



AUSTRALIAN INSTITUTE OF HORTICULTURE INC.

Standard Operating Procedures SOPs

August 2023

These SOPs provide policies and/or procedures that meet the AIH Rules as defined by the ACT Associations Incorporation Act 1991.

These SOPs must be read in conjunction with the ACT Associations Incorporation Act 1991 and the AIH Association Rules.

All previous By-laws and Standing Orders have been revised, amended or cancelled as of (insert approval date).



Index to be inserted

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Model Rule clause	Standard Operating Procedure	Comments
1.B Institute Motto	<i>Promoting Horticulture - the profession of the 21st Century</i>	
Part 1.2 Membership	A person is qualified to be a member according to the criteria as noted for each membership level.	
Membership qualifications	Types of membership may include:	
Horticulturist (Full member)	<ol style="list-style-type: none"> 1. A minimum qualification for membership shall be equivalent to the standard Australian Qualifications Framework level 3 or other such qualification as Committee may approve. AND 2. Relevant documented industry experience of 2 full time equivalent years. 3. OR 5 years full time industry experience 4. Use the post- nominal of MAIH. 	Full member criteria requires combination of qualification and experience. This provides equivalent pathway from student to full member.
Registered Horticulturist	<ol style="list-style-type: none"> 1. Open to horticulturist members only. 2. A peer reviewed registration scheme, 3. Assessment and recognition of the applicant's industry expertise and professional development. 4. Minimum of 5 full time equivalent years industry experience - post qualification 5. Found to meet the current registration criteria as approved by the Committee. 6. Use the post-nominal of RHXXX 7. Refer to Appendix X Registered Horticulturist 	No change as of 2010



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Model Rule clause	Standard Operating Procedure	Comments
<p style="text-align: center;">Fellows</p>	<ol style="list-style-type: none"> 1. Open to horticulturist, Registered Horticulturist or retired members only. 2. Criteria for Fellowship Nomination for Election <ol style="list-style-type: none"> a. The nominee must be a member of AIH and continue their membership after election. AND b. Commitment to AIH: Participation in the active leadership, management, continuing support and/or development of AIH for a period of no less than 6 years. AND c. A nominee for Fellowship must have had an established career. Typically, this means: <ol style="list-style-type: none"> i. at least ten years of professional experience post achievement of the qualifications required for AIH membership OR ii. 10 years full-time experience as a <u>senior</u> horticulturist. 3. To be nominated by AIH The Committee or 2 horticulturist, registered horticulturist or retired members, assessed by the Fellows Group & approved by The AIH Committee. 4. May use the post-nominal of FAIH whilst they remain a member. 5. Upon retirement are entitled to the post-nominal of FAIH (Ret). 	<p>No change as of 2011</p>
<p style="text-align: center;">Life Members</p>	<ol style="list-style-type: none"> 1. Open to horticulturist, registered horticulturist, Fellows, members only. 2. Criteria for Life Membership (2011) <ol style="list-style-type: none"> a. Minimum of 20 years AIH membership AND b. Minimum Age: 65 years AND c. Represented AIH & significant industry service during the applicant's membership, AND d. At the discretion of the Committee Members e. Can be nominated by the Fellows Group, Honours / awards panel or senior members of AIH. 3. May use the post -nominal of AIH Life Member. 	<p>No change as of 2011</p>
<p style="text-align: center;">Retired Member</p>	<ol style="list-style-type: none"> 1. Open only to members of no less than 10 years full membership. 2. Written application only to the Committee, 	<p>No change as of 2011</p>



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Model Rule clause	Standard Operating Procedure	Comments
	3. Evidence required of having retired from the full-time work force, possession of a Seniors Card, or similar. 4. Use the post nominal of MAIH (Ret), FAIH (Ret), RHxxx (Ret).	
Model Rule clause	Standard Operating Procedure	
<p style="text-align: center;">Corporate</p>	1. Open to Organisations that: <ul style="list-style-type: none"> a. Contribute to the further development of horticultural professionals OR b. Provide product and/or services directly supporting the horticultural and allied industries. OR c. Support the objects and principles of the institute. 2. Corporate members may not hold a position of an office bearer. 3. No employee of a corporate member may use an AIH post-nominal. 4. Corporate members may display the AIH logo as approved by the AIH Use of Logo policy and as recorded by the AIH Secretary.	<p>No change as of 2011</p>
<p style="text-align: center;">Student Membership</p>	1. Student membership is open to all students enrolled in their first horticultural qualification equivalent to the Australian Qualifications Framework Level 3 (as of 2023) or other such qualification as Committee may approve. 2. Student members can only hold this membership type for a maximum of 3 years, whether part time or full-time study, upon which time they must upgrade their membership type. 3. Once studies are completed (as per Clause 1) the student may upgrade to Graduate membership. 4. Fees for student membership will be as agreed annually by the members at the AGM. 5. Student members may not use post-nominals	<p>Change. Student will require 2 years full time employment post qualification. To provide a clear pathway to full membership AIH new membership software as of October 2023 will record and manage the requirements for the records</p>
<p style="text-align: center;">Graduate Membership</p>	1. Upon completion of the relevant studies for full membership the graduate member may hold this membership type for a maximum of 2 years. 2. Upon meeting the criteria for membership as a Horticulturist of two years industry experience the member may upgrade. 3. Graduates may not use post-nominals.	<p>New category To provide pathway from student to full member at a reduced rate. Will support the graduate whilst they develop industry experience.</p>



