



Ontario Horticultural Association Director's Manual

District Number: _____

Please Return to:

Name:

Phone:

e-mail:

Address: _____

Instructions

This is a living document that will always need to be updated as the Ontario Horticultural Association continues to evolve. Please send all specific corrections, edits and additions with the page number to the OHA webmaster. E-mail webmaster@gardenontario.org. For now (2010) the webmaster will maintain the electronic version of this manual and it will be available on the web site. As new pages are issued, please keep your copy of the manual up to date.

Additions to the Director's Manual

Add the following documents to each Section

Section 1

- contact list of O.H.A. Board members
- contact list of your district executive
- contact list of your society executive

Section 3

- your district constitution
- your societies' constitutions

Section 6

- awards booklet
- Remove old material from Section 6 in old binder

Section 8

- Remove the Fact Sheets from Section 8 in old binder and put in this binder

Section 9

- list of speakers
- list of judges
- list of program ideas (when you get them)

Section 10

- Remove the Youth Manual from Section 10 in old binder and put in this binder

Updates:

June 5, 2011

- Section 1, Honouring the Passing of a Past President of the Ontario Horticultural Association
- Section 3, Constitution - Ontario Horticultural Association
- Section 5, Proxy Voting Procedures (revised 5 June 2011)
- Section 5, Proxy Authorization form 1 (revised 5 June 2011)
- Section 5, Proxy Authorization form 2 (revised 5 June 2011)

Hello to all New District Directors.

The Executive and all members of the Board welcome you. We hope you have the same enjoyment from your term as the Directors who have gone before you. We are a friendly, happy (most of the time) group and look forward to getting to know you. We hope you, will soon feel part of the group.

The position of District Director brings with it certain responsibilities. It is an important job since you are the liaison between the Ontario Horticultural Association and its member societies within your District. The Association is dependent on District Directors to be the connecting link, since you will communicate ideas and decisions to your societies as well as bring their concerns to the Board.

District Director is the most important position in the organization. They are the driving force behind the Societies - sparking enthusiasm, which motivates and encourages participation of the members. Your inspiration is reflected at the Board meetings by your participation and enthusiasm. We cannot stress the importance of communication too much. Good communication is the strongest link an organization can have.

A positive, enthusiastic attitude is essential. Get excited about whatever you are talking about. The Board does not necessarily act on ideas, therefore express them as a motion. Have a sense of humour (when things go wrong!) When in doubt, call the President or a fellow Board Member.

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Section 1

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Society president's or advisory board meetings

Recommend:

Three times a year

1. Before District Annual General Meeting
2. After March O.H.A. meeting of Board
3. After October O.H.A. meeting of Board

Formation:

- All districts having reasonable distance for travel should have an advisory meeting.
- Society presidents should be in attendance with the first vice president if feasible.
- District assistants, secretary and treasurer.

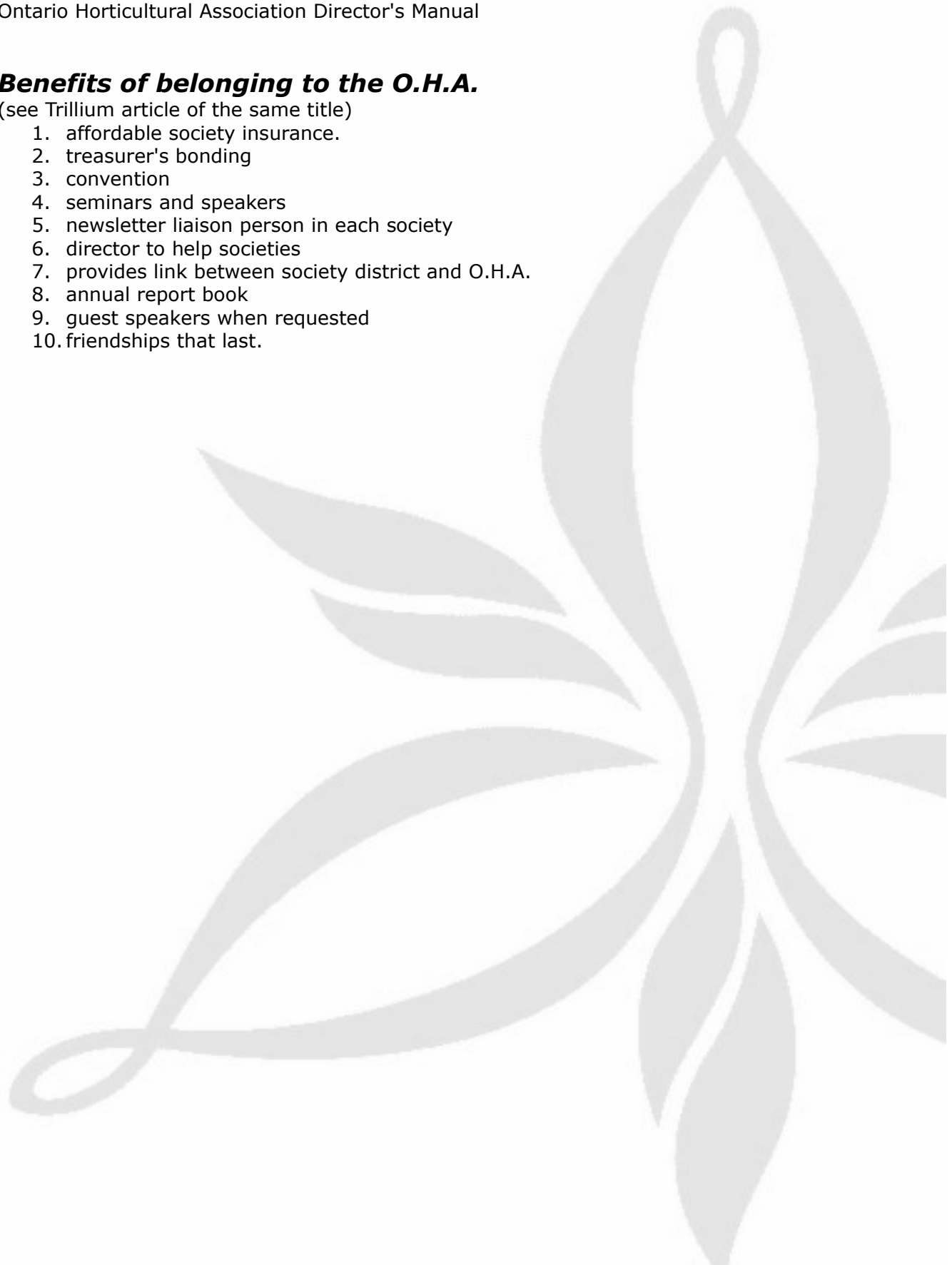
Suggested topics:

- O.H.A. news
- O.H.A. convention in detail, Open discussion
- Upcoming events
- District workshops
- District flower design seminar
- Problems within societies of district
- Training programs
- Joint society meetings

Benefits of belonging to the O.H.A.

(see Trillium article of the same title)

1. affordable society insurance.
2. treasurer's bonding
3. convention
4. seminars and speakers
5. newsletter liaison person in each society
6. director to help societies
7. provides link between society district and O.H.A.
8. annual report book
9. guest speakers when requested
10. friendships that last.



Annual meeting check list

host society
deadline dates
hall rental
date and time
dignitary list and invitations
guest speaker
O.H.A. representative invitation-map-(time allotted to speak)
show list -competition schedule (6 months ahead)
agenda (set by district executive)
budget
publicity
registration

elections
program and seminars
resolutions
notification to societies (4 months ahead)
judges

draw prizes
tickets for draw
hospitality
show ribbons
vendors
sound system
screens-projectors etc.
set-up and clean up
stage area for speakers with podium
table cloths
table centers (plants or flowers)
luncheon arrangements

A.G.M. Sample Agenda

show set-up and receive entries

registration and coffee

welcome by district director

greetings

- from host society
- mayor
- M.P./M.P.P.
- O.H.A. representative

minutes of previous A.G.M. (circulated or read)

business arising from minutes

correspondence

business arising from correspondence

reports:

- secretary
- treasurer
- auditors
- society reports
- O.H.A. Representative
- judges comments

elections and installation

(usually by O.H.A. rep.)

lunch break (view exhibits)

choice of

- guest speaker
- entertainment
- workshops
- flower design demonstrations

show results

other business

adjournment (approximately 3:30)

only a suggested format adjust as suits your district.

AGM PLANNING

(A sample planning guide from District 2)

BOOK YOUR VENUE 1 YEAR IN ADVANCE !!!!

READ THROUGH THIS GUIDE OFTEN TO KEEP YOU ON TRACK

COMMITTEE

1. Establish a committee to organize the event
2. Keep the committee small in order to get everyone at all meetings
3. Responsibilities include Chairperson, Registrar, Vendors, Speakers, Gift bags and Door prizes, Decorations, Volunteers and Signage
4. Your Society Treasurer will be quite involved throughout the planning.
5. KEEP MINUTES of all meetings, circulate before the next meeting and produce an AGENDA for every meeting
6. Plan for meetings every six weeks for 8 months or so.
7. Decide on a theme and how you are going to use it in the event
8. Determine a budget, considering the cost of refreshments, decorations, Speakers,
9. Determine a budget considering the income from registrations, Vendors fees, donations from local businesses
10. Decide how many Vendors can be accommodated and if you will charge them to attend, or ask them to supply door prizes.
11. Determine your minimum number of delegates to have a "break even" event.
12. Determine the date of the event considering holiday weekends, IE Easter, and other events usually held during that month. Traditionally the AGM is held very early in April.
13. Determine where the Club Banners and Photo competition will go in the room
14. Determine how you will get the name tags back at the end of the day

VENUE

Reserve a meeting place which will accommodate approximately 150 - 170 people

Seating at tables for dining and sufficient parking for about 100 cars.

There must also be sufficient room for a morning meeting to accommodate 50 people and a head table of 8 - Advisory Meeting for Society Presidents. This room may also need audio visual equipment, so consult with the District Director.

An area for vendors is also needed; depending on the space this could be in a separate room.

The space for the speakers and the AGM should have audio visual equipment available for slide shows, microphones for speakers.

LUNCH & REFRESHMENTS

Depending on the venue, book your lunch in advance. All halls have restrictions regarding food, so learn as much as you can in this regard. Prices vary a lot, but try to keep the price of food to 3/5 of your registration costs.

Consider the following issues for serving lunch

Coffee and muffins in the morning as part of the catering or supplied by the host society?

Buffet or box lunches - what's most practical and available in your town, city

Is water available during the day?

Can you avoid Styrofoam and plastic plates and utensils?

Invite the Speakers and OHA guest to get their lunch first.

Reserve seating for the Speakers and the OHA guest along with some members from your society.

DECORATIONS

- Determine how your theme will be reflected in the decorations.
- Will each society be asked to bring a table decoration to reflect the theme?
- How much of your budget is to be used on decorations
- Determine if you will give out a gift bag, and what will go in it (this is a lot of effort and can be costly if you don't get donations, also, as registration increases, so does you need for more gift bags very near to the time of the event)

SIGNAGE

- The District has some wooden signs that circulate from host Society to the next Host society. But these rarely are enough.
- Determine what additional signs you need and project a cost for this
- Design signs for the interior of the building to direct delegates to the Main hall, Vendor Areas, Lunch Room, AGM meeting room, and Washrooms.

REGISTRATION

- The Registrar SHOULD NOT be the Chair person. It's too big a job so late in the planning.
- Design a registration package consistent with your theme
- Have someone edit each page so that there are no errors
- Include in the registration package
 - Letter inviting delegates to attend with highlights of the day mentioning that copies are available on the District web site.
 - Map of how to get to the venue
 - Registration sheet including mailing address and last date to register, a reminder to SEND ONE CHEQUE FROM THE SOCIETY TO COVER THE TOTAL OF THOSE REGISTERED.
 - An outline of the day
- Determine the cost of registration – 2009 and 2010 was \$25.
- Determine when the package will be mailed out (Jan 5th for event in April)
- Send an electronic copy of the package to the DD for posting on the web.
- Determine the last date to register. This should be at least 2 weeks before the event and close to the end of a month to allow all Societies to have a meeting before they send in the registration. (Expect many e-mails and phone calls regarding added names of people who were not able to register with the others. – away on holidays, not at meeting etc.)
- The Registrar should pick up the mail, keep track of numbers, and make name tags
- Keep track of those who do not register but will be there for lunch like speakers, guests
- The OHA has a representative who will run the election; this person's registration is paid for by the District.
- The District has a box with plastic name tags on neck strings that circulates from one host society to the next.
- Keep a list of all Societies invited in order to ensure that you receive a response from all

SPEAKERS

- Make a list of possible speakers, and how they will support your theme
- Determine your budget for speakers
- Contact the speakers and ask if they are available and the cost of a presentation (45 min to 1 hr)
- Send a confirmation letter to the Speakers with details of their part in the day.
- Do not charge the speakers for their lunch.

- Collect Biographical information and determine who will introduce them
- Ensure that there is seating for them in the meeting room

VOLUNTEERS

- Make a list of jobs on the day of the event and solicit people for the jobs.
- Greeting at the door, introducing speakers, thanking speakers,
- Helping delegates to set up Banners
- Help with the Photo competition
- Help distribute the gift bags if you are giving them out.
- Assign a person to accompany the OHA representative for the day. Lunch companion, general friend to assure they have a good experience.

VENUE SET UP

- Determine how your venue will be set up and how many people will that take or if set up is part of the cost of the venue.
- You'll need tables for the Vendors, registration, refreshments, door prizes

DISTRICT COUNCIL ADVISORY MEETING

- A room is needed in the morning from 9:30 – 12 for the District Advisory Council meeting. This consists of the District Director, Treasurer, and Assistant Directors as well as Presidents and Secretaries from all Societies in the District.
- A head table for 8 is needed and seating with tables for another 44.
- A table for the 22 Society yearbooks is also needed.

CONTACT WITH THE DISTRICT DIRECTOR

- Keep the District Director (DD) informed of your plans and progress.
- Ask the DD to supply an AGM Agenda for distribution on the morning of the event. Note that the DD chairs both the morning District Advisory Meeting and the Annual General Meeting so is responsible for Agendas for both of these.
- Request that the DD supply you with a current list of Society Addresses and Presidents names for use in mailing out Registration Packages. This list may not be accurate, since elections in some Societies happen during January and contact names and numbers change at that time.
- Inform the DD who will be introducing the speaker in the afternoon after the AGM.

Other tips.

- Collect all the paper work from a previous event to help you with details.
- Make available a SCHEDULE OF THE DAY at the Registration Desk for people who did not get one through their Society.
- Inform the District Director how many copies of the AGM AGENDA are needed for the meeting.

Installation Ceremony - District

It is a my privilege to install the Officers of District__ for the year ____ . As your names are called will you please come forward.

District Director

_____, you have been duly elected to the position of District Director of District__ by delegates from the Societies within your District. Yours is the responsibility of leadership within the District, and will preside at all meetings of the District Executive and of the Advisory Board/Presidents' meetings.

You will be the liaison between the Societies within the District and the Ontario Horticultural Association, and will represent your District as a member of the Board of Directors of Ontario Horticultural Association. You are charged with the responsibility of keeping your Societies informed of all pertinent information arising from Board meetings and helping them in any way possible.

Your leadership within the District will ensure the friendly interaction and co-operation between Societies.

Do you accept this responsibility?

I Do.

Assistant District Directors

You have been elected by your peers to fill the positions of Assistant District Director. Your responsibility will be to assist the District Director in every way possible. Should the District Director be unable, for any reason, to preside at society or other meetings, you may be asked to take his/her place. Co-operation between Assistant Directors and other members of the Executive is most important to the smooth operation of the District.

Do you accept this responsibility?

I Do.

Secretary

As Secretary, you shall keep an accurate record of the proceedings of all meetings, both of the District and of the Executive. You shall prepare an abstract of the minutes and shall read same at the next meeting. It shall be your duty to receive and dispatch all correspondence of the District promptly and efficiently, to send all notices of meetings in advance and to co-operate with other members of the Executive at all times.

Do you accept this responsibility?

I Do.

Treasurer

Ontario Horticultural Association Director's Manual

As Treasurer, you shall receive and collect all monies due to the District, issue receipts, keep accurate accounts, pay all bills and be a signing party for all cheques.

Do you accept this responsibility?

I Do.



Installation Ceremony - Society

It is my happy privilege to install the officers of (name of society) for the year ____ As your names are called will you please come forward

Immediate Past President:

As the president of the (name of society), you contributed greatly to its success. Now as past president, and a member of the executive, your knowledge and expertise will still be of immense help to the society. We know that you will always be available to advise and assist your successor in every way possible and we extend our many thanks for your past leadership.

President:

You have been chosen to hold the highest office in this society. As president, yours is the responsibility to preside at all meetings of the society and of the executive) and to be a member ex-officio of all committees. On you rests the future of the society and the hopes and aims of its members. Only through your leadership and inspiration and the spirit of co-operation that you generate with your executive can the full potential of your society be attained and maintained .

Do you accept this responsibility?

I Do.

First Vice-President:

It is your duty in the absence of the President to preside at the meetings of the society and executive, to assist the president in every way possible and to co-operate with the other members of the executive for the benefit of the society at all times.

Do you accept this responsibility?

I Do.

Second Vice-President:

You will serve as second vice-president and must adhere to all conditions of this position, assisting your president and first vice-president. You have taken the first step towards the role of leader of the society.

Do you accept this responsibility?

I Do.

Secretary

As secretary you shall keep an accurate record of the proceedings of all meetings, both of the society and of the executive. You shall prepare an abstract of the minutes and shall read same at the regular meetings. It shall be your duty to receive and dispatch all correspondence of the society promptly and efficiently) to send notice to all society members and to co-operate with other members of the executive. At your fingertips you have the pulse-beat of the society.

Do you accept this responsibility?

I Do.

Treasurer:

As Treasurer, you shall receive and collect all monies due the society, issue receipts, keep accurate accounts, pay all bills and with the president, sign cheques necessary to that end.

Do you promise to carry out these duties to the best of your ability?

I Do.

Directors :

While the primary officers carry the bulk of the load, you hold a very important position. The complete success of your society depends on the way that you, in various capacities, fulfill your duties.

Do you promise to carry out these duties to the best of your ability?

I Do.

General Membership:

Will all the present members of the society please stand.

Members of the (name of society), you too have your responsibilities. Your offices and directors alone cannot make your society strong. The society is no stronger than its individual members. The measure of the lasting effectiveness of this society's work is the measure of every member's willingness to give themselves to that work.

Members, do you pledge your full support to your society and the officers now duly installed for the year_____.

We Do.

INSTALLATION OF OFFICERS - Alternative

Will the Executive and Directors please come forward?

Will the President, 1st Vice, 2nd Vice and Past President please step forward:

As we begin a New Year 2011 – in the work of the _____ HORTICULTURAL SOCIETY, it is fitting that we should consider the objectives of your group.

Your Society has played an important part in beautifying and caring for your community – in many ways that relate to horticulture – offering learning and participation opportunities to members and friends. You are now offering yourselves for service within the community and to promote the objectives of the Ontario Horticultural Association.

Do you accept these objectives and the associated responsibilities of your office?

Will the other members of the Executive please step forward?

As the elected officers of the _____ HORTICULTURAL SOCIETY, please accept the privileges, responsibilities and duties conferred upon you by the office to which you have been elected.

Do you accept the responsibilities and duties associated with your offices?

