prepared to purchase new plant material or arrange planting of donated materials.
- Observe existing plantings for possible pruning, thinning or removal in order to control the growth.
- Be prepared to use own personal hand tools for necessary work at the park.
- Contact outside commercial companies for work beyond the scope of volunteers.

### **3.13. FLOWER SHOW COMMITTEE**

#### Policies:

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

#### Procedures:

- Update, if necessary, the "Rules and Regulations" criteria included in the year book.
- Create a Schedule of Classes, for all shows, to be included in the current yearbook.
- Obtain judges for the classes and have necessary remunerations available at judging times or as previously arranged with judges
- Set up display tables at designated meetings. Clear tables at end of meetings.
- Have entry tags available for exhibitors and assist them when necessary
- Accompany the judge and make and keep records of entry winners

- Dispense prize monies immediately after the general meeting to those exhibitors showing proof of placement (stickers).
- Promote shows to members in newsletters.

#### **4. ONTARIO HORTICULTURAL SOCIETY**

Attendance at Annual OHA Convention - The 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 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.