

SHA BYLAWS

Revised March 2019

1.0 NAME

1.1 The name of the association shall be:

Saskatchewan Horticultural Association Inc., and abbreviated SHA

2.0 OBJECTIVES

The Association shall promote the interests of horticulture generally, and Horticultural Societies in Saskatchewan by:

2.1: Promoting a Provincial horticultural show or other SHA activities.

2.2: Training and maintaining a list of approved judges.

2.3: Updating SHA show book as required.

2.4: Encouraging the establishment of test gardens by Provincial, Municipal and private enterprise.

2.5: Holding an Annual Meeting and other activities on horticulture.

2.6: Offer prizes and awards, including the University of Saskatchewan Student Horticultural Award, Certificate of Merit, as warranted.

2.7: Maintain an interest in "The Gardener" magazine.

2.8: Develop activities to interest and encourage youth in horticulture.

3.0 MEMBERSHIP

3.1: Horticultural societies in Saskatchewan and other organizations in Saskatchewan interested in promoting horticulture may become members upon application to the Secretary or Secretary- treasurer, payment of the prescribed annual membership and insurance fees. Membership fees shall be approved at the annual meeting.

4.0 FINANCIAL YEAR

4.1: The financial year shall be from October 1 in one calendar year to Sept. 30 in the immediate following calendar year.

5.0 MEETINGS

5.1: The annual Meeting of the Association shall be held on such date and at such place as may be decided from year to year by the Board of Directors. Minutes of the last annual meeting will be supplied to all association members within four months, following the meeting. Such Annual Meetings shall be open to the public.

5.2: Representation at the Annual Meeting shall be as follows:

5.2.1: Each affiliated Horticultural Society shall be entitled to one voting delegate per 30 members or major part thereof to a maximum of five voting delegates.

Societies who are delinquent in renewing membership dues for the fiscal year immediately preceding the annual meeting will forfeit voting privileges.

5.2.2: Other member organizations shall have one voting delegate in each case. Membership dues must be paid as per 5.2.1.

5.2.3: Directors and officers of the association and Life Members shall have a Vote.

5.2.4: Proxy votes shall not be allowed.

5.3: At least one month before the date of the Annual Meeting, notices of the meeting and any pertinent notices of motion shall be supplied to societies, affiliates, life members, officers and directors of SHA.

5.4: Special general meeting of the association may be called at any time by the executive. Such meetings shall be held pursuant to notice similar to that necessary in connection with Annual Meetings.

5.5: The President shall arrange to have the meetings of the Board and /or the Executive when necessary.

6.0 OFFICERS

6.1: The officers of the Association shall consist of President, Vice- President, Secretary-Treasurer, or Secretary and Treasurer, four directors, one appointed ex-officio director representing Dept. of Plant Sciences, U. of S., and up to two appointed directors.

6.2: The Executive: The President, Vice-President, Secretary and Treasurer or Secretary-Treasurer and the Directors shall constitute the Board. Five members of the Board shall be a quorum.

6.3: **Duties and Powers of the Officers:** shall include:

6.3.1: The organization and preparation of the program for all the meetings of the Association.

6.3.2: The management of the business of the Association.

6.3.3: The appointment of committees and /or additional directors which may be necessary for carrying on the activities of the Association.

6.3.4: Filling any vacancies of the Board which may occur between Annual Meetings.

6.3.5: Giving a full report of the Association's financial position and its accomplishments to the Annual meeting, and to such other meetings as it may deem advisable.

6.3.6: The Executive Committee of the Association shall have full power to act on behalf of the Association, with the exception of money matters which are the responsibility of the Board.

6.3.7: **President** – Shall, whenever possible, preside at all executive, annual, and general meetings of the Association as its executive head and shall be an Ex- Officio member of all committees, prepare the annual meeting agenda and arrange for speakers in conjunction with the hosting organization and preside at all awards ceremonies and arrange for any awards certificates.

6.3.8: **Vice-President** – shall be responsible for carrying on the duties of the President, in the absence of the President.

6.3.9: **Secretary** – shall keep a record of the Proceedings of the Association including its executive, general and annual meetings, shall conduct its correspondence, report its activities, keep a list of Life Members and members organizations. The secretary will prepare the reports for the Annual Meeting, send out notices to members, affiliates, and officers.

6.3.10: **Treasurer** – will collect fees, disperse the funds of the Association according to the direction of the Board, and use his/her best judgment for the effective operation of the Association, and render an account of all his/her transactions whenever required. The treasurer will prepare a reviewed financial report for the Annual Meeting and provide all necessary documents annually to the Corporations Branch, Gov. of SK. And the Charities Directorate, Canada Revenue Agency Office in Ottawa.