Model Rule clause	Standard Operating Procedure	Comments
		AIH new membership software, as of October 2023, will record and manage the requirements for the records
Friends of Horticulture	<ol style="list-style-type: none"> 1. Open entry with no requirements for qualifications or credentials. 2. Option available to all who have an interest for the growing and science of plants. 3. Does not grant professional recognition and status as with Horticulturist (full member) and Registered Horticulturist memberships. 4. May upgrade to horticulturist (full member) and registered horticulturist memberships if qualifications and/or experience are achieved in industry. 5. May not use post-nominals nor use their membership in business promotional material. 	New category as of 2022, to provide access to the institute's activities.
3 Applications for membership – refer to AIH Association Rules		
AIH to provide	<ol style="list-style-type: none"> 1. All Members, except Friends of Horticulture, are to be provided with soft copy of the AIH Codes of Ethics: <ol style="list-style-type: none"> a. Upon joining OR b. When Codes and policies are updated 2. Access to AIH insurance policy 3. Registered Horticulturists to have access to soft copy of the RH Guidelines and CPD record book. 	Points 1 and 2 to meet our regulatory requirements
Membership not approved	<p>If the committee does not approve an applicant's membership, the secretary must:</p> <ol style="list-style-type: none"> 1. Notify the applicant as soon as practicable after that decision; and 2. Arrange for refund of the subscription payment minus the administration and entrance fees (where applied) within 28 days of the committee decision. 	As per our new model rules
7 Fee, subscriptions etc		



Model Rule clause	Standard Operating Procedure	Comments
7.1 Entrance Fee, where applied	Entrance fees, where relevant for the level of membership, are to be reviewed and/or ratified prior to end May of each year by the Committee.	
7.2 Annual Membership Fee	Membership fees are to be reviewed prior to end May of each year by the Committee. Student memberships will be ratified by the members at the AIH AGM.	No change except Student membership to be ratified at AGM
7.3 Due date of annual membership fee	The due date will be based upon: 1. The financial year of end June 30 th with pro-rata level applied for the period after May 1 st . 2. Membership must be paid by September 30 th after which time the member is un-financial.	AIH will be reverting to financial year renewals. Renewals are now managed through a software program that will manage all memberships. September 30 th renewal period to continue
9 Disciplining of members		
	<ol style="list-style-type: none"> 1. Members are required to abide by and uphold the AIH Rules, Code of Ethics and Code of Practice (as noted in Appendix X or on the AIH website). 2. If the member is found by the Committee to have not complied with any of the above action may be taken as per Section 9 of the model rules. 3. A member who has been expelled from the Institute may not apply for membership for a period of ten years. 4. The Committee may refer the matter to the AIH Ethics Advisory Panel or equivalent for review and assessment. The AIHAEP, or its equivalent, will apply the agreed Terms of Reference and advise and make recommendations to the AIH Secretary. See Part 1.3 clause 19 and full details Appendix X AIHAEP Terms of Reference 	As per the AIH model Rules and the ACT Associations Incorporation Act 1991 – (2017)



Model Rule clause	Standard Operating Procedure	Comments
Part 1.3 Committees		
11 Powers of committee		
Policy Statements	Policies can be developed by the assigned sub-committee and approved by the committee, with ratification by members via correspondence.	As per current practice
12 Constitution and membership		
<p>12.2 The office-bearers of the institute are the president, the vice-president, the treasurer and the secretary.</p>	<p>The committee members are held accountable for ensuring that the association operates in compliance with the applicable laws, including the <i>Associations Incorporation Act 1991</i> (the Act) and the <i>Associations Incorporation Regulation 1991</i> (the Regulation), the AIH Rules and these Standard Operating Procedures.</p> <p>All Positions are of a voluntary nature. The responsibilities identified within these roles provide a guide to the nature and scope of work involved.</p> <p>President Role: Lead the AIH in meeting its corporate mission, objectives and setting strategic direction.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Manage and develop the strategic, business planning and implementation processes for AIH in liaison with the AIH Executive, Officers, and members. 2. Manage the operations of the Executive and Committee 3. Chair Executive and Committee meetings 4. Oversee the development and implementation of policies, guidelines and procedures. 5. Oversee the direction and outcomes of the Working groups. 6. Address administrative needs such as signatory for payments and authorisations. 7. Lead the development and implementation of the AIH strategic plan. 	New definitions included