Will the other members of this society please stand.

To you the members of the _____ HORTICULTURAL SOCIETY, you have chosen your officers and they have accepted their responsibility. They have their part, equally, you have yours. They depend on your support, encouragement and co-operation. By working together, you will have another successful year.

I declare you installed in your various offices with my best wishes for the coming year.

Ladies and Gentlemen, your executive for the year 2011.

(Recognize outgoing president, members who are no longer on the Board)

Honouring the Passing of a Past President of the Ontario Horticultural Association

Procedure that we have been following for a number of years.

The Ontario Horticultural Association plants a memorial tree for a Past President who has died. It is planted in the Presidents' Memorial Oak Grove located at the Guelph Arboretum or at another public place designated by the family. The OHA has asked the Past Presidents Council to organize this.

The Past President's Council appoints a Master of Ceremonies who will have people in place who will be contributing to the service. If the tree is being planted at Guelph, the family will be asked if they have a preference for a particular oak species. If the tree is planted locally, the family is given the choice of any tree to be planted. The Past Presidents' council will also have a dedication plaque ready at the time of the ceremony. This dedication ceremony should take place in the Spring or Fall. If the tree is being planted locally, the District Director should be in charge of the arrangements.

The family, the OHA Executive, all the Past Presidents, and the members of the District along with any others deemed appropriate should be notified by the Master of Ceremonies of the dedication ceremony.

The funding of the tree and plaque is at the discretion of the OHA.

At the beginning of the "In Memoriam" part of the programme at the convention, special mention should be made of the death of the Past President and the year they were President.

The Past Presidents Council has also volunteered to make everyone aware of the death of the Past President in the next issue of the O.H.A. newsletter with a notice or article.

New Initiative adopted at Liisa Wolfgram's Memorial Service.

A signed certificate framed with plain brown wood with an easel backing was displayed at Liisa Wolfgram's Memorial Service instead of sending a floral tribute.

John Sellers has kept a plain copy (a pdf file) of the certificate so that it can be used in the future, needing only someone to add the appropriate name in italic Times New Roman script before printing it out.

This served to show people at the service what is done by the OHA to honour its past Presidents.

If this meets with your approval, we need to decide where the copy should be kept and these instructions put in the Officers' and District Directors' Manual.

Vickie – March, 2011.

Calendar of Society activities for the OHA and District

Sample from District 2

August/September

OHA Dues and Liability Insurance

Society treasurer: Pay OHA dues & liability insurance payment. Dues are based on the number of members listed on the Society Annual Report submitted the previous February. Liability Insurance is a flat rate. The OHA treasurer will send an invoice.

Deadline: December 1

Send to: OHA Treasurer

Society Board meeting: Discuss items for the district advisory council meeting and forward items for the agenda to the District secretary. Discuss any nominations from your Society for the district service award. See the OHA award book for criteria.

October

Society president and secretary to attend the the district Fall Advisory Council meeting.

District service award

Previously submitted nominations stay on file.

Deadline: October 31

Send to: District director

December

Societies: Mail the application for the \$100 tree grant to the OHA secretary in order to arrive on Jan 1. The grant can be applied for once every 3 years. Encourage members to enter OHA competitions; see GardenOntario.org for details.

Yearbook / newsletter: publish details of the OHA convention, competitions and District AGM.

January

Treasurer Letter of credit agreement

Treasurer's position must be secured and this security must be completed annually as required by Horticultural Societies Act.

Deadline: January 1

Send to: OHA Treasurer using forms sent by the OHA.

Societies: During January prepare the Horticultural Society Return, Horticultural Society Information Sheet, Society Activity Report, Society events for the year and volunteer hours form. see: http://www.omafra.gov.on.ca/english/rural/returns/hort_society_return.htm

Society Board meeting: decide on nominations for OHA awards, nominations for the OHA executive and any motions for the OHA convention.

Society Budget: Budget available funds to support delegates from your Society to attend the OHA convention and District AGM.

Web site: Check that your Society web site is up to date and that events are listed on the OHA event calendar.

February

Society Reporting requirements to the Ontario Ministry of Agriculture and Food (OMAFRA)

By February 1 st each every society is to provide OMAFRA with a written report including:

- (a) "A copy of the audited financial statement;
- (b) A statement of the number of current members;
- (c) A list of the directors and officers of the organization and their addresses; and
- (d) A copy of the annual report submitted at the annual meeting." (if applicable)

See: http://www.omafra.gov.on.ca/english/rural/returns/hort_society_return.htm

1. Horticultural Society Return

Required by OMAFRA in order to remain incorporated under Horticultural Act. This is the report that determines the grant!

Deadline: February 1

Send to: Ontario Ministry of Agriculture, Food and Rural Affairs District Office assigned to the District. The address will be on the instruction sheet that comes with the form.

2. Horticultural Society Information Sheet

This form determines number of voting delegates for OHA Convention. It is needed by the OHA to determine dues and voting delegates at the convention.

Deadline: February 1

Send to: District Director. The DD forwards sections A, B & C to the OHA secretary by 7 February.

3. Society Activity Report

This report is used to prepare the annual OHA and District reports. It is needed by District Director to prepare the District Annual Report.

Deadline: February 1

Send to: District director

4. Society events for the current year

Form of report: if all events have been entered on the GardenOntario website, send a link to the

web page. Otherwise, send a list of events.

Deadline: February 1

Send to: District director

5. Volunteer hours

Needed for the OHA annual report

Deadline: February 1

Send to: District Director

Nominations for Awards at the OHA Convention

Consult the awards booklet (in the OHA Society binder or on the web site)

Deadline: February 28

Send to: OHA Secretary

Nominations for OHA executive

Deadline: February 28

Send to: OHA Secretary

OHA Special Projects Grant

Deadline: February 28

Send to: OHA Secretary

February Society Board meeting: Make any nominations for the District executive and forward them to the Past district director. Discuss items for the district advisory council meeting and forward items for the agenda to the District secretary. Plan to encourage society members to attend the District AGM.

March

District Photo Competition

Deadline: March 31

Send to: Photo competition chair

Society Board Meeting: Discuss hosting the District 2 AGM if it's your area's turn. Discuss hosting the Fall advisory council or the District 2 summer / fall show.

Society treasurer: Pay district dues as per the invoice sent by the District Treasurer. Dues are based on number of members listed on Society information form submitted previous February.

Deadline: April 1

Send to: District Treasurer

April

District Dues

Deadline: April 1
Send to: District Treasurer

District AGM

Presidents and secretaries (or their alternates) attend the district advisory council meeting. Observers are welcome but are asked to RSVP with the District secretary to ensure enough seats are present. All members are encouraged to attend and support the AGM.

May

Submit entries to the OHA Convention Competitions. See gardenOntario.org for details.

Societies inform members of the categories for the district photo competition.

July/August

Attend OHA convention.

Section 2 – Annual Reporting

Information and forms in this section change each year. Check <http://www.omafra.gov.on.ca/> for the latest forms and checklists.

- Annual Return Forms Information
- Completing the Annual Return Fact Sheet
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- Treasurer letter of credit agreement

OUT WITH THE OLD AND IN WITH THE NEW

TREASURER POSITION BOND OF INDEMNITY

As a result of inquiries made by some OHA members, the services of solicitors were retained to review and possibly overhaul the previous Treasurer Position Bond of Indemnity system. As a result of the legal advice received a new system for treasurer security has been launched.

OMAFRA regulations:

Section 12 of the *Horticultural Act* obliges the board of every Society to require the Treasurer or Secretary-Treasurer to give security against loss. The section reads as follows:

12. (1) *Every board shall require the Treasurer or Secretary-Treasurer to give security to cover against any loss of the funds of the organization.*
- (2) *Every board shall, in each year, inquire into the sufficiency of the security.*
- (3) *If the security is insufficient, each director of the board is personally liable for any loss suffered by the organization thereby.*

TREASURER LETTER OF CREDIT AGREEMENT

Under the new system, any society in good standing with the OHA will, upon submission of the signed Letter of Credit Agreement and the appropriate fee, be issued a Standby Letter of Credit Agreement covering the calendar year applied for.

The Standby Letter of Credit Agreement will now allow the OHA, upon completion and submission of a signed Certificate of Loss, to pay the society for any loss it suffers at the hands of its treasurer up to the maximum of the amount of coverage applied for in the Letter of Credit Agreement. These funds will be paid from the restricted funds set aside for the treasurer bonding program.

The OHA will have recourse against the treasurer directly for any funds paid to the society under the Certificate of Loss.

The OHA board of directors have worked very hard to develop a system that will allow its member societies to comply with OMAFRA regulations and protect the societies against financial loss. This is another indication of the ongoing commitment of the OHA in serving its member societies.

Sharon Hill
OHA Treasurer

**COMPLETING AND SUBMITTING THE
SOCIETY TREASURER
LETTER OF CREDIT AGREEMENT***

- Complete the Letter of Credit Agreement by **filling in your name as the Treasurer, your address, and the Society name** where indicated.
- Enter the appropriate **coverage** from the drop-down list
- Enter the appropriate **fee** for the coverage you have chosen, also in a drop-down list, and calculated as follows:

COVERAGE	FEE PAYABLE
3,000	0.00
6,000	12.00
7,000	16.00
8,000	20.00
9,000	24.00
10,000	28.00
11,000	32.00
12,000	36.00
13,000	40.00
14,000	44.00
15,000	48.00

- **Date** the form
- Both the president and Treasurer of the Society must **sign** the form where indicated.
- **Mail the original** signed form and the appropriate fee to:

Sharon Hill, OHA Treasurer P.O. Box 595, Bracebridge, ON P1L 1T8

Your cheque should be made payable to the Ontario Horticultural Association

- Your society will receive an **Irrevocable Standby Letter of Credit** signed by representatives of the OHA providing protection to your society until December 31st, 2010.

Should you require assistance, please do not hesitate to contact me:

Sharon Hill 705-645-3552 (phone/fax) or treasurer@gardenontario.org

* This document replaces the old Treasurer Position Bond of Indemnity Form

LETTER OF CREDIT AGREEMENT

BETWEEN:

ONTARIO HORTICULTURAL ASSOCIATION

(hereinafter called the "Association")

AND

**Your name and address, TREASURER OF THE
Society name HORTICULTURAL SOCIETY**

(hereinafter called the "Applicant")

WHEREAS, the Applicant has pledged to perform the duties of Treasurer of the Society Name Horticultural Society faithfully, honestly and diligently.

AND WHEREAS, the *Agricultural and Horticultural Organizations Act*, R.S.O. 1990, Chapter A.9 obliges the board of directors of every horticultural society to require the treasurer or secretary-treasurer of the society to give security to cover against any loss of the funds of the society.

IN CONSIDERATION of the Association issuing an irrevocable letter of credit to the Society Name Horticultural Society (hereinafter called the "Beneficiary") in the amount of \$ coverage amount as security to cover against any loss of funds of the Beneficiary, the Applicant hereby agrees with the Association as follows:

1. The Applicant shall pay to the Association the amount of \$ fee payable as its fees for issuing the letter of credit.
2. The Association is hereby irrevocably authorized and directed to pay forthwith any drawing purporting to be made by the Beneficiary up to the maximum amount specified in the letter of credit. The Association may effect such payment without reference to, confirmation of or verification by the Applicant, it being expressly agreed that any demand as aforesaid shall be, as between the Applicant and the Association, the Association's irrevocable and sufficient authority for making payment under the letter of credit.
3. The Applicant agrees, forthwith upon demand, to provide the Association with funds to meet all drawings that the Association is to pay under the letter of credit or to reimburse the Association for each drawing that the Association has paid under the letter of credit.
4. The Applicant hereby indemnifies and agrees to hold the Association harmless from all losses, damages, costs, demands, claims, expenses and other consequences which the Association may incur, sustain or suffer, other than pursuant to its own gross negligence or willful misconduct, as a result of issuing or amending the letter of credit or enforcing or protecting the provisions hereof, including without limitation legal and other professional expenses reasonably incurred by the Association and whether incurred in defending any action brought against the Association to compel payment under the letter of credit or to restrain the Association from making payment thereunder in any proceedings brought by or on behalf of a Beneficiary or the Applicant, or in any proceedings brought by the Association against the Applicant.

DATED this day day of month, 2010.

ONTARIO HORTICULTURAL ASSOCIATION

Per: _____

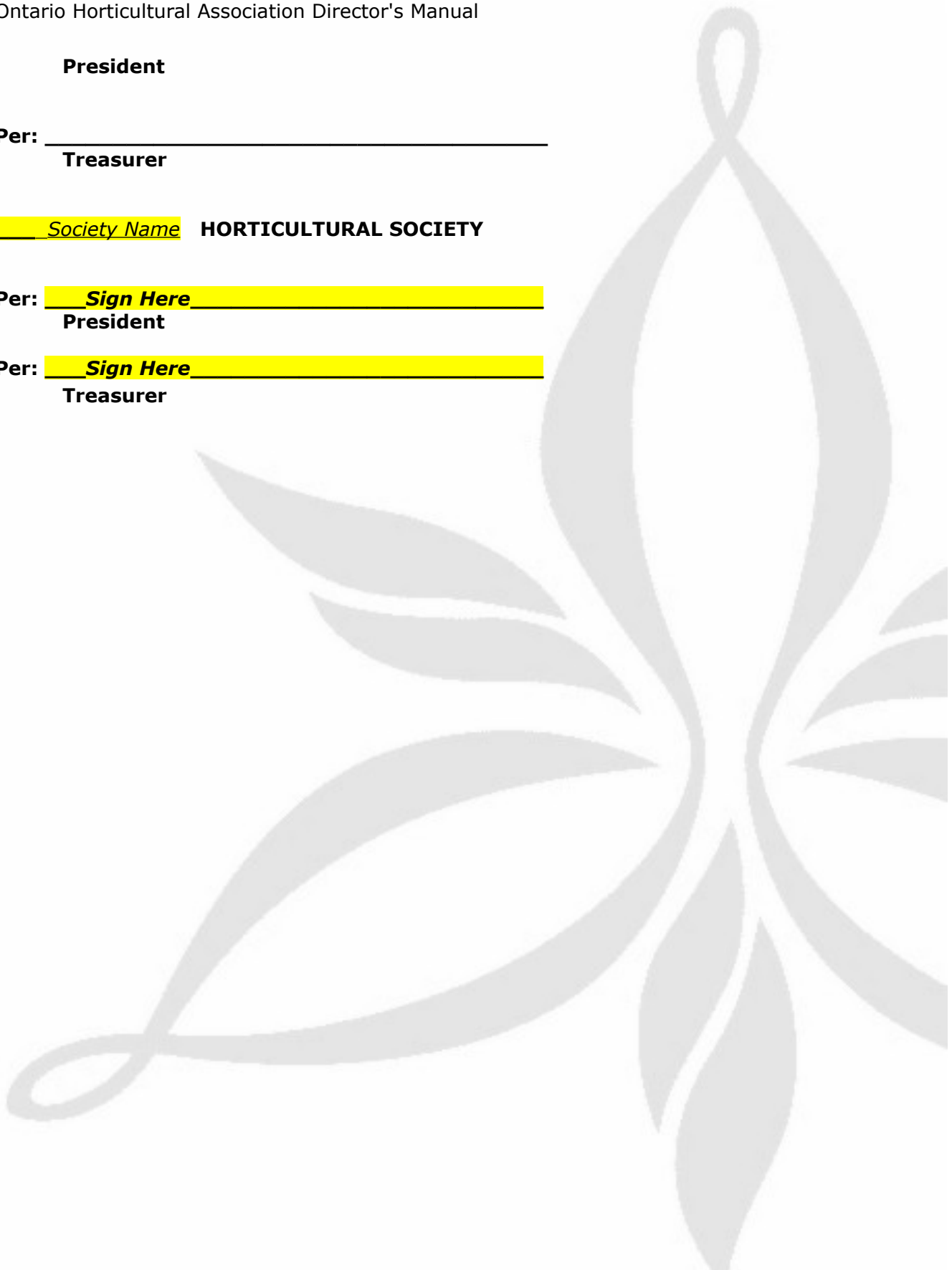
President

Per: _____
Treasurer

Society Name **HORTICULTURAL SOCIETY**

Per: Sign Here
President

Per: Sign Here
Treasurer



LETTER OF CREDIT AGREEMENT

BETWEEN:

ONTARIO HORTICULTURAL ASSOCIATION

(hereinafter called the "Association")

AND

□□□□, □□□□ **TREASURER OF THE**
□□□□ **HORTICULTURAL SOCIETY**

(hereinafter called the "Applicant")

WHEREAS, the Applicant has pledged to perform the duties of Treasurer of the □□□□_ Horticultural Society faithfully, honestly and diligently.

AND WHEREAS, the *Agricultural and Horticultural Organizations Act*, R.S.O. 1990, Chapter A.9 obliges the board of directors of every horticultural society to require the treasurer or secretary-treasurer of the society to give security to cover against any loss of the funds of the society.

IN CONSIDERATION of the Association issuing an irrevocable letter of credit to the _□□□□_ Horticultural Society (hereinafter called the "Beneficiary") in the amount of _ _ as security to cover against any loss of funds of the Beneficiary, the Applicant hereby agrees with the Association as follows:

1. The Applicant shall pay to the Association the amount of \$ _ as its fees for issuing the letter of credit.
2. The Association is hereby irrevocably authorized and directed to pay forthwith any drawing purporting to be made by the Beneficiary up to the maximum amount specified in the letter of credit. The Association may effect such payment without reference to, confirmation of or verification by the Applicant, it being expressly agreed that any demand as aforesaid shall be, as between the Applicant and the Association, the Association's irrevocable and sufficient authority for making payment under the letter of credit.
3. The Applicant agrees, forthwith upon demand, to provide the Association with funds to meet all drawings that the Association is to pay under the letter of credit or to reimburse the Association for each drawing that the Association has paid under the letter of credit.
4. The Applicant hereby indemnifies and agrees to hold the Association harmless from all losses, damages, costs, demands, claims, expenses and other consequences which the Association may incur, sustain or suffer, other than pursuant to its own gross negligence or willful misconduct, as a result of issuing or amending the letter of credit or enforcing or protecting the provisions hereof, including without limitation legal and other professional expenses reasonably incurred by the Association and whether incurred in defending any action brought against the Association to compel payment under the letter of credit or to restrain the Association from making payment thereunder in any proceedings brought by or on behalf of a Beneficiary or the Applicant, or in any proceedings brought by the Association against the Applicant.

DATED this _□□_ day of □□□□, 2010.

