

Peterborough Horticultural Society Policies and Procedures

revised

02/03/10

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1 PROCEDURES FOR MAKING AND VOTING ON A MOTION

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

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

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

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

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

Thank you for your cooperation in these procedures.

PARLIAMENTARY PROCEDURE AT A GLANCE**Source:**

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

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

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

2 TREASURER

2.1 Cheques

- 2.1.1 Cheques must be signed by any two of the following officers: President, Secretary, Treasurer.
- 2.1.2 All cheques issued by the Society must be approved by motion of the Board of Directors.
- 2.1.3 Cheques for purchases will be made directly payable to the supplier on receipt of their invoice. Cheques to speakers will be made payable to the speaker on direction from the Program Committee.
- 2.1.4 Out-of-pocket expenses for volunteer work or committee expense will be reimbursed on submission of receipts along with a signed expense form. Travel by volunteers will be reimbursed at 35cents per kilometer.

2.2 Official Receipts

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

2.3 Budgets

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

2.4 Floats

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

2.5 Major Purchases

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

2.6 Conflict of Interest

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

2.7 Appointment of the Treasurer

- 2.7.1 The Treasurer is appointed from the general membership to the Board and has all rights and privileges of Board membership. For example: contribute to discussions, make motions, vote, etc.

2.8 Treasurer's Reports

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

prepared by our auditor.

3 SECRETARY

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

- 3.1.1 Must record Minutes of all Board Meetings of the Society and keep these as permanent records of the Society.
- 3.1.2 The Secretary is appointed from the general membership to the Board and has all rights and privileges of Board membership. For example: contribute to discussions, make motions, vote, etc.
- 3.1.3 Must record the Minutes of all General Meetings and read minutes of the previous year's annual meeting to the Membership.
- 3.1.4 Should either read the minutes of a Board meeting at the next Board meeting or circulate copies of the minutes prior to the next Board meeting and have them accepted by the Board.
- 3.1.5 Is responsible for keeping the Board informed of all correspondence.
- 3.1.6 Is responsible for sending correspondence. Directors should send all relevant correspondence through the Secretary.
- 3.1.7 Must keep an up-to-date list of members of the board, committee personal and a record of attendance at Board meetings.
- 3.1.8 Should keep official correspondence for five (5) years, but should not destroy anything without checking with the Board.
- 3.1.9 The Secretary must pass on copies of previous minutes, the current Constitution and the current Policies and Procedures to the next Secretary:
- 3.1.10 Must keep copies of *Policy and Procedures* for all committees.
- 3.1.11 Is responsible for picking up mail for the Society's post office box and distributing it accordingly.
- 3.1.12 The Secretary will be one of three persons to have signing authority for cheques.

4 MEMBERSHIP

4.1 Procedures

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

4.2 Membership List

- 4.2.1 The Membership list should be updated after every general meeting so that people renewing or signing up will receive a newsletter. The Chair updates the list from membership forms collected at a meeting, prints the labels for the newsletters of people who wish to receive the newsletter in hard copy and maintains a list of people who want to receive an electronic version.
- 4.2.2 N. B. As an incentive to renew, previous year's members continue to receive the newsletter for January and February of the following year, so that they receive their renewal forms
- 4.2.3 O.H.A. District 4 Director and Assistant Director receive the yearbook free of charge.

4.3 Membership Statistics:

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

4.4 Other Duties:

- 4.4.1 Prepare a membership report for the yearbook.