6.3.11: **Directors** – shall attend the Annual Meeting and the Board Meetings and assist with the direction and management of the Association. Each director shall assist the affiliated societies and organizations whenever possible, promote new societies and assist in every way the interests of horticulture in general.

6.3.12: **Ex-Officio Directors** – shall attend the Annual Meeting, Board Meetings and the Provincial Show, assist the elected officers in their duties, and promote improvements in horticulture.

7.0: ELECTION OF DIRECTORS & OFFICERS AND TERMS OF OFFICE

7.1: Directors shall be elected at the Annual Meeting. Any member of a paid –up horticultural society or affiliate shall be eligible for election. Directors shall hold office until their successors have been elected. The manner of election shall be by nomination and by either open motion or ballot as agreed upon by the meeting. A nominating committee shall present a slate of nominees. Any delegate may nominate any other delegate who is present at the meeting or who has signified his/her willingness to serve. After all nominations have been received, voting will take place. Directors shall be elected annually in order to provide continuity, and shall serve two-year terms.

7.2: Up to two additional Directors may be appointed by the board for one-year terms.

7.3: The Secretary and Treasurer or Secretary-Treasurer and Judges' Coordinator shall be appointed annually by the Board and may or may not be selected from the elected Board.

7.4: The members of the incoming Board shall annually elect from among themselves a President and Vice-President.

7.5: An Honorary President may be appointed by the Board.

7.6: A Social Media Person in a non-voting capacity, may be appointed annually.

7.7: A Director, after serving three consecutive two-year terms, may not stand for election or appointment for a period of one year.

7.8: Ex-Officio appointments are made as the need arises following the recommendation of the agencies involved.

8.0: FINANCIAL STATEMENT REVIEW

8.1: The Board shall approve a reviewer or auditor. The reviewed or audited report shall be presented at the next Annual Meeting or when requested by the Board.

9.0: FINANCES

9.1: All funds of the Association shall be deposited in a chartered Bank, Trust Company, or Credit Union, and payment shall be made by cheque signed by any two of the President, Secretary, Treasurer, Secretary-Treasurer, Vice-President.

10.0: AWARDS

10.1: HONORARY LIFE MEMBERSHIP –may be conferred on those who have rendered valuable service to the cause of horticulture in Saskatchewan. Recommendations must be submitted to the Awards Committee at least one month prior to the annual meeting or show, and must be approved by the Board.

10.2: EDITH BROAD AWARD – Best African Violet Award (a \$20 prize) as determined by the judges at the Provincial Show each year 2018 - 2027.

10.3: CERTIFICATE OF MERIT- may be awarded to any resident of Saskatchewan, 21 years of age or over, who has achieved distinction in his or her community or province by outstanding success in horticulture, including production, selection, innovation, plant breeding, encouragement, influence, or contribution to the good of horticulture in any way. Professional Horticulturists or full-time paid gardeners are not eligible. Nominations made as per 10.1.

10.4: SHA STUDENT PRIZE - may be awarded annually to recognize a top graduating student at the University of Saskatchewan, majoring in horticulture. The prize will consist of a certificate and cash award in conjunction with the Dept. of Plant Sciences at U. of S. and presented to the student at the Annual Meeting.

11.0: ORDER OF BUSINESS

The order of business at the Annual General Meeting shall be:

- 11.1 The approval of the minutes of the previous Annual meeting.
- 11.2 Business arising from the minutes.
- 11.3 Treasurer's/secretary-Treasurer's Report and approval of the same.
- 11.4 President's Address.
- 11.5 Appointment of Nominations and Resolutions Committees if required.
- 11.6 Committee Reports.
- 11.7 Unfinished Business
- 11.8 Election of Directors (Chaired by Nominations Committee)
- 11.9 New Business
- 11.10 Resolutions

12.0 CHANGES IN BYLAWS

12.1 The bylaws of the Association may be amended, revised, or repealed by a $\frac{3}{4}$ majority of the constituted delegates and officers of the Association at any regularly called Annual General Meeting; and notice of such amendment, revision or repeal must have been mailed at least one month previous, to the Presidents of all affiliates and to the Directors and Officers of the Association.

13.0: IN THE EVENT OF THE TERMINATION OF THE ASSOCIATION'S ACTIVITIES

All the remaining assets, after payment of liabilities, then owned by the Saskatchewan Horticultural Association Inc. shall be turned into cash and the proceeds of such conversion turned over to another organization as determined by the membership of the last functioning year.