ONTARIO HORTICULTURAL ASSOCIATION

Per: _____

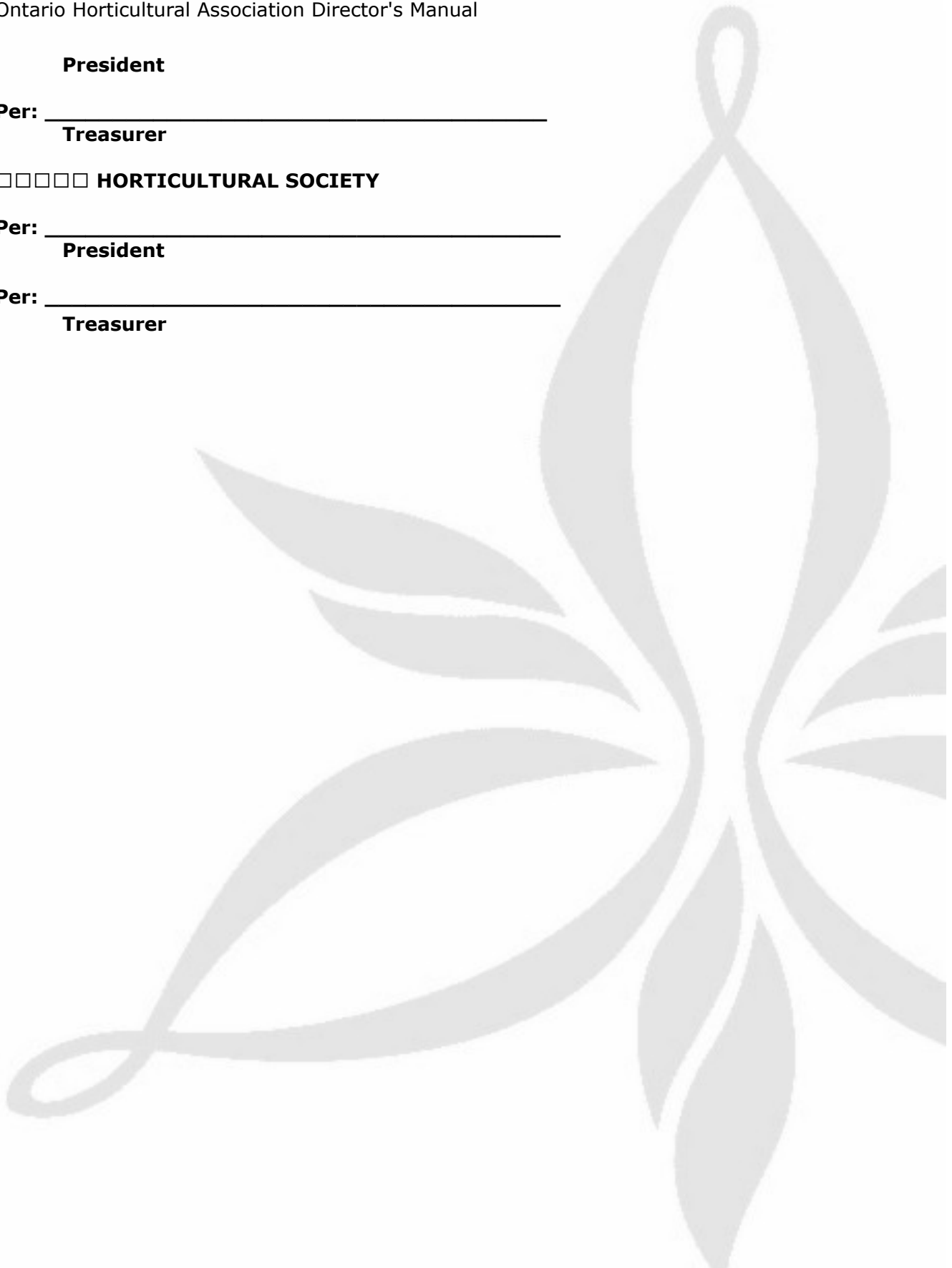
President

Per: _____
Treasurer

HORTICULTURAL SOCIETY

Per: _____
President

Per: _____
Treasurer



Section 3 – Governance

Bill.66 - An Act respecting Agricultural and Horticultural Organizations

<http://www.gardenontario.org/abo/law.php>



Constitution - Ontario Horticultural Association

<http://www.gardenontario.org/abo/cons.php>

ONTARIO HORTICULTURAL ASSOCIATION CONSTITUTION

Article I NAME

The name of the Association shall be the Ontario Horticultural Association, hereinafter referred to as the *Association*.

Article II MISSION

The mission of the Association shall be to provide leadership and assist in the promotion of education and interest in all areas of horticulture and related environmental issues in Ontario, through an expanding network of horticultural societies dedicated to the beautification of their communities, as outlined in Article 36 of the *Agricultural and Horticultural Organizations Act*, R.S.O. 1990, Chapter A.9, hereinafter called the *Act*.

Article III ORGANIZATION

The Association shall be a charitable, 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 in 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 Association shall be open to horticultural societies duly incorporated under the *Act*, and related organizations that support the mission of the Association. The classes of membership and their terms of reference shall be as provided in the By-Laws of the Association.

Article VI ADMINISTRATION

The Societies in the Association shall be organized into geographical regional districts. The boundaries of a district and the allocation of societies in each shall be as provided in the By-Laws of the Association. A Board of Directors shall be elected by the members in accordance with the *Act*. The terms of reference for election/appointment and the duties to be performed by Directors and Officers shall be as provided in the By-Laws of the Association. There shall be a Past Presidents' Council consisting of former Presidents of the Association.

Article VII AMENDMENTS

The Constitution may be amended or revoked provided that the changes are approved by a two-thirds majority of the votes 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 Association Secretary at least 90 days in advance of the meeting, and all societies notified within 60 days. Any member of a society may submit such a notice of motion.

Revised August 13, 2006 - on the occasion of the Association's Centennial convention held in Ottawa.

A signed and sealed copy resides in the permanent records of the Association.

ONTARIO HORTICULTURAL ASSOCIATION
BY-LAWS

By-Law 1 INTERPRETATION

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

1. "Act" 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. "Association" means the Ontario Horticultural Association;
3. "Audit" means an examination of books and records by a qualified Auditor;
4. "Auditor" is an individual or individuals who are qualified Chartered Accountants, and who are therefore qualified to conduct an audit of the books and records of the Association in accordance with Canadian generally accepted accounting principles.
5. "Board" means the Board of Directors of the Association;
6. "District" refers to a group of societies designated by the Association as a geographic entity within the Province;
7. "Financial Reviews" are conducted by independent, objective and knowledgeable persons at least once a year, in accordance with generally accepted accounting principles. To meet the requirements of the Act, a financial review is considered a sufficient audit for societies and districts.
8. "Horticultural Society" or "Society" means Horticultural Society, Garden Club or Garden and Horticultural Society incorporated under the Act.
9. "Member" shall be any organization 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 or 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 body is their ex officio, but has the right to vote. (10/9)

By-Law 2 HEAD OFFICE

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

By-Law 3 CORPORATE SEAL

The seal, an impression of which is stamped in the margin hereto, shall be the corporate seal of the Association.

By-Law 4 MEMBERSHIP

Membership in the Association shall consist of the following classes: member, associate, and partner. The Board of Directors may establish other membership categories, provided that the membership category is subsequently ratified by the general membership.

4.1 Member: Membership shall be open to any horticultural society incorporated under the Agricultural and Horticultural Organizations Act, hereinafter called the Act.

An annual fee shall be assessed each member on a per capita basis. The Board of Directors shall recommend the fee, for ratification at a general meeting of the membership. The Secretary shall notify societies of any proposed change in fees at least 90 days prior to a general meeting.

4.2 Associate: Associate membership shall be open to organizations that meet the requirements of the following:

- a) Article 36 of the Act.
- b) Association regulations as from time to time determined.

Ontario Horticultural Association Director's Manual

The Board of Directors must approve associate membership. Associate members shall have such privileges of membership as the Board shall determine.

The Board of Directors shall determine the fee for Associate organizations.

4.3 Partners: Membership shall be open to allied horticultural organizations. Partners may receive communications and attend District and Annual Meetings, but do not have voting rights. The Board of Directors must approve partners. The Board of Directors shall recommend the annual fee for Partners, for ratification at a general meeting of the membership.

By-Law 5 ADMINISTRATION

5.1 The BOARD OF DIRECTORS shall consist of the Officers of the Association, together with the Directors, and a member of the Past Presidents' Council.

5.2 The OFFICERS of the Association shall be the President, Immediate Past President, 1st Vice President, 2nd Vice-President, Secretary and Treasurer.

5.3 The Officers of the Association shall transact the business of the Association between meetings of the Board.

5.4 Past Presidents of the Association shall form the PAST PRESIDENTS' COUNCIL, a member of which shall become a Director of the Association.

5.5 The EXECUTIVE COUNCIL shall consist of the Officers of the Association, two Directors appointed from and by the Board from different regions of the Province, the District Director hosting the upcoming convention, and a member of the Past Presidents' Council.

5.6 All Officers shall serve for a one-year term, unless re-elected or re-appointed.

5.7 Vacancies on the Executive Council shall be filled by appointment by the Board of Directors.

5.8 Elected by the Districts, Directors become members of the Association's Board of Directors. District Directors take office in the Association as of the date of election by their Districts. Directors are elected annually and may be re-elected for a maximum of five years. An additional one-year of service is acceptable in extreme circumstances. District Directors are formally introduced as members of the Association's Board of Directors at the Association's Annual General Meeting. A retiring District Director shall attend the pre-convention Board meeting and the Convention at the expense of the Association.

5.9 The Board of Directors may empower the Executive Council to act with the full authority of the Board.

5.10 The Board of Directors shall meet at least three times each year.

5.11 The Executive Council shall meet at the call of the President, or any three of its members.

By-Law 6 ELECTION/APPOINTMENT OF OFFICERS AND AUDITOR

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

6.2 An Auditor(s) 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 Association Secretary, who shall forward them to the Committee Chair. A Report of the Nominating Committee shall be submitted to member societies 60 days prior to the Annual Meeting. The Chair of the Nominating Committee 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 past or present director, having served on the Board for at least two years, or a past or present holder of an executive position on the Board.

6.5 A nomination must include the following information:

1. Name of the Office and the nominee

Ontario Horticultural Association Director's Manual

2. A signed statement of the nominee's acceptance
 3. A brief outline of the experience and qualifications of the nominee
 4. A nomination must be proposed and seconded by current executives of a member society
- 6.5 The candidate receiving a simple majority vote in a secret ballot shall be declared the winner. The election shall be carried out according to Association regulations.

6.7 A serving Director who is elected to provincial office shall give up the directorship, and the District affected shall replace him within ninety days at a district general meeting called for that purpose. (10/1)

6.8 For an Officer of OHA 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. (10/2)

By-Law 7. DUTIES OF OFFICERS AND DIRECTORS

7.1 President. The President, as Chief Executive Officer, shall be responsible for the general management and direction of the business and affairs of the Association, and perform duties incident to the office and those prescribed from time to time by the Executive Council and the Board of Directors. The President shall be a member of all Committees, ex-officio. The President or designate shall preside at all meetings of the Executive Council, Board of Directors and meetings of members.

7.2 Past President. The immediate Past President shall advise and assist the President in the performance of his/her duties, as necessary.

7.3 First and Second Vice-Presidents. It shall be the duty of the Vice Presidents to assist the President where needed.

7.4 Secretary. The Secretary shall attend all meetings of the Association and keep correct minutes, conduct the correspondence of the Association, and perform such other duties as may from time to time be prescribed by the Board. The Secretary has a voice but no vote.

7.5 Treasurer. The Treasurer shall receive and account annually, or as often as may be required by the Board and applicable government authorities, for all monies, bonds and other securities belonging to the Association, which shall be invested in accordance with the direction of the Finance Committee. All books and records of the Association shall be audited at the end of the fiscal year. The Treasurer shall submit all invoices for payment to the Secretary who shall sign them for approval of payment. The Treasurer has a voice but no vote.

7.6 Directors. Directors are expected to attend all Board meetings, serve on committees and may be appointed to represent the Association on other Boards. If a Director is unable to attend an Association Board meeting, they are required to send a competent individual from their District Executive to the meeting.

By-Law 8 COMMITTEES

In addition to the Nominating Committee [By-Law 6.3]. other standing committees shall be named as follows:

8.1 Finance. The Finance Committee, chaired by the Treasurer, and consisting of the Officers of the Association, shall be responsible for the preparation of the recommended annual budget of the Association, for approval by the Board at its Fall Board meeting. It is imperative that the Treasurer present an initial budget proposal to the Board at its pre-convention meeting so that any questions which might arise on the floor of the convention can be answered.

8.2 Awards. The Awards Committee, chaired by the President, and consisting of the Officers of the Association, and the Chair of the Past Presidents' Council, shall select award winners in recognition of their outstanding work in the pursuance of the objectives of the Association. Regulations for the presentation of awards are presented in a separate Awards document.

8.3 Standing Committees. Such other Standing Committees as identified by the Board of Directors shall be named. All Standing Committees are accountable to the Board, which shall define the membership, budget and responsibilities of each committee.

8.4 Ad Hoc Committees. The Board may establish Ad Hoc committees from time to time in order to conduct its business more effectively. All Ad Hoc Committees are accountable to the Board, which shall define the membership, budget and responsibilities of each committee.

By-Law 9 FISCAL YEAR AND MEMBERSHIP YEAR

9.1 The fiscal year of the Association shall be from January 1st to December 31st.

9.2 The membership year shall be from January 1st to December 31st.

By-Law 10 QUORUMS AND VOTING

10.1 A quorum for meetings of the Executive Council shall be 50% plus one of the voting members. At all meetings of the Council, every question shall be decided by a majority vote. In case of a tie, the Chair shall cast the deciding vote.

10.2 A quorum for meetings of the Board of Directors shall be twelve. At all meetings of the Board, every question shall be decided by a majority vote. In case of a tie, the Chair of the meeting shall cast the deciding vote.

10.3 At the Annual General Meeting or any special general meeting of the Association, 100 delegates representing at least 50 member societies shall constitute a quorum.

By-Law 11 ANNUAL GENERAL MEETING

11.1 The Annual General Meeting shall be held at such time and place as the Board of Directors may decide for the purpose of allowing delegates to review the work of the year, prepare policy, approve the audited financial report, elect officers and auditor, and conduct such other business deemed necessary. All members shall be notified at least 60 days in advance of general meetings and invited to send delegates.

11.2 Each society shall be entitled to two voting delegates; any society having membership exceeding one hundred, shall be entitled to an additional delegate for each fifty members or fraction thereof up to a maximum of 20 delegates. Society membership counts shall be based upon reports filed for the previous year with the Ontario Ministry of Agriculture, Food and Rural Affairs.

11.3 In the event that a Society does not have a full number of delegates attending the Annual General Meeting, then the proxy voting rights of the non-attending delegates may be assigned to any other delegate or to the Association Secretary.

11.4 Any Officer, Director, and all Past Presidents shall have voting rights at annual meetings or any special meeting of the Association.

11.5 The Board of Directors may call special meetings of the Association whenever it deems advisable. Notice of all special or general meetings, with a statement of the subjects to be discussed, shall be sent to all societies at least 30 days prior to said meeting.

11.6 The President and Association Secretary shall prepare an agenda and order of business prior to calling the Annual Meeting, and a copy of such agenda shall be sent to each society together with notice of such meeting.

11.7 The Treasurer shall present to the general membership, at the Annual General Meeting, audited financial statements of assets and liabilities as well as income and expenditures for the prior fiscal year, with copies available for distribution to each Society.

11.8 The Board of Directors shall manage the affairs of the Association between general meetings, and report its activities at the Annual Meeting.

11.9 The Secretary shall make available to all members Minutes of the Annual General Meeting within two months of the time of the meeting.

By-Law 12 EXECUTION OF DOCUMENTS

12.1 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.

12.2 The President or one of the Vice-Presidents together with the Secretary or Treasurer may sign contracts, documents or any instructions in writing requiring the signature of the Association. The Executive Council 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 13 DISTRICT ORGANIZATION

13.1 The Province shall be divided into Districts as follows:

- 1 - Dundas, Glengarry, Prescott, Russell, Stormont
- 2 - Grenville, Lanark, Ottawa-Carleton, Renfrew
- 3 - Frontenac, Hastings, Leeds, Lennox & Addington, Prince Edward
- 4 - Haliburton, Northumberland, Peterborough, Victoria
- 5 - York Region East
- 6 - Brant, Halton, Hamilton, Norfolk
- 7 - Dufferin, Wellington Counties
- 8 - Bruce, Grey, Huron Counties
- 9 - Haldimand, Niagara North, Niagara South
- 10 - Elgin, Middlesex, Oxford, Perth
- 11 - Essex, Kent, Lambton Counties
- 12 - Cochrane, Timiskaming, North Nipissing
- 13 - Algoma, Manitoulin, Sudbury
- 14 - Kenora, Rainy River, Thunder Bay
- 15 - Peel, York Region West, Toronto West
- 16 - Simcoe County
- 17 - Durham Region
- 18 - Parry Sound, Muskoka, South Nipissing
- 19 - Regional Municipality of Waterloo

13.2 The Board of Directors may recommend a revision of District boundaries to add new districts or adjust existing boundaries to accommodate population, county and regional changes, subject to consultation with the affected Districts and Societies.

13.3 Each District shall elect a Director of the Association, and at least one Assistant Director, at a duly called Annual General Meeting. Notice of such meeting shall be given to the member societies at least thirty days in advance. (10/3)

13.4 Each District at its Annual General Meeting shall create a District Executive consisting of the Director, Assistant Director(s) and shall elect or appoint a Secretary and a Treasurer, or a Secretary-Treasurer, and two financial reviewers or an auditor. This may be expanded to include other executive members. (10/5)

13.5 For a director who has resigned, or is unwilling or unable to carry out the responsibilities of office, the District Executive shall appoint a replacement for the balance of his term. (10/3)

13.6 The Director and District secretary shall prepare an Agenda and order of business for all District meetings. A copy of the Agenda shall be distributed to all district societies prior to the meeting. The secretary shall maintain the minutes of such meetings, and the other written records of the District. The Minutes of the Annual General Meeting shall be made available to all members within two months of the meeting. (10/6)

Ontario Horticultural Association Director's Manual

13.7 The District Treasurer shall present to the membership at the AGM, reviewed financial statements of assets and liabilities as well as income and expenditures for the prior fiscal year, with copies for each society. The Treasurer, having made copies, shall transmit the original documents, statements, bills and receipts, along with the reviewers' comments, to the Association Treasurer no later than 1st of February each year. The District financial year shall be from 1st of January to the 31st of December as of the 31st of December 2010. (10/7)

13.8 The District Director may, if invited, facilitate the resolution of disputes within a society's leadership.

13.9 A District Advisory Council may be formed, representative of all societies.

13.10 Each Society shall be entitled to send two voting delegates to a District meeting. Any society having membership exceeding 100 shall be entitled to one additional voting delegate for each 50 members or fraction thereof up to a maximum of 20 voting delegates. Society membership count shall be based upon reports filed for the previous year with the Ontario Ministry of Agriculture, Food and Rural Affairs.

13.11 Each District shall be entitled, by a majority vote of the delegates present at the annual meeting, to make an assessment on member societies within the District but the limit of membership for any society for assessment purposes shall be 1,000 members. Fees must be sent to the District Treasurer or Secretary-Treasurer. Fees retained by the District must be accounted for in an audited financial statement to be presented at the District meeting, and a copy provided to each society within the District, and to the Association Secretary.

By-Law 14 INDEMNIFICATION OF DIRECTORS AND OFFICERS

Every Director and Officer of the Association 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 Association 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 Association; 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 Association. The Association may provide insurance to cover this liability of the Association.

By-Law 15 RULES OF ORDER

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

By-Law 16 AMENDMENTS

The by-laws may be amended, or revoked, provided that the changes are approved by a majority of the votes cast at an annual general or special meeting called for that purpose.

The following provisions apply:

1. A notice of motion in writing of the proposed amendment, or revocation, has been submitted to the Secretary 90 days before the meeting.
2. 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 Association.
3. The Association Secretary must notify all societies concerning amendments at least 60 days in advance of the meeting.