4.5 Policies

- 4.5.1 Life Membership: Based on the number of years of service and/or volunteer commitment, and at the discretion of the board, this honorary membership (single or family) may be granted. No further annual membership fees are collected and full membership privileges including yearbook, newsletters, etc. are included. These memberships are included in the year-end membership report.
- 4.5.2 A member may bring a guest. This is intended as a one-time privilege.
- 4.5.3 We welcome members of other Horticultural Societies at no cost.
- 4.5.4 Membership is for the calendar year and expires at the end of December of each year.
- 4.5.5 Only one (1) Yearbook is distributed per individual or family membership. Members may purchase an additional yearbook on a cost recovery basis

5 PROGRAMME

- 5.1 The Programme Chair is responsible for arranging guest speakers for the General meetings.
- 5.2 The Chair should line up meetings for the year: speakers, films, slides, etc. by November of the previous year. This is in order to meet publication of the Yearbook deadlines.
- 5.3 The Chair should keep a file of names of speakers, local and otherwise.
- 5.4 Engagements should be confirmed in writing. Clarify with speakers as to needs for transportation, accommodation, projector and screen, fees, etc.
- 5.5 The Chair should receive confirmation from each guest speaker stating the topic, remuneration, a brief background history and a description of their presentation.
- 5.6 The Chair should confirm by phone one week ahead that the guest is coming.
- 5.7 Once the speaker arrives, the Chair should arrange to look after him or her before the meeting starts, give him/her a general idea of when the talk will begin and be ready to introduce the speaker as well as thanking him/her afterwards.
- 5.8 The Chair should give any help required in packing up equipment or making

arrangements for such help, and have a cheque ready for payment with a letter of thanks.

5.9 The Chair should always try to have a local back-up speaker.

5.10 The Chair should submit a written report for the Yearbook and for the Board at the Annual Meeting. Copies should be given to the President and Secretary.

5.11 The Chair should submit a programme budget to the President or Treasurer at the first Director's meeting of the fiscal year.

5.12 The Programme Chair should serve a two (2) year term. The first year as an assistant to the current chair and helping in setting the programs; and in the second year as chair to complete the tasks of program schedules.

6 PUBLIC RELATIONS

6.1 Providing information

6.1.1 Submit information on monthly meetings, including guest speaker's name and topic, to all local media (print, tv, radio)

6.1.2 Submit information to local media for Spring and Fall Plant Sales.

6.1.3 Submit information to local media for the annual "For The Love of Gardening Show".

6.1.4 Submit information to local media on Horticultural Society Scholarship Award recipients

6.2 Contacts

To provide monthly announcements, contact

Contact Phone ~ Fax Contact Person

Cogeco - 705-743-8602 | 705-742-3563

Community Cable 10 Programming Peterborough 705-7454641 705-743-4581

Calendar of Events Examiner (McCormick) Peterborough 705-749-3383 705-749-0074 Community

This Week Events

CHEX T.V. 705-742-0451 Amy Terrill or June

CKRU Radio 705-745-2430 Mike Melnick

6.3 The Chair should provide publicity information for all months (on separate sheets) at the beginning of each year to all media contacts. The contacts will get it "on the air" from that point.

6.4 In addition, the Public Relations Chair should communicate monthly with the writer to incorporate any changes (if any) in circumstances such as speakers, cancellations, locations, etc.

6.5 The Chair is responsible for ensuring that the above media contacts also receive a copy of the Yearbook (free of charge).

6.6 Public Relations Chair

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

6.7 Public Events

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

6.8 Contact with the Ontario Horticultural Association

6.8.1 The Public Relations Chair keeps up to date with the O.H.A news via the O.H.A Newsletter, making it possible to provide O.H.A. news for the *Peterborough Horticultural Society* newsletter and in the other direction, to provide the P.H.S. news to the O.H.A. for inclusion in their newsletter.

