



OAKVILLE HORTICULTURAL SOCIETY CONSTITUTION

ARTICLE 1: NAME AND ORGANIZATION.

Section 1:

The Society shall be known as the Oakville Horticultural Society and shall be organized in accordance with the Ontario Act respecting Agricultural and Horticultural Organizations.

Section 2:

The Society shall be a member of the Ontario Horticultural Association (OHA).

Section 3:

The society shall maintain itself as a non-political and non-sectarian organization.

ARTICLE 2: OBJECT.

The objects of the society shall be to encourage interest and improvement in horticulture:

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

ARTICLE 3: CHANGES IN THE CONSITUTION

Any proposed alterations or additions to this Constitution shall be made as prescribed in the Bylaws of the Society.



OAKVILLE HORTICULTURAL SOCIETY BY-LAWS

ARTICLE 1: MEMBERSHIP

The society shall have the following memberships:

- **Regular Membership.** Any person of the age of eighteen years or over at the time of registration, who has paid the annual fee as determined by the Society. Regular members shall be entitled to vote on matters relating to the society.
- **Family membership.** Two Regular Members, living at the same address
- **Associate Junior Membership.** Any person between six and seventeen years of age who has paid the annual fee as determined by the Executive committee. Associate Junior Members shall not be eligible to vote on matters relating to the Society.
- **Honorary Membership.** Any person elected as such by the Executive Committee. The annual fee set by the Executive Committee will be paid by the Society. Honorary Members shall not be eligible to vote on matters relating to the Society.
- **Life Time Membership.** Any person elected as such by the Executive committee. The annual fee set by the Executive Committee will be paid by the Society. Life Time Members shall be eligible to vote and make motions on matters relating the Society, and shall be eligible to hold office.

ARTICLE 2: MEETINGS

Section 1:

The Society shall hold ten monthly meetings per year.

Section 2:

The society shall hold its Annual Meeting during the month of November at which time:

- The Executive Committee shall be elected and installed
- The President shall present a report of the activities and the accomplishments of the Society during its preceding year
- The Treasurer shall present the audited financial statement for the preceding year, and the budget for the current year, for approval by the Membership.

ARTICLE 3: OFFICERS, DIRECTORS AND THE EXECUTIVE COMMITTEE

Section 1:

The Officers of the Society shall consist of the President, Immediate Past President, First Vice President, Second Vice President, Secretary and Treasurer. They shall also serve as Directors.

Section 2:

The Executive Committee, including the Officers and Directors of the Society, shall not total more than twelve. Directors shall be elected for specific functions in the Executive Committee.

Section 3:

All members of the Executive Committee shall be elected and installed at the annual meeting and shall take office before the close of the annual meeting. Membership should commit themselves normally to hold office for a two-year term, with the exception of the Past President, who shall serve for one year only.

Vacancies in office during the year may be filled by an appointment of the Executive Committee. Any person so appointed shall serve until the next general election.

Section 4:

Two Auditors shall be elected at the annual meeting, one of which shall be a Certified Accountant. Auditors shall not be members of the Executive Committee.



OAKVILLE HORTICULTURAL SOCIETY BY-LAWS

ARTICLE 4: DUTIES OF OFFICERS AND DIRECTORS

Section 1:

It shall be the duty of the President to:

- Preside at all meetings of the Society.
- Decide all questions of order.
- Advance the interest of the Society.
- Be an ex-officio member of all committees.

Section 2:

It shall be the duty of the First and Second Vice Presidents to:

- Aid and assist the President
- Assume the powers and duties of the president in his absence (in the order named).

Section 3:

It shall be the duty of the Secretary to:

- Attend all general and executive committee meetings.
- Fulfill all necessary secretarial duties.

Section 4:

It shall be the duty of the Treasurer to:

- Receive all money belonging to the Society, which shall be deposited in a chartered bank or credit union approved by the Society.
- Pay all bills approved by the Executive Committee.
- Report on the financial status of the Society to the Executive Committee as often as required.
- Publish a proposed budget for the following year in the October newsletter and present this budget for approval at the Annual Meeting.
- Present all records of receipts, expenditures and net worth statements of the Society for auditing at the end of each fiscal year, which shall be October 31st.
- Prepare any fiscal statements required by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Section 5:

It shall be the duty of the Directors to:

- Conduct the affairs of the Society within the framework of the Constitution.
- Establish programs and projects reflecting the interests and objectives of the Society, considering the funds available.

ARTICLE 5: COMMITTEES

Section 1:

The Executive Committee shall establish committees and sub-committees as necessary, defining the responsibilities of each committee, in order to conduct its business effectively. All committees must present their programmes to the Executive for approval prior to commencement of their year's activities, and report to the Executive Committee as required.

Section 2:

Every committee shall, if possible, have as chairman a member of the Executive Committee and consist of at least two members. When the chairman of a Committee is not a member of the Executive Committee, that chairman shall be an ex-officio member of the Executive Committee, shall have the power to vote at any of these meetings.



OAKVILLE HORTICULTURAL SOCIETY BY-LAWS

ARTICLE 5A: NOMINATING COMMITTEE

Section 1:

The chairman of the Nominating Committee shall be appointed by the Executive Committee. It is the responsibility of the Nominating Committee to submit names to fill vacancies for the Executive Committee and conduct the elections during the annual meeting.

Section 2:

The Nominating Committee shall post a notice in the September newsletter informing the membership which functions of the Executive Committee shall become vacant in the following year and requesting names of nominees for these functions. Nominees must be members in good standing. These names must be submitted to the Nominating Committee no later than September 30th and shall be posted in the October newsletter.

Section 3:

Elections shall be held during the annual meeting. Should more than one nominee be presented for a specific function of the Executive Committee, then one candidate must be chosen for that function by a majority vote. Once the individual candidates have been chosen, the Executive Committee shall be presented in a motion and approved by the membership.

ARTICLE 6: EXECUTIVE COMMITTEE MEETINGS

Section 1:

The Executive Committee shall meet as often as necessary to properly conduct the affairs of the Society. In order to conduct an Executive Committee Meeting, a quorum of five executive members must be achieved.

Section 2:

Each member of the Executive Committee shall have one vote, with the exception of the President, who will only cast a deciding vote in case of a tie. Ex-officio members will not be eligible to vote.

ARTICLE 7: GENERAL

Section 1:

Any proposed alterations or revisions to these By-Laws require giving one month's notice to the OHS membership. Such notice, together with the proposed alterations or revisions, shall be presented for approval to the members present at a subsequent monthly meeting of the society.

Section 2:

Words such as "he", "her", "chairman" etc. used herein are to be regarded as without significance in gender.

Revised: October, 12, 2010

President

Secretary