Revised August 13, 2010 - on the occasion of the Association's convention held in Barrie.

A signed and sealed copy resides in the permanent records of the Association.



Section 4

- Roles and Duties of Directors v2007 JM
- Officers' Duties
 - President
 - Vice Presidents
 - Immediate Past President
 - Secretary
 - Treasurer
- Executive Schedule of Expenses
- Executive Expenses Form
- Duties of District Directors v2007 JM
- OHA District Directors' Information Sheet
- District Directors' Expenses Schedule
- District Directors' Expenses form

Standing Committees

- Convention Responsibilities - President and O.H.A. Board
- Convention Responsibilities - Host District
- Convention Administrator
- Convention Registrar
- Convention Committees

Roles and Duties of Directors

Roles:

Directors are responsible for:

- Managing the affairs of the organization
- Applying the constitution and bylaws of the organization

Duties:

1) Managerial Duty

- Board has "sole" responsibility for the management of the organization
- Includes:
 - supervision of staff
 - providing guidance and policy development
 - acquiring an adequate knowledge of the organization
 - complying with all legal requirements

2) Fiduciary Duty

- An obligation to act honestly, in good faith and in the best interest of the organization and to be loyal to the organization

a) Honesty

Obligation to disclose entire truth and avoid fraudulent claims

Examples:

- misuse of funds
- misappropriation of property
- improper loans to directors

b) Good Faith

Obligation to pursue the best interests of the organization and not pursue any "improper" purposes when acting on behalf of the organization

Examples

- favouring another organization or individual
- misrepresenting duties and/or responsibilities entrusted to the director

c) Loyalty

Obligation to give undivided loyalty to the organization

Examples

- fail to subordinate all personal interest to those of the organization

d) Conflict of Interest

Closely related to loyalty

Can arise when:

- a director contracts with the organization
- a director uses office to negotiate terms which are unfair to the organization but are personally advantageous
 - A declaration of a conflict of interest must be made immediately
 - Director must refrain from participating in any further discussion on the issue
 - Care must be taken if a director serves on more than one board
- It is not necessary for money to be involved for a conflict to arise any social or political gain may cause a problem
- Direct or indirect benefits to relatives, friends and associates must be avoided

3. Duty of Care

- A minimum standard of care is required of a director in the performance of their duty on behalf of the organization
- Standard Test - "What would a reasonably prudent person do in the same circumstance?"
- In general, the standard of care is higher for a professional than a volunteer, non-professional and an adult higher than youth, etc.

4. Duty of Diligence

- A director must become acquainted with all aspects of the organization including the organizational policies, the transaction of business and delegation of tasks
- Achieved by
 - attending board meetings
 - reviewing all minutes and correspondence
 - supervising staff and others to whom duties have been delegated

5. Duty of Skill

- Level of skill will vary according to individuals qualifications and expertise
- Director is not required to exercise skills beyond his/her level of competence
- If a director has skills, the director is required to use them in the performance of his/her duties.

6. Duty of Prudence

- A prudent person exercises sound and practical judgment and is cautious and discreet
- A director must be cautious, practical and considerate of the probable consequences of a course of action to be taken by the organization

7. Duty of Continuance

- A director has a duty to the organization after resigning from the board
- A director who resigns to avoid liability could be guilty of neglecting all the duties discussed above.

A director who acts honestly and has met the standard of conduct required by the fiduciary duty and standard of care duty is likely not responsible for errors in judgment that occur in performing a director's obligation to the organization.

President's Duties

The President Shall:

- preside at all meetings of the Ontario Horticultural Association Executive committee and Board of Directors and the meetings will be governed by the Roberts Rules of Order at all times.
- together with the secretary, make an agenda for all meetings of the O.H.A. Board of Directors or Executive.
- not vote on motions, except in the case of a tie or when voting by ballot
- be a member of all committees, and shall request reports from these committees.
- communicate with the Secretary regarding all correspondence of the Association.
- together with the executive, appoint committees as soon as possible after taking the chair.
- make every attempt to attend special events of societies e.g. 50th anniversaries and district meetings and also represent the Association at other events or arrange for a member of the Executive or Past President's Council in his/her stead.
- become acquainted with all Board members as well as possible in order to utilize their talents to the benefit of the Association.
- have a schedule drawn up to allow O.H.A. representation at all District Annual Meetings. This may involve the President, Vice Presidents and other executive members able to assist.
- work closely with the Vice Presidents to develop new plans, philosophies and direction for the Association.
- pass on all records to successors.

Refer to: How to be an Effective Leader O.M.A.F.R.A. Fact sheet # 88-027.
Revival October 1994

Secretary's Duties

The Secretary Shall:

- attend all meetings of the Board, the executive and the Association and record minutes.
- forward minutes to all board members and active Past Presidents promptly.
- receive the Association correspondence and acknowledge it and send to officer in charge or deal with it directly.
- file all correspondence. Copy relative correspondence and send to President.
- record all awards provided by the Association from the society to the Provincial level.
- distribute all pertinent information to societies, Directors, and assistant directors, (newsletters, convention).
- notify all Board members of meetings well in advance.
- coordinate activities of committees as per direction of the President and /or Board.
- work with Convention Administrator, President, Vice Presidents, and host director on any matters concerning the convention. This would include printing or correspondence, also working with the Treasurer to prepare a convention budget for approval by executive Board.
- with the President, prepare agendas for meetings of the executive and the board of directors.
- be a member of the nominating committee.
- be responsible for the publication and distribution of the Newsletter.
- Approve all accounts to be paid

Revised October 1994

Treasurer's Duties

- Receive and bank all monies of the Ontario Horticultural Association.
- Keep informed of bank rates in order to make the best of OHA Term Deposit interest while maintaining sufficient funds on general deposit to pay invoices.
- Issue cheques in payment of all accounts approved by the Secretary or by the Board of Directors.
- Maintain records of expense accounts submitted by Directors with respect to the limit of their budgeted district expenditures.
- Receive donations and issue official receipts for income tax purposes
- Maintain separate record of 'In Memoriam' donations and inform 'In Memoriam' Book keeper of donations received directly by the treasurer.
- Reconcile Bank Statements, for the three bank accounts and several sub- accounts (funds).
- Compose and issue invoices to member societies for affiliation dues and liability insurance.
- Compose and issue applications to member societies for treasurer bonding program.
- Secure appropriate signatures and issue Bonds relating to this program.
- Maintain records relating to bonded treasurers.
- Answer queries from societies by letter or by phone
- Maintain records of all transactions relating to the treasury including transactions in relation to registration of delegates to annual meetings.
- Store seven previous years' records to comply with Canada Revenue Agency requirements, i.e. documentation to be available in the event of an audit by Canada Revenue Agency.
Storage currently consists of
 - archive box of 'Permanent' records
 - archive boxes of prior years' records
 - box of prior years' society treasurer bonding forms
 - small modular filing cabinet (3 stackable metal drawers) of current records
 - small box of blank bond forms
 - small box of blank computer cheques, plus
 - Odds and ends.
- Receive fund-raising monies and invoice sponsors as requested by OHA Fund-Raiser.
- Issue annual T4A slip(s) and related Summary as required.
- Complete and submit annual 'Registered Charity Information Return' to Federal Government.
- Keep track of and calculate GST refundable to Association., submit request for refund to Federal Government every six months.
- Prepare financial statements and Chair budget committee meetings and prepare budgets for submission to Executive/Board Meetings.
- Co-ordinate annual audit by Chartered Accountant.
- Current treasurer prepares GAAP compliant draft financial statements, and related working papers to facilitate auditing by Chartered Accountant.
- Present Treasurer's Report and Audited Financial Statements at subsequent annual meeting.
- Ensure adequate control procedures are maintained so as to satisfy 1 comply with increasingly stringent requirements by Insurance carriers, and funding organizations (programs), and other (potential) external users of financial information/statements.
- Attend Executive, Board and Committee meetings and Annual Meeting.

Note: Treasurer must be bond-able, and be prepared to answer a multi-page questionnaire by bonding company, in conjunction with a similar document completed by the recruiting/hiring

committee.

January 30, 2005



DIRECTORS'/OFFICERS' GUIDELINES FOR OHA MEETINGS

OHA DIRECTORS' BOARD MEETINGS ARE HELD THREE TIMES YEARLY.

Currently, a meeting is held in October and another in March. These meetings take place on Saturday and Sunday. The other is at Convention when meetings are held the day prior to the Convention start and in the afternoon of the day ending the Convention.

The accommodations and meals are modest but satisfactory. Convention registration for accommodations and meals are made by the individual Director unless otherwise indicated. Any costs incurred by the Director over and above those pre-approved by the OHA must be borne by the Director. Expenses for spouses and/or partners are not covered by the OHA.

IF A DIRECTOR CANNOT ATTEND THE OHA DIRECTORS' BOARD MEETINGS, THE DIRECTOR SHOULD CONSIDER A SUBSTITUTE:

The substitute would take notes at the meeting and report the meeting content to the Director. The substitute should be an Assistant Director, a Past Director or a member of the District Board who is reasonably familiar with the OHA.

If a substitute were required for the Pre-Convention Board meeting, it would be prudent to choose someone who already has plans to attend the Convention. An Assistant Director or Past Director would be ideal. When the Director arrives at the Convention the substitute can meet with the Director. They can discuss the outcome of that Board meeting; review notes and reports which will prepare the Director for the Post-Convention Board meeting.

Since the substitute is attending the meeting on behalf of the District Director the substitute will, for the duration of the Board meeting, have the same privileges as the other Board and Executive members.

COST IS ALWAYS A MAJOR CONSIDERATION:

The cost of a substitute should not exceed what it would have been for the Director to attend the meeting or portion of the meeting. Duplication of expenses is not acceptable. Costs may cover accommodation, meals and travel expenses. The Director will submit the expense report to the **OHA Treasurer** and a cheque will be issued to the Director. The Director will then provide money to the substitute.

IF A DIRECTOR CANNOT ATTEND A DIRECTORS' BOARD MEETING, THE DIRECTOR MUST INFORM THE OHA PRESIDENT OR SECRETARY OF THE CIRCUMSTANCES AND OBTAIN PRIOR APPROVAL FOR EXTRAORDINARY EXPENSES SUCH AS AIRFARE, ACCOMMODATION ETC. WHICH WILL BE INCURRED BY THE SUBSTITUTE.

The Director must discuss all details with the substitute before he/she participates in the event to ensure there is no misunderstanding. Such items as the substitute's duties and the amount of reimbursement for travel and accommodation etc. should be discussed.

SUBSTITUTES ARE NOT REQUIRED FOR DUTIES OTHER THAN OHA DIRECTORS' BOARD MEETINGS UNLESS SPECIFICALLY REQUESTED BY THE OHA PRESIDENT.

THE CHANGING OF DIRECTORS: The change in Directors officially takes place at the OHA Annual Meeting & Convention. Both the outgoing and incoming Directors should attend the Pre-Convention Board Meeting held the day prior to the start of the Convention while the Post-Convention Board Meeting is attended by the incoming Director only. The Convention expenses for both incoming and outgoing Directors are covered by the OHA.

DIRECTORS' EXPENSE CLAIMS FOR OHA APPROVED ACTIVITIES:

It is extremely important that ALL expense claims such as accommodations, phone calls, postage and travel other than personal auto be clearly documented on OHA Statement of Expense forms and supported by appropriate receipts. Appropriate receipts do not include debit or visa receipts. *Receipts supporting expenses*

must show the details and taxes. Mileage claims for personal auto travel to society or district meetings must name the starting point, destination point and the return trip, covering mileage in each case at the current rate. The OHA does not reimburse for alcoholic drinks.

There are four accounts where expenses can be charged and each requires the completion of a **separate Statement of Expense Form.**

- 1/ District Meetings 2/ OHA Committee Meetings 3/ Board/Executive Meetings
- 4/ Convention

Be certain to charge expenses to the appropriate account. Failing this, claims will be charged to the Director's District Allowance, which could result in reducing the expenses eligible to be claimed in that account. All Statements of Expense must be submitted to the **OHA Treasurer** for approval.

The Directors should not incur large or unusual expenses without prior approval.

DISTRICT DIRECTORS' EXPENSES

The OHA provides each District Director with a specific maximum expense allowance as shown. This amount is intended to compensate District Directors for their personal expenses in communicating with the societies in their district.

Districts 5,7,15,17,19.....	\$	700.00
Districts 1,6,9,16.....	\$	800.00
Districts 2,3,4,8,10,11,18.....	\$	1,000.00
Districts 12,13.....	\$	1,250.00
District 14.....	\$	1,400.00

EXPENSE ALLOWANCE COVERS:

- . Mileage to society meetings and district annual meetings etc. @ \$.40/km
- . Telephone calls to societies. (submit a record of calls, photocopied phone bills or long distance call report slips or other official receipts)
- . Postage for communications with societies (submit receipts)
- . Printer paper and/or print cartridge (s) (submit receipts)

Expenses of Assistant District Directors should be paid for from the District Treasury except when the Assistant District Director is representing the District at an OHA Board meeting. Expenses for district newsletters, district meetings, district supplies etc. should be paid from the District Treasury.

BOARD MEETING EXPENSES

- . Mileage to Board Meetings and Executive Meetings @ \$.40/km
- . Overnight accommodation, when necessary - only 50% of the cost is claimable. (Accommodation is to be shared with another Board Member. submit receipts).
- . Tips at convention for assistance with baggage, equipment etc. (\$40.00)

Approval of tip claim based on need & circumstances (i.e. host director when convention is held at a hotel)

When accommodation is paid directly by the OHA a receipt is not required, however, Directors are requested to inform the Treasurer when they are accompanied by a spouse or friend so this expense can be reimbursed to the OHA.

Cost of meals to a maximum of \$35 per day. The following is a suggested guideline.

Breakfast.....	\$	5.00
Lunch.....	\$	10.00
Dinner.....	\$	20.00

The OHA does not reimburse for alcoholic drinks.

COMMITTEE MEETING EXPENSES

- . Mileage to Committee Meetings @ \$.40/km

- Committee involvement in other minor expenses such as postage, phone calls etc. requires a Statement of Expense form (submit receipts)

Each committee member should submit a completed Statement of Expense form to the Committee Chairperson for validation. The Chairperson will then send it to the **OHA Treasurer**.

EXECUTIVE OFFICERS' EXPENSES

The OHA provides its Executive Officers with a maximum expense allowance to compensate them for personal expenses related to their position.

President.....	\$2,700.00
1 st Vice-President.....	\$1,800.00
2 nd Vice-President.....	\$1,500.00
Immediate Past President.....	\$1,500.00
Past President's Council.....	\$ 500.00

EXPENSE ALLOWANCE COVERS:

- Mileage to district annual meetings @ \$.40/km
- Air, Bus or Train fare (submit receipts)
- Overnight accommodation, when necessary - only 50% of the cost is allowed if accompanied by a spouse or friend (submit receipt)
- Cost of meals to a maximum of \$35/day as follows. The following is a guideline.

Breakfast.....	\$ 5.00
Lunch.....	\$10.00
Dinner.....	\$20.00

The OHA does not reimburse for alcoholic drinks.

Postage (submit receipts)

Printer paper and/or ink cartridge (s) (submit receipts)

Phone Calls (submit a record of calls, phone bills etc.)

Tips at convention for assistance with baggage, equipment etc. (\$40.00)

Approval of tip claim based on need & circumstances (i.e. host director when convention is held at a hotel)

Attendance at Board, Executive and Committee meetings is not included in this budget and should be claimed separately, the same as District Directors' Expenses.

EXECUTIVE COMMITTEE MEMBERS EXPENSES

Executive Committee members who are not Executive Officers but who undertake to attend specific district annual meetings on behalf of the Executive Officers may claim reimbursement for the following:

- Mileage to district annual meetings @ \$.40/km
- Overnight accommodation, when necessary - only 50% of cost is allowed if accompanied by a spouse or friend (submit receipt)
- Cost of meals to a maximum of \$35/day. The following is suggested as a guideline.

Breakfast.....	\$ 5.00
Lunch.....	\$10.00
Dinner.....	\$20.00

The OHA does not reimburse for alcoholic drinks.

Handle the claims in the same manner as District Director claims.

THE DEADLINE FOR EXPENSE CLAIMS IS AS FOLLOWS

Jan 1 - Mar 31.....	April 15
Apr 1 - June 30.....	July 15

July 1 - Sept 30.....Oct 15
Oct 1 - Dec 31.....Jan 15



Duties of District Directors

Responsibilities to Societies:

- To promote the Ontario Horticultural Association, its principles and programs.
- To provide liaison between the Association, District and Societies and keep the lines of communications open.
- To encourage activities, inspiration and member participation.
- To attend meetings of each society in the district on an annual basis if possible. Societies should send an invitation to the District Director annually. (See Visitation on last page.)
- To work with and welcome new societies into the district.
- To provide support and guidance when needed.

Responsibilities to District:

- To encourage year-round activities and educational opportunities.
- To head up the district board and be responsible for the planning of all district meetings.

Responsibilities to the Association:

- To be a personal liaison between the Society, District and O.H.A.
- To attend O.H.A. board meetings and conventions. If this is not possible, a substitute should be sent and the O.H.A. secretary informed immediately.
- To represent the Societies on the O.H.A. board.
- To be willing to chair or sit on an O.H.A. committee.
- To abide by the decisions made by the board.
- To respect the confidentiality of discussions at a board meeting.
- All board members to have a computer to keep up with Association, District and Society information. It is crucial that emails are regularly checked and promptly answered. Should an incoming director need a computer, one will be available as a loan.
- To respect decisions made by committee chairs and officers and not interfere with their duties, yet suggestions are acceptable.
- To advise the O.H.A. secretary when planning vacations.
- To have lengthy board meeting reports emailed to all board members at least one week prior to the meeting.

Attributes of a Successful Director:

- Be knowledgeable in the art of horticulture.
- A background in a service club or any other organization is helpful and should be brought to the attention of the board whenever it may be beneficial.
- Public speaking experience is beneficial. Consider joining a public speaking course for that added training.
- Be prepared to share your horticultural knowledge and experience.
- Have an open mind, be a good listener, practice common sense and be genuinely interested in society, district and association work. Always offer encouragement.
- Be friendly and open with other board members. Share your ideas, we all have common problems.
- Must be confident and competent enough to encourage a strong relationship within societies, bearing in mind that societies are self-governing bodies of volunteers, joined also

- voluntarily, into districts within the O.H.A.
- Should be able to assist societies, without becoming an executive member or director of that society. Problems could arise regarding loyalties between society or district and your loyalty now belongs to the district.

Administration:

No organization can operate without communication. Directors should ensure:

- Correspondence is answered promptly.
- Returns, records and forms are completed and dispatched on time.
- Keep an updated, accurate filing system for all societies, including their constitutions and bylaws.
- Send reports of district, societies and director activities to the secretary of the O.H.A. as requested. It is very important respect the deadlines.
- Properly maintained and updated files of district and societies, plus the director's manual, to be passed on to succeeding officers in a timely manner.
- Ensure that all information is supplied to the local media re: shows, garden tours, public relations, etc.
- Make sure that assistant directors are kept fully informed with current affairs and activities. Keep assistants informed and involved in some of the administrative functions so that greater knowledge may be gained by them.

Awards:

Know the requirements for awards of the Association, District and Society and recommend recognition for those people who give outstanding service to horticulture. Read and understand all criteria as put forth in the O.H.A. Awards Booklet. If extra forms or an Awards Booklet are needed, they are available on the O.H.A. website, www.gardenontario.org in the 'resources Section'.