7 LIBRARY

7.1 Every year

7.1.1 Submit budget

7.1.2 Year-end report for Yearbook

7.1.3 Purchase books as requested or as needed; purchase supplies as needed

7.1.4 Update the inventory (on a computer disk)

7.1.5 Write brief note for the Newsletter after each purchase

7.1.6 Acknowledge donated books in Newsletter

7.2 At Member's Meetings

7.2.1 (need at least 2 people at each meeting (plus a volunteer, if possible) to handle the return and loan of books and videos)

7.2.2 Arrive before 7:00 p.m. to set up book carts

7.2.3 Close up after each meeting and return book carts to locked area

7.2.4 Make announcements as necessary re new books, lost books, overdue books/videos, etc..

7.2.5 *Before each meeting* - telephone people with overdue books/videos

7.2.6 *Fines* - first month overdue \$1.00; each month thereafter \$5.00 per month

7.2.7 Membership cards must be shown to access the library

7.2.8 Book Sales may be organized from time-to-time, at the Chair's discretion. All revenue raised will be directed to the library budget for discretionary use.

8 COMMUNITY DONATIONS

8.1 Policies

8.1.1 The Committee will present to the board in the Fall for consideration in the budget a maximum amount for the next year's Donations.

8.1.2 In January, the Committee will send solicitation letters to organizations that it thinks might be able to use the funds on an appropriate project. The letters will request submissions by the middle of March although requests will be considered at other times of the year if funds are still available

8.1.3 In April, the Committee will present to the board proposed expenditures for approval. They will then send out cheques and approval letters to those chosen. They will also send letters to the unsuccessful applicants.

8.1.4 The Committee will report to the board on projects as they are completed and reports are received through the year. The Committee will, where possible, visit the sites of the projects.

8.1.5 The following is the form that is to be used by applicants for funding:

Application Must be received before April 1

**Peterborough Horticultural Society
Application for Horticultural Project Funding**

(see reverse for information on completing and submitting this form)

Organization Name:

Charitable Registration Number (if you are a registered charity):

Contact: Name:

 Address:

 Phone:

Location of Project:

Date funding required:

Completion Date:

Project Name:

Objectives:

Names and Roles of People Involved:

Itemized Expenditures (add pages if necessary)

Project Description (add pages if necessary):

If funded, I agree to provide the Peterborough Horticultural Society with a short report on how the funding was spent along with photographs. All projects are expected to be completed within one year or less.

Name:

Date:

_____ signature

From the proceeds of the annual garden show in Peterborough, the Peterborough Horticultural Society is making available grants for beautification and horticultural projects in Peterborough and the surrounding communities. Once completed, the form should be sent to:

Peterborough Horticultural Society
P.O. Box 1372
Peterborough, ON, K9J 7H6

While proposals will be considered at any time of the year, we must receive applications before April 1 for consideration for the current year funding. It helps us visualize the project if you provide pictures or sketches of the existing conditions of the site. If you would like advice on what and when to plant, please feel free to contact the Peterborough and Area Master Gardeners at www.peterboroughgardens.ca or on their hotline at 705-741-4905. Fall is often a good time to put in some plant material because it often goes on sale and it will do well if planted after the heat of summer. You may wish to apply by the April 1 deadline but use the funds in the fall.

Preference will be given to projects:

- c) in which the funding covers plant material rather than hardscape.
- d) whose plant material is more permanent. Preference will be given for perennials, trees and shrubs over annuals. Native or hardy plants are often a good choice.
- e) that provide value to the largest number of people in the community.
- f) whose proposals most clearly demonstrate how the funds will be used for the benefit of the community.
- g) in which members of the community contribute their own time and/or resources.

9 PLANT SALES

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

9.1.1 book the venue in advance

9.1.2 provide information to the Publicity Chair about the sales

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

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

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

10 GARDEN SHOW

11 BUS TRIPS

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

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

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

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

11.5 Refunds are only available if the circumstances warrant and the decision is that of the Bus Tours Chair

11.6 In order to comply with provincial legislation controlling travel agents, bus tours should be made available to OHA members, should not exceed 2000 km of land travel, and none of the organizers should receive personal gain from the trip. The bus driver has to stay with the tour for the return trip. Advertising to the public should not be used.

11.7 A record should be kept of the names and phone numbers of all participants of the tour

11.8 Mystery tours do not have these legislative restrictions because they involve personal vehicles and no money is collected.