Communications:

Communication is oral and written. Ensure that you use both. Each society should send its monthly bulletin to the director. A regular District Newsletter containing society, district and O.H.A. news is an excellent means of communication and distribution should include the O.H.A. President, Vice Presidents and Secretary.

Constitution and Bylaws:

Be familiar with the Society, District and O.H.A. Constitution and Bylaws. Encourage regular reviews and updating which must not contravene or conflict in any way with the O.H.A. Constitution and Bylaws or with the Agricultural and Horticultural Organizations Act. Obtain a copy of society constitutions and bylaws and be willing to assist them when changes are necessary.

Conventions:

Hosting a convention is a major undertaking. It is expected that each district will take its turn being the host. There are few, if any, districts without facilities anymore, so plan on taking your turn. The director's manual clearly lists all responsibilities.

Elections:

Elections are held at all annual meetings. A nominating committee must be set up to recommend suitable candidates prior to the elections. For convenience, the secretary and treasurer should be appointed after the chair accepts office.

Refer to: Conducting Elections, O.M.A.F.R.A. Pub. #96-015 in Manual

Education:

Encourage interested members to attend judging schools (sponsored by O.H.A. or any other certified or accredited organization such as the Royal Botanical Gardens, Garden Clubs of Ontario, etc.). Organize President's meetings, workshops, etc. as the need and interest arises. Encourage participation in related programs such as Master Gardeners of Ontario, Communities in Bloom, etc.

Refer to: Ontario Judging and Exhibition Standards

Expenses - District:

A set amount for district work, including district meetings and travel expenses will be paid to the District Director by the O.H.A. and may include rail/bus/train/air fare, car mileage, hotel accommodations, meals, postage, paper, photocopying, printer ink cartridges and other incidentals as prescribed by the O.H.A. board. All expense reports to be on approved O.H.A. approved forms and must be accompanied by receipts, forwarded in the proper manner to the O.H.A. treasurer for reimbursement.

Refer to: O.H.A. Guidelines in the Manual

Expenses - Board and Convention Meetings:

Limited expenses will be paid for board and convention meetings on approved O.H.A. expense reports when forwarded in the proper manner to the O.H.A. treasurer by a determined date for reimbursement. All receipts must be included in your reports.

Note: these forms are to be separate from Director's Expense Forms.

Refer to: O.H.A. Guidelines in the Manual

Fairs and Exhibitions:

Every effort should be made to attend these events, should they have horticultural interest, when they occur in the district. Notes should be taken, for further discussion, of new ideas or problems that you may have noticed and for special use at technical workshops. Encourage society participation, even if the display is unstaffed ... this is a good source for potential new members. A member of the district advisory might accept responsibility as a fair representative for the District or O.H.A.

Fund raising:

In addition to the traditional fund raising events, plant sales and raffles, societies should be encouraged to seek funding for specific projects from local industry and business. It should be pointed out that sponsors do not normally give money for administrative use but that societies, when estimating the cost of a project, should add a percentage (say 15%) to cover the cost of administration.

Refer to: Fund raising for Your Organization, O.M.A.F.R.A. Pub. #88-011 in the Manual

Horticultural Societies Act:

Be fully informed and familiar with the Agricultural and Horticultural Organizations Act. Make sure that your societies have copies for reference, especially presidents and secretaries. The Act is the basis for a society's constitution and bylaws. You may be asked for an interpretation of the Act and if you don't know, contact O.M.A.F.R.A. or the O.H.A. officers. Copies are available for printing on the website www.gardenontario.org

Refer to: Agricultural and Horticultural Organizations Act in the Manual

Information:

You will always be asked questions because of your position. Keep your knowledge updated. Don't be afraid to admit that you do not know the answer to a question but do find out the answer and inform the questioner. Use a notebook, none of us are infallible. Take full advantage of

newsletters, O.H.A. Officers and Past Presidents to provide information.

Inspiration:

You are the leader of your district. You must offer inspiration, encouragement and advice to the societies and their leaders. Watch for the opportunity to assist in the formation of a new society and welcome them into your district properly.

Installation of Officers:

If you should be requested to install officers, develop your own personal installation ceremony or use the one in the manual.

Refer to: Sample Ceremony for Installation of Officers in the Manual, Section 1

Insurance:

The O.H.A., on behalf of the societies, carries Directors & Officers and Liability Insurance that covers normal activities of the societies. The coverage should be fully understood and applies to society activities of society members only. A rider may be procured through the Insurance Company for Property Insurance, but is at the society's expense and will be billed accordingly. Director's and Officer's Insurance protects board members from being sued for decisions made. Contact the insurance company should you have questions.

Refer to: Certificate of Insurance, in O.H.A. newsletter, or www.gardenontario.org

Judges:

Be prepared to recommend certified or accredited judges to societies. Obtain from the website www.gardenontario.org a list of judges for your area. Encourage members in your district to attend properly certified or accredited judging schools.

Refer to: Ontario Judging and Exhibitor Standards

Knowledge:

There is only one sure way to be knowledgeable: keep current on all the facets of your position through the publications, emails, information and newsletters distributed by the O.H.A. and other reliable sources, such as: botanical gardens, arboretums, schools, garden clubs, etc.

Leadership:

Provide leadership in horticulture in the district. Give encouragement and direction. Provide liaison between societies, district and the O.H.A. Encourage inter-society visits, neighborliness and cooperation.

Legislative Grants:

Each society complying with the Agricultural and Horticultural Organizations Act may receive a grant. Remember that minimum society membership qualifications are 50 members in southern Ontario and 25 members in northern Ontario.

Refer to: Agricultural and Horticultural Organizations Act

Society Annual Meetings:

Societies must hold an annual meeting after the fiscal year ends, as required by the Agricultural and Horticultural Organizations Act. Secretaries' reports and treasurers' returns must be sent to the appropriate designations within 90 days of the annual meeting or February 1st, whichever comes first.

Board of Directors Meetings:

It is most important that you attend the O.H.A. board of directors meetings, but, if impossible to do so, an assistant director should represent you instead. The O.H.A. secretary must be advised if

you are sending a replacement.

District Annual Meetings:

An annual meeting is required. Thought should be given to a semi-annual meeting which might be comprised of a flower show, dinner, speaker, workshop or any combination. Refer to: Conducting Elections, O.M.A.F.R.A. Pub. #96-051 in the Manual

Meeting Agenda:

Always have a well prepared agenda. Ensure that agenda emphasizes the topic of horticulture. Review your notes from previous meetings.

Refer to: Effective Meetings, O.M.A.F.R.A. Pub. #96-039 in the Manual

Procedure for Meetings, O.M.A.F.R.A. Pub. #96-009 in the Manual

Membership:

Encourage societies to be active in obtaining new members and positive in encouraging young adults. Help motivate the societies to rotate their executive and board members and bring in new directors from time to time.

Newsletters:

Encourage societies to produce newsletters as often as possible to keep members informed. Consider establishing a district newsletter. Check that the O.H.A. newsletters are being circulated and information made known to society members. Encourage society members to read the O.H.A. newsletter on-line.

Refer to: Newsletter Design & Production, O.M.A.F.R.A. Pub. #88-026 in the Manual

Clear Writing: What Is It? How To Do it?, O.M.A.F.R.A. Pub. # 93-021 in Manual

New Societies:

Aim to organize new societies in parts of the district not yet served.

Refer to: Starting An Organization, O.M.A.F.R.A. Pub. #88-017 in the Manual

Parliamentary Procedure:

This provides "Law and Order" in the conduct of meetings. "Robert's Rules of Order" are the official rules of order used by the O.H.A. and provide that:

- Every member has rights equal to every other member.
- The will of the majority must be carried out.
- The minority must be heard.
- Only one topic will be considered at a time.

Remember, we are all volunteers and meetings can be relaxed and fun while conducting the business in an informal, professional manner.

Refer to: Robert's Rules of Order

Procedures for Meetings, O.M.A.F.R.A. Pub. #96-009 in the Manual

Problems:

Be alert and respond quickly to any real or perceived problems. Members will often, by an off the cuff remark, indicate an existing or potential problem to you. Your assistant directors may possibly be aware of any problems before you are. Maintain a positive attitude of helpfulness and if need be, consult O.H.A. Officers or Past Presidents.

Refer to: Problem Solving, O.M.A.F.R.A. Pub. #94-079 in the Manual

Public Relations Policy:

Develop a policy for the district and aim to keep press, radio, television and all media informed. See that each society, according to its ability, does the same. It is wise to have a public relations

person on your board.

Refer to: Promoting Your Organizations Activities, O.M.A.F.R.A. Pub. #96-021 in Manual

Publications:

As a Director, you should have an updated list of publications for handy reference:

- O.H.A. Awards Booklet
- Agricultural and Horticultural Organizations Act
- Ontario Judging and Exhibiting Standards
- Manuals as supplied by the O.H.A.

Record Keeping:

It is far better to pass records to your successor than to have them start again. Make sure that the district secretary keeps complete, accurate records. Encourage your societies to be record conscious. Conduct seminars and workshops on this.

Refer to: Minutes Just Don't Happen, O.M.A.F.R.A. Pub. #96-019 in Manual

Assistant Directors:

In some large areas there could be one or more assistant directors for each county or regional area. It has been found that assistant directors are able to maintain closer contact with their limited number of societies and area travel.

Resolutions:

Make sure that societies know how to properly word and submit a resolution. Assist with those about to be submitted, especially if there are potential difficulties.

Refer to: Preparing and Writing a Brief, O.M.A.F.R.A. Pub. #96-011 in the Manual

Clear Writing: What Is It? How Do You Do It?, O.M.A.F.R.A. Pub. #93-021

The Resolutions Form sent to you every year in the O.H.A. newsletter

Resources:

There are many resources available to you, such as:

- Officers of the O.H.A. including:
 - Secretary of the O.H.A.
 - Treasurer of the O.H.A.
- Specialists in County and District Agricultural Offices, O.M.A.F.R.A.
- Past O.H.A. Presidents and District Directors
- Public Libraries
- Highly qualified persons in district societies
- O.H.A. website www.gardenontario.org

Shows:

Attend flower shows in your district. Make notes of new ideas and look for problems that might be avoided at the next show. Give consideration to a district flower show at the annual meeting.

Flower shows should be open to the public if possible. Indoor malls provide a very suitable location if available.

Society Officers:

It is imperative that society officers, especially the president and secretary are enthusiastic members. Encourage them to be familiar with the Agricultural and Horticultural Organizations Act and any other governing statutes such as constitutions and bylaws. Where necessary, organize workshops and seminars on a district level.

Speakers:

Be prepared to recommend speakers to societies. It is suggested that a consolidated list of speakers for your area be prepared yearly and distributed to the societies. Encourage societies to use the speakers Section on the O.H.A. website, www.gardenontario.org

Succeeding Director:

Welcome personally and introduce your successor to the district societies if possible, otherwise, assure all societies are informed by mail, email for district newsletters. Pass over all the records, correspondence and information that you have accumulated so that he/she will not have to begin all over again, but will benefit for your hard work and experience. Inform the incoming director what is expected of him/her. Small hints on things, like visiting, meeting arrangements or society preferences, will be of future help.

Refer to: O.H.A. Supply List sent out each year with the newsletter or on the website

Visiting:

Plan to visit as many societies as possible to give advice, encouragement and direction and to become acquainted with the society and its work. If an invitation is not received, advise the society that you intend to visit on a given date. Encourage inter-society visits. Visit each society at least once a year if possible.

Weak Societies:

It is inevitable that some societies will falter. Likely causes are aging of members and lack of executive leadership. It is most important that new members are an ongoing concern, a point that should be stressed at all society meetings. Be prepared to spend some time with weak societies now, before it becomes too late.

Youth Program:

This is a very specialized subject and requires a great deal of devotion to horticulture on the part of the leaders. There are Provincial competitions at the O.H.A. convention and at local shows and fairs. Look into hosting a Youth Camp in your district. It is important that the O.H.A. secretary and Youth Newsletter Editor are advised when a new youth club is formed or one becomes defunct.

Refer to: Youth Leader's Manual and the O.H.A. Awards Booklet

OHA District Directors' Information Sheet

Included in the fact sheet is information about

1. Agricultural and Horticultural Associations Act (AHOA)
2. Annual Reporting Requirements
3. Applying for OMAFRA grants
4. Corporate Status - Letter of Good Standing
5. Corporate Numbers
6. Forming a New Horticultural Society
7. Dissolving a Horticultural Society
8. Changing a Society's name

This information is to help district directors with questions they receive from societies about their incorporation under the *Agriculture and Horticultural Organizations Act (AHOA)*. Contact may need to be made with the Ontario Ministry of Agriculture, Food and Rural Affairs for further information or to receive appropriate forms. Contact information is as follows:

Ontario Ministry of Agriculture, Food and Rural Affairs
Client Services Branch
3rd Floor, 1 Stone Road West
Guelph, Ontario. N1G 4Y2
Phone: 1-888-466-2372
Fax: 519-826-3254

Helen Scutt, Agriculture Organization Specialist - Extension 6-3115
Email: Helen.Scutt@ontario.ca

1. Agricultural and Horticultural Organizations Act (AHOA)

Copies of the legislation can be downloaded from the E-Laws website at http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a09_e.htm or contact the OMAFRA office above.

2. Annual Reporting Requirements

All organizations under the AHOA must report on an annual basis to OMAFRA. The annual return form and guide is sent to the society contact in early November each year and it to be completed and mailed to a designated OMAFRA Resource Centre or MNDM office by February 1st of the following year.

- It is the responsibility of the society to ensure they have the reporting requirements and annual meeting completed before the February 1st date.
- Reporting information needs to be filed even if a society is not applying for OMAFRA grants

3. Applying for OMAFRA Grants

Regulation 16 of the AHOA provides grants to eligible societies. A completed annual return form includes the information needed to apply for the following grants: To be eligible for grants:

- societies must carry out the objectives of Horticultural Societies as established under the *Act*
- maintain a membership of at least 50 members (25 in Northern Ontario)
- submit all required information on the 2007 Annual Return.
- All grants are paid based on society eligibility and funds appropriated by the Ontario Legislature.

Grants may be prorated if the amount of funds appropriated is insufficient.

- Eligible Expenses for the Grant Calculation: Expenses used must contribute to the objectives of an horticultural society - meetings on theory and practice of horticulture; planting of trees, shrubs and flowers; field trips, contests, competitions and exhibitions related to horticulture; distribution of seeds, plants, bulbs, flowers, trees and shrubs; promotion of the environment; promotion of horticultural information through the media; promotion of therapeutic horticulture and stimulating interest in horticulture.

4. Corporate Status- Letter of Good Standing

Horticultural societies are often asked to prove their incorporation or to provide their corporate number. Corporate numbers are issued when an organization is incorporated by the Ministry of Government Services (MGS).

- To receive a "letter of good standing" contact OMAFRA and it can be emailed, faxed or mailed. Annual return filings to OMAFRA need to be up to date for a society to be in good standing.

5. Corporate Numbers

Sometimes societies are asked to provide a corporate number. Organizations incorporated under the AHOA are not issued numbers. A "letter of good standing" proves your incorporation. Corporate numbers are issued when an organization is incorporated by the Ministry of Government Services (formerly Consumer and Business Services (MGS)). If a society would like to get a corporate number it is possible to apply to MGS.

To Apply for a Corporate Number

- Call OMAFRA for the appropriate forms. A sample letter, forms and details about the information needed will be sent to you to complete.
- You will continue to provide an annual report to OMAFRA. You will **not** be required to provide an annual report to MGS.
- Your organization name will be registered with Industry Canada in the NUANS database.

6. Forming a New Society

To form a new horticultural society, there needs to be at least fifty (50) signatures of potential members (25 if you are incorporating in a territorial district in northern Ontario).

Contact OMAFRA to receive appropriate forms. Included with the package will be the following:

- Articles of Incorporation application form to incorporate under the *Agricultural and Horticultural Organizations Act*.
- A copy of the *Agricultural and Horticultural Organizations Act, Parts I-IV and Regulations 16 and 17*.
- A sample constitution for a horticultural society. A constitution is not required to be submitted with your application for incorporation but the adoption of a constitution should be one of the first activities of the newly formed organization. Please note that this is only a sample and, apart from the information in *Articles II, III, and I*, which is taken from the *Act*, there is no obligation to follow this sample. New groups may find that other examples of constitutions will also be useful aids as they work through this task.
- The official name for the organization must have "horticultural society" in it.
- There is a one-time incorporation fee of \$25.00, which must be made payable to the **Minister of Finance** and returned with the application.

7. Dissolution of a Horticultural Society

Societies are incorporated under government legislation and therefore need to go through a formal procedure to dissolve.

- The former members of a society organize one last meeting, which is publicized within the community, so that any members who are still in the community can attend. Members are those persons who were members in the last year that the society was active.

- At this meeting a motion should be made and seconded to dissolve the organization. The motion must be voted upon and carried by a majority of the members present.
- A report should be made of the remaining assets of the society (cash, investments, property, etc.) and the members should decide what to do with these assets. It is recommended that the assets be kept in the local community and directed to some use compatible with the objectives of the society.
- Send a letter to AHOA Administration and request that the Minister dissolve the society. The letter should explain the reason for dissolution and include a copy of the meeting minutes with the motion to dissolve and an explanation of the disposition of the society's assets.

8. Changing the Society's Name

Changing the name of a Society requires an amendment of the Society's articles of incorporation, and must be approved by the Minister of Agriculture, Food and Rural Affairs.

- Contact OMAFRA for an Application of Amendment form, which the Society can use to request this change.
- An application for a name change requires a resolution by the Society. A copy of the minutes of the meeting where the change is approved should be attached to the completed Application for Amendment.
- Changing the name of a Society usually means a change to the constitution and bylaws. In some cases, notice to the membership that the motion is being considered at a meeting is required. Please consult with your governing documents to ensure that the proper procedures are followed.
- Approval of the applications will normally take four to six weeks from the date upon which we receive it. The name of a Society does not officially change until the Ministry approves the Application for Amendment.

Standing Committees

The Chairperson of each Standing Committee shall be a member of the Ontario Horticultural Association Board.

Committees:	Adult Competitions	issue
	Annual Report	11/99
	Awards	10/99
	Communications	10/99
	Conservation & Environment	11/99
	Constitution, Procedures & Resolutions	10/03
	Executive Committee	10/99
	Finance	10/99
	Funding	10/03
	Long Range Planning	10/03
	Nominating	10/03
	Social Marketing	10/03
	Supplies	10/99
	Youth Competitions	10/99
	Web	10/07
Sub-Committees:		
	Youth Newsletter	10/99

Revised October 2003

Adult Competitions Committee

Purpose:

To develop and promote various horticultural, art and design competitions

Members:

- Chairperson as appointed from among Board Members
- An assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson

Responsibilities:

- To develop, publicize and manage competitions for adults at the O.H.A. Convention, and any other events as approved by the Board
- To develop the rules and schedules for publication in the NOVEMBER Newsletter
- To define subcommittee responsibilities and co-ordinate their activities
- To select a representative to attend a Board meeting if Chairperson is not available to attend.