11.9 The Bus Tours Chair, or an authorized substitute, will travel on each trip.

11.10 If a cheque(s) is required for entry to venue(s), arrangements must be made with the Treasurer prior to the trip.

11.11 For each tour, and by the board meeting following the tour, the Chair turns the the cash and cheques over to the treasurer along with an itemized bank deposit list in duplicate.

12 NEWSLETTER

12.1 Policy

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

12.2 Procedures

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

12.2.2 All newsletter articles are to be submitted to the Newsletter Chair at the Board of Director's meeting (normally the first Wednesday of the month).

12.2.3 It is the responsibility of each committee chair to prepare articles related to

their own committee event.

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

12.2.5 The prepared newsletter is to be delivered by the 10th of the month to the printer. Envelopes, with labels and stamps affixed, will be supplied and delivered to the printer at that time. Circulation will vary depending on current membership.

12.2.6 It is the responsibility of the printer to copy, fold, stuff and mail each monthly newsletter and to send out a monthly bill to our Post Office Box to the attention of the Treasurer.

12.2.7 On the day the newsletter is delivered to the printer, a PDF version will be sent to members who have requested their newsletter to be sent by email. The newsletter will also be placed on the Society's website at that time.

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

13 YEARBOOK

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

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

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

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

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

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

14 SCHOLARSHIPS

14.1 Procedures

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

14.2 Policies and Procedures for Awards

- 14.2.1 Scholarship chair will phone Kenner Collegiate and Thomas A. Stewart Secondary School to receive the name of the recipients of the Olive Isaac and Madge Harris
- 14.2.2 Awards by Sept. 30 and to get details on Commencement.
- 14.2.3 Scholarship chair will notify the Board of Directors of the names of the recipients at the Oct. Bd. Meeting and be issued two cheques for \$100.00 ea.
- 14.2.4 A Scholarship Committee member will take a package containing the

- cheque, certificate and information about either Madge Harris or Olive Isaac to the school prior to Commencement.
- 14.2.5 A Scholarship Committee member will present these awards at Commencement.
 - 14.2.6 Recipients of these awards will be named in the Peterborough Horticultural Society's Newsletter.
 - 14.2.7 The Scholarship Committee will notify the successful recipients by mail and by phone.
 - 14.2.8 After receiving a confirmation, signed by a school official and on school letterhead of the recipient's continuing enrollment and being in good standing in their horticulture program, the Peterborough Horticultural Society will issue a cheque to present to the recipient(s) at the November General Meeting. Recipient(s) unable to attend this meeting will be sent a cheque and certificate by registered mail.
 - 14.2.9 Recipients of these scholarships will be named in the Horticultural Society's newsletter.
 - 14.2.10 At the discretion of the Scholarship Committee the eligibility requirements may be revised.

15 FLEMING PARK

15.1 Policies:

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

15.2 Procedures:

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

16 FLOWER SHOW

16.1 Policies

- 16.1.1 that the Flower show Chair be a member of the PHS board of directors.
- 16.1.2 That the Flower Show Committee present a plan of action at the board meeting of each fiscal year that would include a proposed budget for the current year.

16.2 Procedures

- 16.2.1 Update, if necessary, the “Rules and Regulations” criteria included in the year book.
- 16.2.2 Create a Schedule of Classes, for all shows, to be included in the current yearbook.
- 16.2.3 Obtain judges for the classes and have necessary remunerations available at judging times or as previously arranged with judges
- 16.2.4 Set up display tables at designated meetings. Clear tables at end of

meetings.

- 16.2.5 Have entry tags available for exhibitors and assist them when necessary
- 16.2.6 Accompany the judge and make and keep records of entry winners
- 16.2.7 Compile points and dispense monies, at the November general meeting, to the recipients of most points as per the "Rules and Regulations" criteria.
- 16.2.8 Promote shows to members in newsletters.