Other:

- All actions and proposals are subject to approval of the Board

Sub-committees:

- Photography
- Art
- Decorative Show
- Newsletters & Year Books (Publications)
- Web

Subcommittee Chairpersons shall be selected from among Board members by Adult Competition Committee Chairperson and confirmed by the Board at their next meeting

Note: Adult competition judges are selected in consultation with Convention Host District Cultural Show at the Convention is the responsibility of the Host District

Revised November 1999

Annual Yearbook Report Committee

Purpose:

- To publish the Association's Annual Report

Members:

- Chairperson as appointed from among Board members
- An assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson (e.g. proof readers, typists, etc.)

Responsibilities:

- To receive reports from District Directors, that will consist of the breakdown of reports of their societies' activities for the previous year, compiled in a concise form of 800 to 1,000 words
- To collect other relevant articles, reports and messages
- To set and circulate deadlines for the receipt of and checking of the District reports
- To arrange for a qualified photographer to take required photographs of high resolution, suitable for printing
- To edit and assemble into the format approved by the Board and the printer for the Annual Report
- To obtain a minimum of three price quotations and select the lowest price, providing it meets the necessary publication guidelines, and to have the Report printed
- To have printed Annual Reports ready for distribution at the October Board meeting
- To select a representative to attend a Board meeting if Chairperson is not available to attend

Distribution:

The number of Annual Report's printed must allow for the following:

At no charge:

1. One copy to each of the OHA Officers.
2. To the District - one copy per society and one copy to each member of the District Executive, including the immediate Past District Director
3. One to each member of the President's Council
4. Others as deemed necessary by the Secretary

At cost:

Extra copies made available to those requesting them prior to publication

Awards Committee

Purpose:

- To determine awards to be given and to determine recipients for these awards

Members:

- President (Chairperson)
- Immediate Past President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Chairman of the Past Presidents' Council

Responsibilities:

- Evaluate awards available and decide if new awards are needed
- Determine recipients of awards
- To forward names of recipients to the person who will deliver the citations
- To notify affected District Directors and arrange for appropriate persons to present the awards
- To make arrangements for preparation of awards
- Have the secretary maintain a record of all recipients of awards
- To develop new awards
- To update the Awards Booklet as required

Deadline:

- Nominations for awards to be submitted to the O.H.A. Secretary by February 28th each year

Other:

- All recommendations will be considered as a decision of the Board

Revised October 1999

Communications Committee

Trillium Newsletter

Job Description

Purpose:

- To publish the Association's Trillium newsletter and maintain the gardenontario on-line news as sources of information regarding the Association and its activities.

Members:

- Chair, appointed by the Board
- Any other members, selected by the Chair

Responsibilities:

- Inform, educate, and connect the OHA members across Ontario by planning, producing, and distributing the quarterly Trillium newsletter.
- Submit news articles to OHA webmaster for posting on the gardenontario website.
- Plan the editorial calendar by determining which articles should be included in each issue.
- Recruit volunteers to write and submit articles.
- Edit submitted articles for accuracy, clarity, and consistency.
- Submit edited articles to authors for vetting and approval.
- Format, organize, and lay out articles, photographs, graphics and advertisements.
- Research and write editorial articles.
- Prepare the completed newsletter as a pdf on CD Rom to submit to the printer.
- Submit pdf for posting on the gardenontario website.
- Arrange for printing, folding, and stapling of newsletter.
- Arrange for printing and collating of inserts.
- Maintain accurate mailing lists for Societies and subscribers.
- Create and print mailing labels and return labels for each mailing.
- Apply mailing labels and postage to envelopes.
- Fill envelopes with Trillium copies and inserts.
- Post envelopes to all Societies and subscribers.
- Advise Board members of projected publication dates, and deadlines for submissions.
- Dialogue with advertisers. Direct advertising revenue to the OHA treasurer.
- Make appropriate adjustments based on direction from the Board.

Submitted by Linda Hugli,
Communications Committee Chair,
November, 2006

Conservation & Environment Committee

Purpose:

- To develop environmental and conservation programmes which increase awareness of the environment and to promote planting of native species of trees and plants

Members:

- Chairperson as appointed from among Board Members
- An Assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson

Responsibilities:

- To work with various Government Departments and private organizations to identify conservation and environmental projects
- To prepare and distribute to societies information on selected projects and encourage participation

Other:

- All actions and proposals are subject to the approval of the Board

Revised October 2003

Constitution, Procedures and Resolutions Committee

Purpose:

- To evaluate, recommend and prepare changes to the O.H.A. Constitution and Procedures as required
- To receive all resolutions for presentation at the annual meeting

Members:

- Chairperson as appointed from among Board members
- An Assistant Chairperson selected by Chairperson
- Other members selected by Chairperson

Responsibilities - Constitution:

- To draft all amendments to the Constitution
- To present these amendments to the Board for consideration
- To notify all member societies of the changes as required by the Constitution and to present the changes to the Annual Convention for acceptance
- To draft all new or changed Procedures and to present them to the Board for approval
- To select a representative to attend a Board meeting if Chairperson is not available to attend.

Responsibilities - Resolutions:

- To accept all resolutions proposed by member societies
- To develop resolutions designed to enhance the image of the Association and its member societies
- To advise the Board of all resolutions for their evaluation
- To present all resolutions to the annual meeting for approval
- Note: Resolutions must be compatible with the current O.H. A. constitution in order to be presented. Resolutions which affect the constitution should be forwarded to the Constitution Committee to be processed under rules governing amendments to the Constitution.
- After the annual meeting the Secretary shall forward all approved resolutions for appropriate action
- Voting shall be conducted as outlined in O.H.A. Procedure 001

Other:

- The deadline for receipt of resolutions by the committee shall be February 28th of each year
- Resolutions received after this date will be held over for presentation at the next year's Convention

Executive Committee

Purpose:

- To administer the operations of the Association between the meetings of the full Board.

Members:

- President (Chairperson)
- Immediate Past President
- 1st Vice-President
- 2nd Vice-President
- Secretary
- Treasurer
- Director of the host District of this year's annual Convention
- Director of the host District of next year's annual Convention
- Director representing South and South-West Ontario: Districts 5, 6, 7, 8, 9, 10, 11, 15, 17 and 19
- Director representing North and Eastern Ontario: Districts 1, 2, 3, 4, 12, 13, 14, 16 and 18

Responsibilities:

- To act on existing policy and directives of the Board
- To handle the affairs of the Association between Board meetings as necessary
- To liaise with government agencies where it pertains to the operation of the Association
- To make recommendations to committees or to the Board
- On a rotating basis, have a member attend each meeting of the Long Range Planning Committee

Other:

- All actions and proposals are subject to the approval of the Board

Revised October 1999

Finance Committee

Purpose:

- Prepare the budget of the Association and of various committees

Members:

- Treasurer (Chairperson)
- President
- Immediate Past President
- 1st Vice President
- 2nd Vice President
- Secretary

Responsibilities:

- Prepare budget reflecting practical commitment of the Association
- Oversee expenditures and revenues
- Make recommendations to the Board regarding the financial operation of the Association
- To assist in the preparation of the Convention budget
- To liaise with Long Range Planning Committee on long term financial planning

Other:

- The Chairperson of the Funding sub-committee may be invited to attend some meetings.
- All actions and proposals are subject to the approval of the Board

Revised October 1999

Funding Committee

Purpose:

- To seek sources of funding for programmes or functions approved by the Board of Directors

Members:

- Chairperson as appointed from among Board Members
- An Assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson

Responsibilities:

- To inform the Board of Directors of funding opportunities available to the Association through partnerships or sponsorships
- Develop incentive programs for the Association and Hort. Societies.

Other:

- All actions and proposals are subject to the approval of the Board

Revised October 2003

Long Range Planning Committee

Purpose:

- To develop long and short term plans for the continuity of the Association, striving to maintain a wholly self supporting status, and to develop and maintain relationships with other like-minded organizations in the form of partnerships and/or affiliations.

Members:

- Chairperson — a former or current board member of the Association
- Two representatives from the Past Presidents Council
- Recording secretary
- Other members selected by the chairperson, such as development officer from time to time

Responsibilities:

- To explore long and short term plans for continuity of the Association
- Identify projects, activities and relationships with like-minded organizations which will increase the visibility of the Association and their Societies
- To liaise with the Finance committee, Social Marketing Committee and Conservation and Environment Committee
- Work with the Development Officer

All new actions and proposals are subject to approval by the Board.

It is recommended that as the chair changes, at least one current member remain on this committee for continuity.

Revised October 2006

Long Range Planning Committee

Purpose:

- To develop long and short-term plans for the continuity of the Association, striving to maintain a wholly self supporting status.

Members:

- Chairperson – a former or current board member of the Association who has knowledge & experience with the operation of the organization
- Two representatives from the Past Presidents Council
- Recording secretary
- Other members selected by the chairperson

Responsibilities:

- To explore long and short term plans for continuity of the Association
- To liaise with the Finance committee, Social Marketing Committee, Conservation and Environment Committee and the Partnerships committee
- Submit reports to the board for each board meeting, including a convention report
- Request a budget with details describing the reasons for the amount to the treasurer in September.

All new actions and proposals are subject to approval by the Board.

It is recommended that as the chair changes, at least one current member remain on this committee for continuity.

Revised July, 2010

Partnerships and Associate Members Committee

Purpose:

- To establish and maintain relationships with partners and associate members.
- Promote the OHA at any of the partners' functions attended.

Members:

- Chairperson
- Treasurer
- Other members selected by the chairperson

Responsibilities:

Partners

- Communicate on a regular basis with the partners throughout the year.
- Discuss ways the OHA might work together with partners on projects or membership drives.
- Share website links and provide the OHA logo for use in their publications if applicable.
- Invite representatives to OHA conferences to bring greetings from their organization and provide a complimentary lunch. If space is available, invite partners to set up a complimentary booth. The committee chair should meet the representative when they arrive and accompany them while at the conference.
- Attend any of the partners' events to which the OHA is invited. This will be an opportunity to distribute promotional material for the OHA. e.g. Currently, Communities in Bloom Ontario invites an OHA representative to bring greetings to their annual conference, where an OHA booth can be set up with the banner stand and promotional hand-outs. The Committee chair may be asked to present an award. This conference takes place on a weekend, and in a different location in Ontario each year.
- Forward appropriate information from the partners to OHA district directors to be distributed to all the societies.
- The Committee should keep their eyes open for possible new partners, and advise the OHA board of any changes to the list of partners.
- Current partners: Communities in Bloom Ontario, Conservation Council of Ontario and the Royal Botanical Gardens.

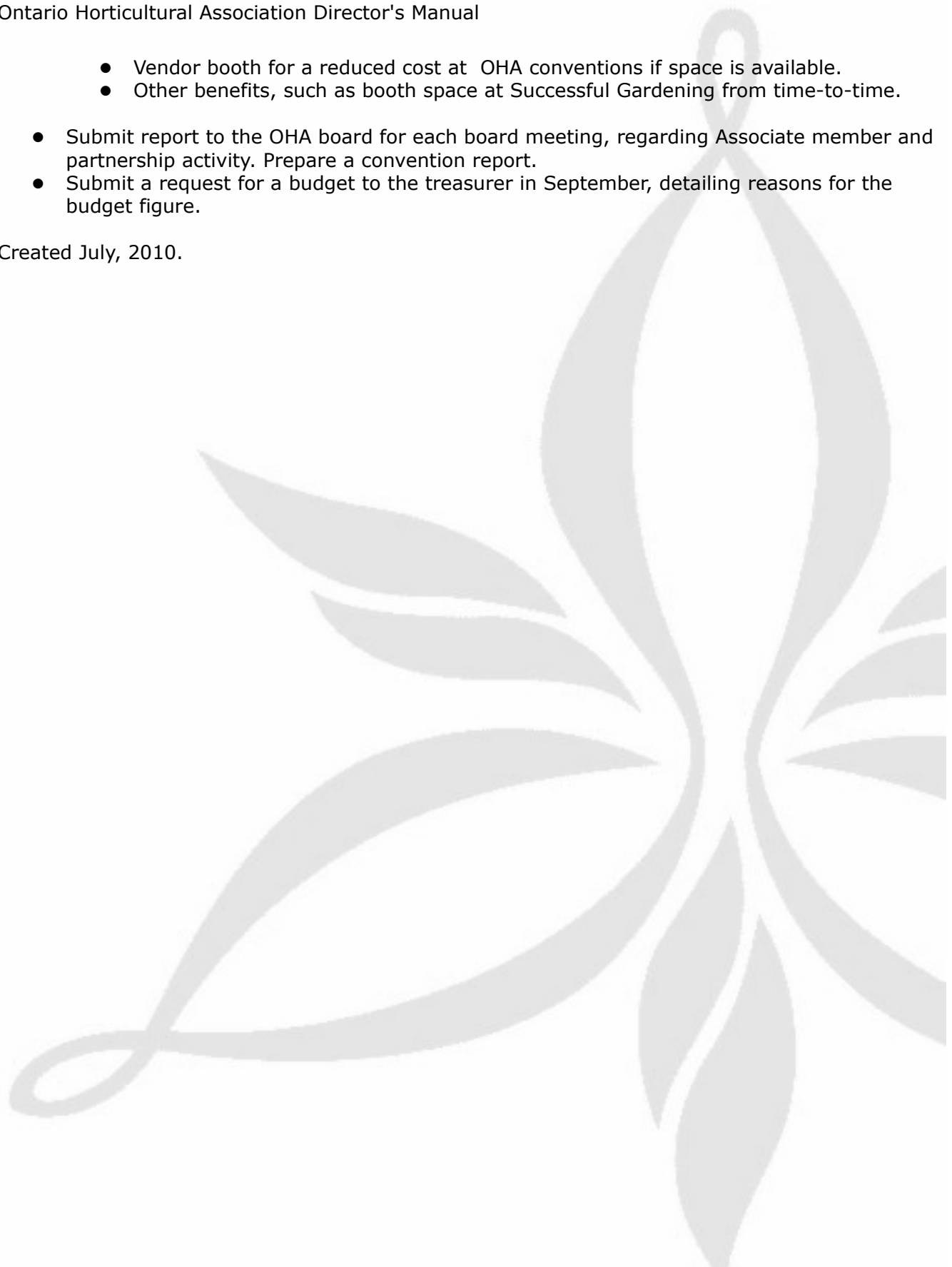
Associate members

- Early in the new year, send letters of invitation and application forms to committee approved groups. Include newsletter and OHA brochures in the package.
- Follow up with any groups that express interest.
- The treasurer sends a copy of the application or renewal to the Committee chair for the records.
- Advise the OHA webmaster and newsletter editor of the new or renewed memberships, along with their contact information. The newsletter editor will invite submissions from these groups.
- The treasurer sends out renewal notices to existing Associate members annually.
- The committee should communicate with the Associate members throughout the year to remind them of their benefits:
 - Publicising up to four events on our calendar of events.
 - Link to their website on Garden Ontario links page.
 - Submissions for the Trillium newsletter, and on-line news.

Ontario Horticultural Association Director's Manual

- Vendor booth for a reduced cost at OHA conventions if space is available.
- Other benefits, such as booth space at Successful Gardening from time-to-time.
- Submit report to the OHA board for each board meeting, regarding Associate member and partnership activity. Prepare a convention report.
- Submit a request for a budget to the treasurer in September, detailing reasons for the budget figure.

Created July, 2010.



Nominating Committee

Purpose:

- To present to the Annual Convention a list of names submitted for each elective office, including auditors, of the Association

Members:

- Immediate Past President (Chairperson)
- Secretary
- Treasurer

Responsibilities:

- To receive and report all nominations
- To seek out candidates
- To ensure that all persons recommended are willing to stand for office
- Consult with other active Past Presidents
- Present an interim report to the March Board meeting
- Ascertain, as far as possible, that the nominations submitted are of persons properly qualified for the proposed office
- Notify member Societies of all nominations at least 60 days prior to the annual Convention

Revised October 2003

Social Marketing Committee

Purpose

To present a clear image of the Association and its relationship with the Horticultural Societies and to undertake projects or activities which will increase visibility of the Association and of Horticultural Societies in the Province.

Members

- Chairperson and co-chairperson appointed from amongst Board Members
- One member of the Past Presidents Council, selected by the Chairpersons. (Note: a motion in October 08, changed the number from two to one for how many members of the PP's Council needed to sit on this committee.)
- A member with expert computer skills
- Other members selected by the Chairpersons.

Responsibilities

- To increase the awareness of the Association using multi-media approach
- To identify potential partnerships with other related organizations.
- To develop and implement approved programmes which:
 - strengthen the links between the Association, Societies and members.
 - Increase the visibility of the Association in the Province.
 - are of mutual benefit to the Association and Horticultural Societies.

Other

- All actions and proposals are subject to the approval of the Board.

Supplies Committee

Purpose:

- To propose, obtain, distribute and promote the use of O.H.A. related items

Members:

- Chairperson as appointed from among Board members
- An assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson

Responsibilities:

- To research ideas for O.H.A. items
- To propose such items to the Board for approval
- To tender approved items and arrange for their manufacture
- To ensure that all items are made available to member societies
- To organize a sales programme at the annual Convention
- To prepare a supplies budget for Finance Committee use

Other:

- All actions and proposals are subject to approval of the Board

Revised October 1999

Web Committee

Webmaster Duties

Job Descriptions

Overview

Webmaster – Member services

This webmaster role is member service oriented. Each society has the ability and responsibility to maintain their own information on the society pages and society websites. Sometimes they require assistance as they learn how to use the administrative features of the web site. This is a role that could be assigned to more than one webmaster after the initial website development period is over.

Job qualifications:

- Complete familiarity with administrative features of the website.
- Computer skills, especially skills related to data management.
- Access to high speed or broadband Internet connection.
- Complete familiarity with the ISP's web email service.
- Excellent communication skills to be able to instruct people having difficulties.
- Experience in customer service - prompt, friendly, reliable.

The job responsibilities include:

- Daily monitoring of and responding to email sent to webmaster@gardenontario.org.
- Maintaining a customer service log to track problems and responses.
- Weekly monitoring of events calendar.
- Liaising with web developer to identify & correct programming issues when they arise.

Duties include:

- Assisting with password/login and web shell difficulties.
- Investigating problems reported and solving them or replicating them before turning problems over to web developer.
- Monitoring EVENT calendar to remove redundant information.
- Creating alias email accounts and email forwarding accounts for District Directors and societies on request, and updating same as necessary.
- Receiving 'catch-all' email from the website

Webmaster - Website Text Management

This webmaster role is editorial in function. It involves managing and updating the information on the public side of the website. This role should be assigned to one person to maintain editorial style, site integrity and the consistent 'look and feel' for web material.

Job qualifications:

- Complete familiarity with gardenontario text editing functions.
- Computer skills related to word processing (formatting tables, forms & spreadsheets), scanning (text, documents & images) and photo management (digital images).
- Access to high speed or broadband Internet connection.
- Access to scanner and OCR software for scanning text.
- Editing skills - spelling, grammar, use of language, clarity, familiarity with style and formatting protocols.

Duties include:

- Managing updates to web text on pages as required.
- Posting On-line News articles in accordance with Editorial Policies (currently under development by Social Marketing Committee).
- Gardenshare photo management.
- Uploading Youth News and other OHA Resources.
- Maintaining Partners and Links pages.
- Formatting and posting Annual Convention information.
 - After convention, update list of officers on the Contact Us and Leadership pages. Update e-mail addresses for officers.

Webmaster - Speakers Registry

This webmaster role is specific to the Speaker registry. Duties include adding and updating speaker information on the website. This is a role that can be shared.

Webmaster - Sub-Domain services

This webmaster role is technically oriented. This webmaster will manage sub-domain space on the gardenontario.org website. The sub-domain space will be sold to societies that want to relocate from their current URL or who wish to have more storage space than currently allowed in each webshell to upload photo galleries, posters, society newsletters, etc. While under development, this should be a role for one person.

Job qualifications:

- Computer skills, especially skills related to FTP and Website management.
- Access to high speed or broadband Internet connection.
- Complete familiarity with administrative features of the gardenontario ISP Mecca Internet Solutions including the ISP's email service.
- Excellent communication skills to be able to instruct people having difficulties.

The job responsibilities include:

- Regular monitoring of email sent to subdomains@gardenontario.org.
- Overseeing all areas of sub domain service at gardenontario.org (as outlined in duties below).
- Liaison with ISP to identify & correct issues when they arise.

Duties include:

- Creating a unique Sub-Domain for the society on receipt of "Request for WEB Storage Form"
- Creating email addresses for Sub-Domain according to directions from the society and informs the society via email that the additional storage space is available and that the email addresses are active.
- Providing directions re uploading files to their Sub-Domain.
- Maintaining a log record of Sub-Domain usage showing society, size of storage, rental periods and email addresses used.
- Monitoring the usage of the Sub-Domain to ensure that the storage space is not exceeded
- Monitoring account payment status and notifies society and association treasurer two months prior to anniversary of rental, that rental of storage space will expire and additional payment is required to continue. If no further payments received from society, removes Sub-Domain from association WEB site.

Advice to Directors

Maintain an up to date District web site. Encourage all societies to keep their web sites up to date. Regularly review all Society web sites in your district and provide feedback.



Youth Competitions Committee

Purpose:

- To develop and promote friendly competition of horticultural specimens and design with emphasis on youth involvement and to represent Youth Newsletter Sub-committee at Board meetings

Members:

- Chairperson as appointed from among Board members
- An assistant Chairperson selected by the Chairperson
- Other members selected by the Chairperson

Responsibilities:

- To develop, publicize and manage youth competitions at the O.H.A. Convention, and any other events as approved by the Board
- To develop the rules and schedules for publication in the appropriate Youth Horticultural Newsletter
- To seek suggestions from Youth Leaders in Horticultural Societies and other groups
- To develop programmes and materials to aid Youth Leaders with their activities
- To report on activities of Youth Newsletter Sub-committee when Youth Editor is not a Board member

Other:

- All actions and proposals are subject to approval of the Board

Sub-committee:

- Youth Newsletter

Revised October 1999

Youth Newsletter Sub-Committee

Purpose:

- To develop communications with Youth Leaders by publishing the Association's Youth Newsletter

Members:

- The Association Youth Editor as appointed by the Board
- Other members selected by the Editor

Responsibilities:

- To publish the Associations Youth Newsletter three times a year or as directed by the Board
- To collect and publish information on all O.H.A. youth programmes, contests and all other activities of interest to youth
- To collect articles and reports on youth activities of interest to youth clubs and members
- Edit and assemble the selected articles into an attractive publication
- Arrange for printing and mailing to Past Presidents, Youth Leaders and District Directors
- Provide, when requested, a report of Youth Newsletter activity to the Chairperson of the Youth Competitions Committee

Other

- Where Youth Newsletter editor is not a Board member the Youth Newsletter Subcommittee shall report to the Board through Chairperson of Youth Competitions Committee

Revised October 1999

Convention Duties of the PRESIDENT and OHA Board

All decisions are to be approved by the board.

The following list shall be the responsibility of the president, executive and / or the board and the convention Host District Director.

The president shall

- Secure a parade Marshall for march in of dignitaries (line up)
- Secure a master of ceremonies for introduction of District Directors, Past Presidents, and dignitaries.
- Secure a past president to do the Invocation
- Secure someone to introduce the President.
- Secure someone to conduct the in memoriam
- Secure a person to handle nominations.
- Secure a person for awards ceremony.
- Secure a person to do the closing ceremonies.
- Host director will secure people to conduct and help at early bird draws. Two days.

The President should offer guidance to the host committee in any way needed with ideas, helpful suggestions etc. But not interfere with the Host Society's plans unless asked to help. Although they should be kept informed of all plans, The president should leave the planning to the host district.

The District Director also works with convener to arrange a Youth Leader Breakfast and a Past Presidents Luncheon. President attends the Past Presidents Luncheon.

President will arrange with up coming convention host for the executive board to visit and tour the facility at a convent time well before the next convention present convention to save time and costs. This may not happen in future due to high costs involved.

Revised 2005

Duties of Host District Director

Year one

CHOOSE A SITE (consult with President involved).
Preferably at a hotel.

SITE REQUIREMENTS Rooms NEEDED FOR
Flower show Art Youth
Internet Vendors Exhibits
Static Displays Plenary Sessions
Banquet Church Service
Seminars (three at a time)
Registration Area Accommodations
Meals Photography Printed Materials

Negotiate costs of above the best deal possible if you let site know average attendance is about 400 people. Get a signed contract in place and keep a copy for your records.

Registration is handled by the OHA registrar.

Get societies in District involved now, it is a two year commitment.

Form a convention committee to report back to Director on progress made in planning.

Register with local tourist bureau they can help with information and maps.

Make up a budget for District Expenses Check OHA budget for amount allowed for Speakers, seminars, and judges.

Accommodations are arranged by delegates

Speakers are to be arranged by Host District and a list of speakers including full name, address including postal code, and phone # is to be given to the treasurer at least 3 weeks before event, signed cheques will be turned over to Host Director at pre-convention board Meeting.

List of speakers with their bio's should be ready for introductions and thank you's for March Board Meeting. A sign up list will be distributed for directors to sign up for these duties. Host director should make second set to be brought to convention.

YEAR TWO

- Tree Planting Landscape Ontario usually provides up to \$250.00 towards a tree. Contact Dave Money.
- Work with local Parks or site owners where when and how (sometimes parks will plant at no charge)
- District orders tree.
- Send out letters to all speakers and committee chairs, any others you deem necessary to find out what types of equipment they require encourage them to supply their own if possible.
- Select meal menus.
- Get copies of floor plans of rooms being used.
- Podium (check height and if there is a working light) good working mics are necessary.
- Have a float of cash for District sales , raffles, silent auctions. All monies raised on Friday evening goes to host District.

HOST DIRECTOR

- Co-ordinates all materials and duties- All committees report to Director keeping them informed of progress made or any problems.
- Is fully aware of all tasks to be performed and of all responsibilities of committees.
- Be in touch with convention registrar to ascertain rooms needed and numbers attending (this gives you bargaining power with facility).
- Together with the OHA Treasurer and committees prepare a budget to be approved by the OHA executive.
- Being a voting member of the OHA executive you will be required to attend all executive and board meetings.
- Should hold a meeting of representatives of every society in the district at least 1 year before convention.
- At this meeting chair people can be obtained any others willing to assist in the many tasks can be recruited
- Stress the importance of as many of your district as possible attending the convention (many hands make light work).
- Solicit ideas and recommendations.
- Visit site at least once and again 1 week before event.

Committees needed: Decorations	Events & tours	information
Signs	Parking & arrival	Cultural flower show
Youth exhibits	Vendors	

Host district may hold auctions, draws, silent auctions etc to fund the Friday Night's social. 50/50 draws or other fund raisers held at any other time become property of the OHA.

The suggestion has been made that the host district make up the cultural and design portions of the flower show. Perhaps a passing committee of accredited judges could assist with schedule of offering guidance.

All pre judged entries should have the winners list presented to the treasurer for issue of payment prior to convention opening, and be responsible for handing out these awards.

Host Director

- Will present a report at the October and March board meeting updating the board with the plans in place and be prepared for questions.
- In October a list of speakers should be available with seminar topics and speakers names.
- At this time a final request for equipment required by speakers should be received.
- At the pre-convention board meeting a complete run down of all aspects of the convention should be reported.
- A brief report is given at the post convention meeting and you will get a round of applause for a job well done.
- The new upcoming convention director will be asked to arrange a visit to next venue for executive at a convenient time. This may be discontinued due to rising costs.
- Banquet Head Table to include: President, 1st VP, 2nd VP, Secretary, Treasurer, Guest Speaker, Awards Presenter, Host Director (sometimes spouses are added) Sometimes clergy is included
- Create place cards.
- Print banquet menu at each setting. Nice touch but may be too costly.

Accredited Judges for Floral Design are those judges who have taken advanced courses and been certified by the Royal Botanical Garden and or the Garden Clubs of Toronto.

At conclusion of convention, the host director shall turn over to the next convention host all flags, stands, poles, flower niches, green vests, and signage.

Volunteers will be required for the following duties

- Ushers - available for all plenary sessions.
- Welcoming committee.
- Decorative design work area needs someone at all times to help with clean up, getting water etc.
- Seminar rooms need attendants during all seminars to man door and assist speaker.
- Exhibits and vendors areas may require assistance.
- Flower show needs to be manned at all times when open to public, at set up helpers are required
- see decorative design also to set up classes.
- Registration desk requires two assistants.
- identification badges are required for any volunteers helping but not attending convention.
- Rides, e.g: sometimes people need a ride from train, bus, or airports.
- Help for handicapped, e.g. wheelchairs walkers etc.

SET UP

- All rooms need some set up.
- Obtain charts for table set up and placement.
- Art room requires easels, hangers Check with local art gallery or college to borrow these items.
- Flower show requires table cloths, dividers for classes, name cards should be committee chair responsibility.
- Ribbons and entry tags are obtained from OHA secretary.
- Stage area needs to be checked for fresh water and glasses.
- Water flower arrangements.
- Registrar needs tables and two chairs.

SIGNS

SIGNS ARE NEEDED FOR ALL COMMON ROOMS-SEMINARS-WORKSHOPS-SHOW ROOMS, ART EXHIBITS, VENDORS, ETC. OUTSIDE SIGNS ARE NEEDED AT ENTRANCE SEMINAR INFO SHOULD BE POSTED AT SITE OF SEMINAR STATING SPEAKERS NAME AND SUBJECT

DIGNITARIES

- Invite Mayor, reeve or representative of Host Town
- MPP for area
- Helen Scutt of OMAFRA contact her for current Agriculture Rep. and Master Gardener rep
- Brian McCartney of Law Insurance
- Current president of Agriculture Assoc. or board member to attend.

Vendors

One person should be in charge and issue contracts and collect fees of agreed amount for the 3 days 2004 \$100.00 and issue receipts. These cheques are then sent to OHA treasurer, who will also issue a receipt. Turn cheques into treasure asap to avoid stale dated cheques.

FLOWER DISPLAYS

DO NOT USE FLOWERS PROVIDED BY LOBLAWS THESE ARE FOR FLORAL ARRANGING DEMO'S ONLY...

Have displays at registration desk, information desk, stage area in front of podium this is at the wishes of district.

JUDGES

- Prejudged entries are: photos, slides, and printed material both youth & adult.
- These judges are arranged by the chair of each committee OHA.
- Flower show requires a cultural and a accredited or certified design judge (see bottom of last page)
- youth exhibit judge made need 2
- Art judge by chair
- All judges (2004) are paid \$50.00 unless otherwise stated and approved.
- Publications Judge is paid \$100.00 (2004).

PUBLICITY

Host district should make an effort to advertise the convention in their area- encourage public to view exhibits this could gain new members.

Ask for press coverage at tree planting and convention.

Goody Bags

This is a option for the host district to decide.

Door Prizes

Each district brings an item worth \$25.00 to be used as an early bird draw prize- these should be given to host director and marked by district # giving prize.

The host district is at liberty to also have its own door prizes.

Bus Tours and side trips.

Monies for tours are paid to OHA on registration form and retained by them.

Tours maybe set up.

Remember cost- where-guides-time of trip—school buses or coach check costs- Please provide Bottled water on buses.

Banners

All banners to be free standing (District & Society).

Flags

Flags paraded in are: Canadian , Ontario , Municipal/local, OHA a reminder should go in the May newsletter. Flags are to be displayed on the stage in order of precedence from left to right: Canadian , Ontario , Municipal/local, OHA.

Convention Committees

Convention District Committee. (Local).

Local district committee is responsible for the following:

Decorations.

- Floral decorations in meeting places, halls and banquet tables.
- Corsages for ladies at banquet.
- Society displays subject to approval by Concessions and Displays Committee as to available space.

Events and Tours.

- Responsible for arranging bus tours and entertainment. Costs should be fully investigated and confirmed and presented by District Director to programme committee for approval.
- General coffee hours are the responsibility of the committee with the host district usually sponsoring the event for the first evening.

Information.

- Host society will set up a manned table with information and pamphlets on local areas to visit, phone numbers i.e. trains, planes, taxis.

Parking and Arrivals.

- Responsible for providing designated parking areas. .
- Areas to be well sign posted with attendants to direct traffic.
- Transportation and drivers available for airport, bus terminal and train pick up and dispatch (possibly Mini-Buses could be used).
- Liaison with welcoming committee

Signs.

- Arrange to have signs posted, large enough to be visible, leading from highway to registration area.
- Large banner of welcome at main entrance.
- Signs for: registration, dining, meeting, seminar rooms.
- Have spare card, paper, pens, tape and thumb tacks available for changing and new signs posted

Revised October 1994

Section 5 – Resolutions & Voting Procedures

Voting Procedures

Voting delegates (how many delegates each society is entitled to have)

Proxy Voting Procedures (revised 5 June 2011)

Proxy Authorization form 1 (revised 5 June 2011)

Proxy Authorization form 2 (revised 5 June 2011)

Resolutions form

Resolutions Procedure

Latest forms to be included here.

CONVENTION VOTING PROCEDURE

GENERAL

1. At the Convention, voting on Resolutions will normally be by show of voting cards unless a secret ballot is called for by the Returning Officer.
2. Voting for election of officers will be by secret ballot.
3. Voting delegates will receive voting cards and necessary ballots with their registration package. Each vote shall use a different coloured ballot.
4. All voting will be under the control of a Returning Officer selected by the Board of Directors at their March meeting. It is recommended that this position be given to an active Past President.

RETURNING OFFICER'S DUTIES

At the Convention, prior to voting, the Returning Officer shall:

1. Be responsible to ensure that the elections are conducted as outlined in this procedure.
2. In consultation with the President and the Resolutions Committee Chairperson, authorize any modifications to this procedure required by the layout of the convention hall.
3. Select as many assistants as are required to conduct voting. This number will be determined by the layout of the convention hall.
4. Ensure that there are sufficient ballot boxes available, and enough suitable storage boxes to receive the ballots for each vote.
5. Assign assistants to specific rows or tables as dictated by the layout of the convention hall.
6. Obtain a room for the duration of elections which is to be used for the storage and counting of the ballots and ensure that, for this period, he has the only key which is available to the Association.

VOTING

1. Voting on Resolutions will normally be by show of voting cards. If the result of the vote on a Resolution cannot be clearly determined by the Returning Officer, then he shall require that a secret ballot will be held.
2. Ballots shall be acceptable if marked either with YES/FOR, NO/AGAINST, or with candidate's FIRST, LAST or FULL NAME as required by vote.
3. After each vote, the ballots will be emptied, in full view of the members, into a storage box and the box sealed. Sealed boxes shall be transferred to the storage room for future counting.

COUNTING OF BALLOTS

1. At the conclusion of each ballot, the Returning Officer shall receive from the Association's secretary an envelope with proxy vote count, YES/FOR, NO/AGAINST and WITHHELD which apply to that ballot. The Returning Officer will record these numbers and include them in the count of votes to determine the result.
2. Two scrutineers representing the members shall be nominated from attending delegates at the start of balloting. These scrutineers shall not be from the same District. These scrutineers shall be present during the storage and counting room during vote counting to ensure there are no irregularities.
3. Each candidate for election to an Ontario Horticultural Association office may also appoint a scrutineer to represent the candidate during the count of that ballot only.
4. The Returning Officer shall select as many of his assistants as may be required to count ballots.
5. A ballot which is incorrectly marked or the wrong colour shall be considered a spoiled ballot.
6. A vote shall be declared void in the event that the total ballots cast exceeds the total of delegates and proxies registered.
7. The Returning Officer shall determine the time at which counting takes place. Where one or more of the resolutions is voted upon by secret ballot, the count shall be deferred until the ballots on all resolutions have been completed.

ANNOUNCING RESULTS

1. Results of election of officers should be given to the meeting at the earliest convenient point in the program to prevent rumours. Only the winners will be announced.
2. Results from Resolution voting can be given at a suitable break in the program. The actual ballot counts for each Resolution will be announced.

June 2010

Voting Delegates

April 2010

The _____ is entitled to _____ voting delegates at the 2010 Ontario Horticultural Association Convention in Barrie. This figure is determined by the Society's membership number in 2009 as reported to the Association Secretary. This number was reported as _____.

Voting delegates:

100 and fewer members:	2 voting delegates
101-150 members	3 voting delegates
151-200 members	4 voting delegates
201-250 members	5 voting delegates
251-300 members	6 voting delegates
301-350 members	7 voting delegates
351-400 members	8 voting delegates
401-450 members	9 voting delegates
451 plus members	10 voting delegates

Thank you for returning your Society Annual Information Report. Hope to see many of your members at the Barrie Convention in August!

Janet Moyser
Secretary
Ontario Horticultural Association

ONTARIO HORTICULTURAL ASSOCIATION

PROXY VOTING PROCEDURE

GENERAL:

This procedure describes the method of processing proxy votes to be used by the Ontario Horticultural Association at its annual meeting.

To be eligible to vote at the convention, a society must be a member in good standing of the Ontario Horticultural Association, having submitted its Society Annual Information Report and paid its membership dues. For voting at the annual meeting, each society may send 2 delegates. For Societies with more than 100 members additional society delegates are assigned on the basis of one vote for every 50 members, or part thereof, to a maximum of 20.

Example:

100 and fewer members eligible for 2 voting delegates.

101-150 members eligible for 3 voting delegates.

151-200 members eligible for 4 voting delegates, etc.

Proxy votes are the votes issued by societies who do not have their full number of delegates attending the convention. Each designated delegate attending the convention has a vote. A horticultural society's remaining votes can be transferred to a delegate who is attending the convention using Proxy Authorization Form 1. The delegate must be a member of any OHA member Horticultural Society in good standing.

A society sending no delegates has 2 options.

Transfer all of their votes to a delegate from another society using Proxy Authorization Form 1
Authorize the Ontario Horticultural Association secretary to cast the Society's votes at the convention using Proxy Authorization Form 2.

These forms are below.

The list of the resolutions, identified by numbers, and nominations to be voted on at the convention will be published in the summer Trillium.

Each eligible society will be issued with Proxy Authorization Form(s) with its Convention package.

Society not sending a full number of delegates to the convention use Proxy Authorization Form #1 : (Example, a society with 160 members can have 4 delegates, but only 2 are going to the convention. Use Proxy Authorization Form #1 to transfer the remaining 2 votes to someone.)

Proxy Authorization Form #1 This form can be presented at the convention registration desk or mailed in before June 15, 2011 to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

It is more efficient to mail the form in advance so that proxy votes can be prepared before the convention. Proxy votes are picked up at the convention registration desk.

The Summer edition of the Trillium will include a list of candidates for office as well as any motions. When this information is received, the society should instruct delegate listed on the form how it wishes the proxy votes to be cast. The holder of a proxy vote must be a member of a Society in good standing.

Proxy Authorization Form #2 Allows the OHA Secretary to vote *FOR/YES; AGAINST/NO; or ABSTAIN on behalf of a Society* provided there is no substantive change in the case of a Resolution, or if there is no change in the list of candidates for a particular office in the case of an election. The Secretary may not vote any proxy for or against any motion raised at the convention. You may indicate the society's wishes by entering the number of votes your society is allowed in the appropriate columns.

This form must be mailed in before June 15, 2011 to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

In the event that a society returns its proxy votes to the secretary and subsequently sends a delegate to the convention, then the delegate(s) will not receive voting status and proxy votes will stand.

At the convention, after the vote on any resolution or election of an officer has been completed, the Ontario Horticultural Association secretary will hand the returning officer a sealed envelope with the proxy vote count. These numbers will be included in the count of votes cast to determine the result.

In the event that subsequent votes are required and as long as a candidate remains on the ballot, any proxy votes for that candidate are valid and shall be included in the vote count.

ONTARIO HORTICULTURAL ASSOCIATION

PROXY AUTHORIZATION FORM #1

This form is to be used by a Horticultural Society not sending a full number of delegates to the convention:

The _____ Horticultural Society of District _____

Number of voting delegates allowed _____

Number of voting delegates attending _____

Number of proxy votes _____

We authorize the transfer of the above number of proxy votes to:

_____ of _____

Horticultural Society who is a member of an OHA Horticultural Society.

President's Signature _____

Secretary's Signature _____

Dated _____

If this form is completed and returned by June 15, 2011, your society proxy voting cards will be ready upon your arrival at the Convention Registration Desk. Send to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

ONTARIO HORTICULTURAL ASSOCIATION

PROXY AUTHORIZATION FORM #2

This form is to be used by a Horticultural Society not sending any delegates to the convention, so that the Society's proxy vote can be registered for use at the convention:

The _____ Horticultural Society of District ____ wishes the O.H.A. Secretary to cast the Society's proxy votes as directed below.

RESOLUTIONS	FOR/YES	AGAINST/NO	ABSTAIN
RESOLUTION #1			
RESOLUTION #2			
RESOLUTION #3			

ELECTION OF OFFICERS

CANDIDATES	FOR/YES	ABSTAIN

Details on Resolutions and Candidates for election are enclosed with this Summer Trillium

President's Signature _____

Secretary's Signature _____

Dated _____

To allow time for verification and tallying of the proxy votes, this completed form should returned by June 15, 2011 to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

Ontario Horticultural Association Director's Manual

To: The Constitution and Resolutions Committee of the Ontario Horticultural Association

From:

(Organization): _____

Presented by (name): _____

I / we wish to present the following resolution for consideration and presentation to the Ontario Horticultural Association Annual Convention.

Be it resolved that: _____

Rationale: _____

Dated at _____ This _____ Day of _____, 20 _____

Moved by: _____

Seconded by: _____

Please return completed Resolution Form by **FEBRUARY 1st** to:
Janet Moyser, Secretary, OHA
49 Blairs Trail, RR8, Kincardine, ON N2Z 0B3

Use additional sheets if necessary

RESOLUTIONS PROCEDURE O.H.A. 02

GENERAL

A resolution is one way of expressing the opinions of an organization and should be used for the benefit of the majority. Resolutions can also be used to recommend changes to the by-laws of the organization as well as to the program and policies currently in effect.

The Ontario Horticultural Association (Association) has as one of its Standing Committees, a Constitution and Resolutions Committee chaired by a member of the Association Board. This committee receives all resolutions from the Association Secretary and presents them at the convention for consideration.

PREPARATION

Establish whether the planned resolution will be for the good of all Association members.

Establish the area of need (Association, local, provincial or national) in order to direct the resolution to the proper body.

Avoid sweeping statements and emotion expression of opinion.

Prepare the resolution for submission using the attached form.

When preparing the resolution make sure that the intent is clear, and that it is well worded and directed to the correct organization. The resolution must state the mover and the seconder, and should be accompanied by any supporting information (newspaper articles, letters, etc.), which reinforces the need for the requested action.

PROCESS

A resolution must be approved either at the Society or District level.

Forward the approved resolution to the O.H.A. Secretary who will forward it to the Chairperson of the Constitution and Resolutions Committee for processing: Janet Moyser, 49 Blairs Trail, RR8, Kincardine, ON N2Z 0B3, Phone: 519-395-0227, Email: janetmoyser@tnt21.com.

The Association Secretary must receive resolutions for consideration at the next convention not later than February 1 that year. Resolutions received after that date will be held and presented at the following year's convention if still relevant and The Secretary will advise the mover of this.

The Constitution and Resolutions Committee will acquaint the Association's Board of all the resolutions received at the spring Board meeting and at the meeting immediately preceding the convention.

The Constitution and Resolutions Committee will present all resolutions to the convention for discussion and decision. At least one member of the group proposing the resolution must be present and prepared to speak in support of the resolution and answer any questions.

A resolution may be amended from the floor before a vote is taken so long as the amendment does not change the general intent of the resolution. The amendment is discussed and voted upon and if carried, the original resolution is modified to include the amendment. The original motion as amended is then discussed and voted on. If the amendment is defeated, then the original resolution is considered.

A resolution may be withdrawn from consideration provided a written request, signed by the original submitting author, from the originating Society or District, is received by the Secretary prior to the formal opening of the Annual General Meeting at the Convention.

Approved resolutions will be forwarded to the Association Secretary for action.

Note: Resolutions must be compatible with the current Association Constitution in order to be presented.

Resolutions which affect the Constitution and/or By-Laws will be subject to the rules governing amendments to those

documents.

May 2010



Section 6 - Awards

Awards Booklet

Horticultural Service Certificate form

Horticultural Service Certificate - sample

Youth Service Certificate - membership card and badge - sample

District Service Certificate - sample

Society President's Certificate - sample

Life Membership Certificate and card

Society Charter Certificate - sample



Section 7 – Judge's Manual
Judges Manual



Section 8 - Fact Sheets

Assessing and Understanding Your Community

[Effective Community Decision Making](#) (Order No. 93-043)

Communicating Effectively

[Clear Writing](#) (Order No. 07-049)

[Communications Planning for Organizations](#) (Order No. 03-033)

[Getting Started on the Internet: The Basics](#) (Order No. 98-055)

[Managing Issues: A Guide for Leaders of Rural Organizations](#) (Order No. 93-019)

[Newsletters - Design & Production](#) (Order No. 88-026)

[Preparing and Presenting a Brief](#) (Order No. 96-011)

[So You've Been Asked to Speak...](#) (Order No. 87-009)

Financial Management and Fundraising

[A Guide to Bookkeeping for Non-profit Organizations](#) (Order No. 88-010)

[Being a Club Treasurer - The Basics](#) (Order No. 89-107)

[Financial Policies and Procedures: Protecting Your Organization's Financial Assets](#)

(Order No. 01-047)

[Fundraising For Your Organization](#) (Order No. 88-011)

[Preparing an Effective Business Case - A Guide to Planning and funding Municipal and Community Projects](#)

(Order No. 02-023)

[Understanding Your Organization's Financial Statements](#) (Order No. 96-037)

Managing Meetings

[Conducting Elections](#) (Order No. 96-015)

[Creating Effective Agendas](#) (Order No. 05-037)

[Effective Committees](#) (Order No. 08-061)

[Minutes Don't Just Happen](#) (Order No. 96-019)

[On Being a Delegate](#) (Order No. 88-057)

[Procedures For Meetings](#) (Order No. 96-009)

[Successful Meetings](#) (Order No. 05-035)

Marketing

[Promoting Your Organization's Activities](#) (Order No. 96-021)

[Social Marketing for Organizations](#) (Order No. 92-097)

Project Management

[How to Choose a Consultant](#) (Order No. 98-053)

Roles and Responsibilities of the Board of Directors

[Personal Information Protection and Electronic Documents Act](#) (Order No. 05-049)

[Roles and Responsibilities of Organization Directors](#) (Order No. 96-013)

Starting an Organization

[How to Form a Co-operative](#) (Order No. 02-019)

[Starting an Organization](#) (Order No. 88-017)

Strategic and Program Planning for Organizations

[Organizations Assessing Their Needs](#) (Order No. 89-127)

[Program Planning for Organizations](#) (Order No. 96-007)

[Strategic Planning](#) (Order No. 89-173)

[Strategic Planning...Is It For You](#) (Order No. 93-041)

[Taking Your Organization's Pulse](#) (Order No. 94-005)

[Understanding Change](#) (Order No. 91-014)

Volunteer Management

[Community Readiness for Economic Development: Working with Volunteers](#)
(Order No. 01-031)

[Developing Policies and Procedures for Volunteer Organizations](#) (Order No. 08-063)

[Motivation and Leadership for Executive Members, Managers & Committee Chairs](#)(Order No. 96-001)

[Recruiting Volunteers](#) (Order No. 96-005)

[Volunteers: The Heart of Community Organizations](#) (Order No. 96-017)

[Working With Volunteers](#) (Order No. 87-012)

Working with Groups

[A Quick Reference Guide for Facilitators](#) (Order No. 95-073)

[Community Readiness for Economic Development: Community Leadership](#)
(Order No. 01-033)

[Community Readiness for Economic Development: Facilitating Group Processes](#)
(Order No. 01-039)

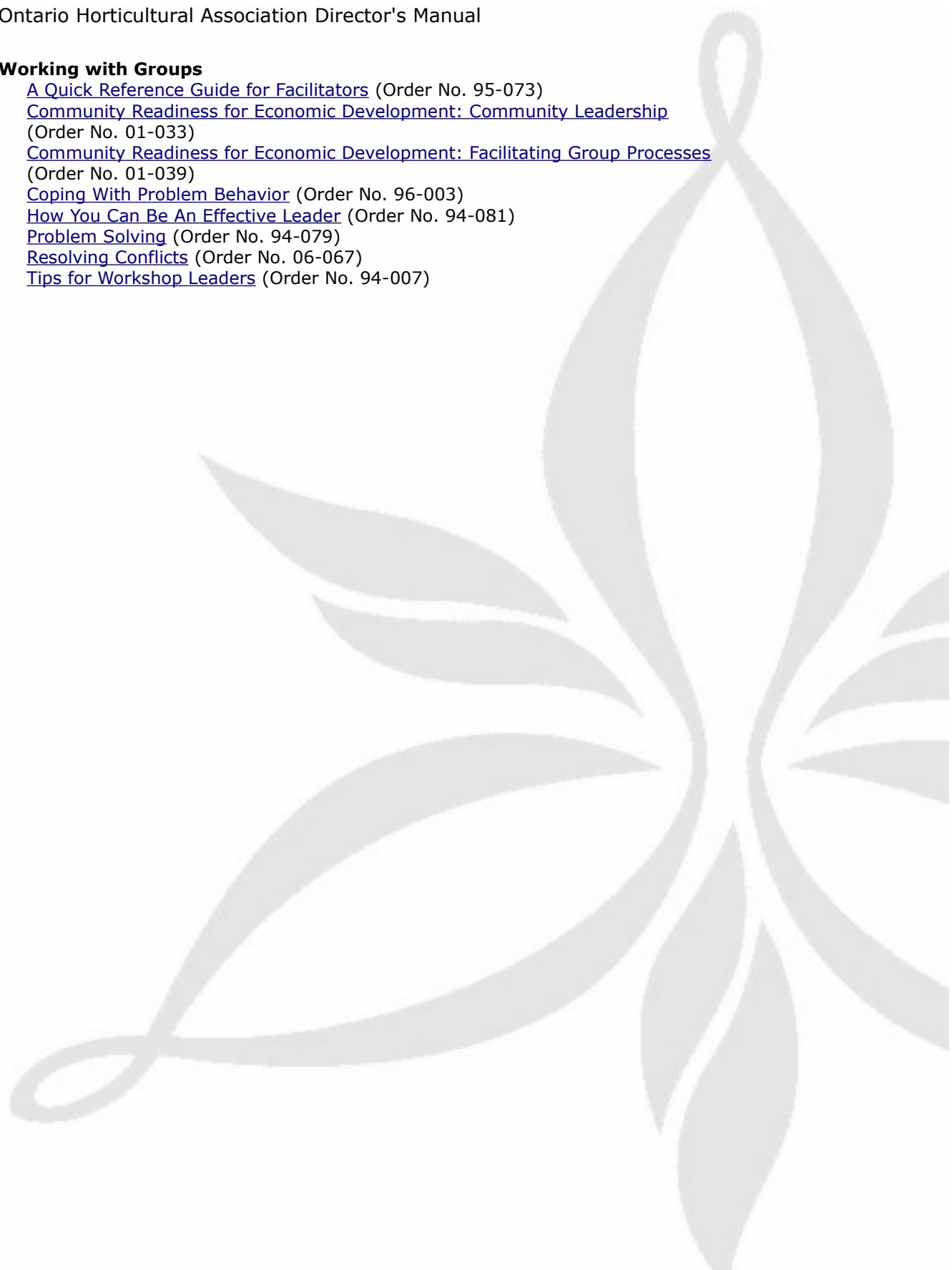
[Coping With Problem Behavior](#) (Order No. 96-003)

[How You Can Be An Effective Leader](#) (Order No. 94-081)

[Problem Solving](#) (Order No. 94-079)

[Resolving Conflicts](#) (Order No. 06-067)

[Tips for Workshop Leaders](#) (Order No. 94-007)



Section 9 – Judges & Programs

Duties of the Judges' Chair and Registrar

Judges Registry

Application for renewal of good standing

Judge's Log

List of Judges (log into www.gardenontario.org)

List of Program Ideas

List of Speakers (log into www.gardenontario.org)

List of O.H.A. Supplies (see www.gardenontario.org)



Duties of the Judges' Chair and Registrar

The OHA system of registering judges began about 2006. Prior to this, OHA members would attend a Judging School, receive their certificates, and hope their names would be spread within the horticultural and agricultural communities so it would be known that they were available to judge horticultural shows.

In 2006-7, the names of all of the known OHA-trained judges were collected. All of the people on these lists were sent a letter and an application form, requesting that they return the application, and a \$10.00 fee covering three (3) years, if they wished their names to remain on the OHA list. This list was then posted on the OHA website; www.gardenontario.org where the names could be found by societies searching for people to judge their flower shows.

When judges register and re-register, they pay \$10 which covers a 3-year interval. In future, some of this money should be used to help defray the cost of qualified instructors attending judging updates which are not held in conjunction with the convention, eg: if a district wishes to hold a judges update, up to \$300 of this money could be used to bring an instructor from another district, with the Board of Directors' approval. Or when a judging school is being planned, up to \$300 may be requested by the organizer to bring an instructor from another district, with the Board of Director's approval

When a new Judging School is completed:

- The school's Administrator will forward the names of all of the people passing the tests to the Judge's Registrar.
- The Registrar will revise the current list to include the new names in the proper district and send the revised list(s) to the webmaster for posting on the website.

When the Registrar is notified by the District Director or by a judge of a change, whether name, address, phone number, e-mail:

- Registrar will revise the current list to include the new information and send the revised list to the webmaster for posting on the website.

Two (2) months before the three (3) year period is completed:

- The Registrar will send a letter and Application for Renewal in Good Standing to each judge, who will re-apply, listing the show judged, where the exhibiting credits were received, and presentations/workshops, etc.
- When the application and fee are received, the judge's information will be revised and submitted to the webmaster.

District Directors should advise the Judges' Chair and Registrar that a judging school is being planned in their district. This will be for information and recording purposes until the school is completed. Also for information purposes, if you are notified that a district is holding a judges update, the Judges Registrar may be able to inform judges in surrounding districts of this update.

Ann Finlayson, June 2011

JUDGES REGISTRY

For many years, the Ontario Horticultural Association (OHA) has been holding judging schools in various parts of the province. Sometimes these classes have been rather small with 10 – 12 people, but recently, classes have been as large as 60 people.

It is only 3 years ago, that a registry was set up which contained a list of all OHA-trained judges in each district. This list can be found on the OHA website, www.gardenontario.org.

Someone proposing to conduct an OHA judging school, must receive approval from the OHA Board of Directors, showing that there is enough interest in a certain area to warrant holding the school. Each school consists of 5 2-day classes to be held in September, October, May, June/July and August. By having classes throughout the whole year, judging students are able to practice judge material grown in 3 different seasons. All classes contain both horticultural and design elements.

Registered judges are currently requested to fulfill the following during a 3-year period:

- judge a minimum of one show
- receive two exhibiting credits
- perform any two of the following:
- instructing in design or horticulture
- presenting a horticulture or design program
- entering another show (Agricultural Fair Show)
- attending workshops.

Beginning in 2011, judges who registered in 2008 will be asked to re-register and show that they have completed the requirements stated above.

When judges register and re-register, they pay \$10 which covers a 3-year interval. In future, some of this money should be used to help defray the cost of qualified instructors attending workshops which are not held in conjunction with the convention, eg: if a district wishes to hold a judges workshop, some of this money could be used to bring an instructor from another district, with the Board of Director's approval.

Also beginning in 2011, a qualifying judging workshop will be held at each annual convention. It is hoped that this will make it easier and more convenient for judges to attend these workshops.

What of the future? As in many other Associations, (engineers, doctors, lawyers, etc.) a registry is maintained of the members who have qualified to belong to this part of our Association. The registry is used to ensure that the standards of the association are maintained, first through the schools, and then through the renewal procedure. The OHA is just beginning this process and it will take some time to streamline it and to ensure all judges (and District Directors) are aware of why it is being done, and how.

Ann Finlayson
Judges Registrar
August 9, 2010

ONTARIO HORTICULTURAL ASSOCIATION

APPLICATION FOR RENEWAL OF GOOD STANDING

FROM _____, 20____ to _____, 20____

Name: _____

Address: _____

Phone: _____

Home Society: _____

Other Judging Certificates: _____

RENEWAL OF A 3 YEAR MEMBERSHIP AS AN ACTIVE JUDGE REQUIRES:

Judging a minimum of one show

Two exhibiting credits

And **ANY TWO** of the following:

Instructing in Design or Horticulture

Presenting a Horticultural or Design Program

Entering another show, e.g.: Agricultural Fair Show

Attending workshops

SHOW (Names/Location/Date) _____

JUDGING EXPERIENCES: _____

DATE: _____ SIGNATURE: _____

(Form included in Instructors Manual for Judges School, 2007)

ONTARIO HORTICULTURAL ASSOCIATION

JUDGES LOG

NAME:

HOME SOCIETY:

RENEWAL OF A 3 YEAR MEMBERSHIP AS AN ACTIVE JUDGE
REQUIRES:

Judging a minimum of one show: _____

Two exhibiting credits: _____

And ANY TWO of the following:

Instructing in Design or Horticulture _____

Presenting a horticulture or design program _____

Enter another show: Agricultural Fair Show _____

Attending workshops

ONTARIO HORTICULTURAL ASSOCIATION

JUDGES LOG

NAME: _____

HOME SOCIETY:

RENEWAL OF A 3 YEAR MEMBERSHIP AS AN ACTIVE JUDGE
REQUIRES:

Judging a minimum of one show: _____

Two exhibiting credits: _____

And ANY TWO of the following:

Instructing in Design or Horticulture _____

Presenting a horticulture or design program _____

Enter another show: Agricultural Fair Show _____

Attending workshops _____

Section 10 – Youth

Youth Manual

<http://www.gardenontario.org/docs/Chapter%209%20Youth.pdf>