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Model Rule clause	Standard Operating Procedure	Comments
	<p>8. Develop strategic alliances for the benefit of AIH.</p> <p>9. Represent AIH within government, industry, and the community forums.</p> <p>10. Act as spokesperson on all AIH media matters except where otherwise arranged.</p> <p>11. Act as ex-officio member on all AIH committees and groups.</p> <p>Vice President Role:</p> <p>Provide support to the Executive in relation to strategic advice on general AIH issues in line with the corporate mission and objectives.</p> <p>Key Responsibilities</p> <ol style="list-style-type: none">1. Represent the President when required.2. Chair meetings in the absence of the President.3. Convene and manage the business of appointed Working Groups and sub-committees.4. Coordinate the development and implementation of policies, guidelines, and procedures.5. Help develop and implement the AIH strategic plan.6. Liaise with all members on AIH issues.7. Address administrative needs such as signatory for payments and authorisations where delegated.8. Represent AIH within government, industry, and community forums. <p>Secretary Role: Lead the administrative direction and management of the AIH for the Executive and Committee in line with the corporate mission and objectives.</p> <p>Key Responsibilities</p> <ol style="list-style-type: none">1. Coordinate the work of the Membership Co-ordinator /Administrator2. Coordinate the procurement and contract administration of services such as for the Membership Administrator and Registrar Certified Practising Horticulturist Scheme.	



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	<ol style="list-style-type: none">3. Arrange the co-ordination of the Executive and Committee meetings including preparation and circulation of agendas.4. To record, file and distribute accurate Minutes of all meetings in conjunction with any appointed Minute Secretary in a timely and efficient manner in the official AIH Minute archives.5. Liaise with the Executive in the development and implementation of administrative policies, guidelines and procedures.6. Assist Working Groups and sub-committees develop and implement administration and management policies and procedures.7. Help develop and implement the AIH strategic plan.8. Represent AIH within government, industry, and community forums. <p>Treasurer Role: Lead the financial strategic direction and management of AIH in line with the corporate mission and objectives.</p> <p>Key Responsibilities</p> <ol style="list-style-type: none">1. Coordinate the financial program of the Institute including budget estimates, revenue and expenditure projections and reporting, through the AIH Accounts Co-ordinator/Administrator2. Coordinate the financial aspects of administration of contract services such as for the Accounts Co-ordinator /Administrator3. Coordinate the provision of financial reports to Executive and Committee Meetings directly or delegated through the Accounts Co-ordinator /Administrator.4. Develop and implement financial policies, guidelines, and procedures for the effective financial management of AIH.5. Contribute to the appropriate Working Groups and sub-committees.	



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Model Rule clause	Standard Operating Procedure	Comments
	<ul style="list-style-type: none">6. Develop and implement the financial aspects of any business plan.7. Help develop and implement the strategic plan.8. Represent AIH within government, industry and community forums.	
Public Officer	The public officer, a resident of the Australian Capital Territory, is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with Access Canberra. The position of Public Officer is nominated annually and held until the end of the AGM at the end of the term.	As per the Act

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Model Rule clause	Standard Operating Procedure	Comments
<p>12.3 Terms of Office</p>	<ol style="list-style-type: none"> 1. Each term of an officer of the Committee is subject to the AIH rules, 2. Terms of office of the Office Bearers of President, Secretary, Vice President and Treasurer will be 2 years; eligible for re-election for agreed additional periods; pursuant to Clause 12.3.4, and 12.3.5. 3. Terms of ordinary Committee members are 1 year but are not limited to 1 year; eligible for re-election. 4. Agreed Terms of Office as noted in 12.3.2 and 12.3.3 may be varied: <ol style="list-style-type: none"> a. to ensure continuance/completion of projects. b. to ensure succession planning. c. to provide further professional development opportunities for the office holder. 5. The Committee may recommend variation of the term of office as per 12.3.4. <ol style="list-style-type: none"> a. Recommendations require a unanimous vote of the Committee. b. Variation of term of office must be ratified by 75 % of the members at an Annual General Meeting. 6. All positions are held until the conclusion of the annual general meeting immediately following the completion of the agreed term of office, but the officer is eligible for re-election; as per the ACT Associations Incorporation Act 1991 	<p>Changes.</p> <p>It has been identified that the positions of the Office bearers ie President, Secretary, Vice President and Treasurer were restrictive.</p> <p>Flexibility has been built into the structure and terms. Variances must be approved with a unanimous vote by the committee and ratified by the members at the AGM.</p> <p>Terms for ordinary committee members may also be varied as per 12.3 Clause 4 and 12.3 Clause 5.</p>
<p>13 Election of committee members</p>		
<p>13.1 Nominations</p>	<p>Criteria for Nominations for election as office-bearers and ordinary committee members</p> <ol style="list-style-type: none"> 1. Nomination must be presented by 2 members who are full, retired, life or registered horticulturists. 2. The Act prohibits any person from serving as a committee member or the public officer if that person is insolvent or bankrupt, without leave from the ACT Supreme Court under S 63 of the Act. 	<p>Changes.</p> <p>Criteria for nominations has been amended to meet the new AFSA and ASIC requirements for officers of an incorporated association.</p>



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	<ol style="list-style-type: none"> 3. The member must complete a declaration as to their eligibility upon accepting nomination as a committee member, as per requirements of the Australian Financial Security Authority (AFSA) at www.afsa.gov.au. 4. Meet the criteria as set by the Committee, 5. The nomination form allows for: <ol style="list-style-type: none"> a. Nominee agreement to the criteria set for the holding of a position on the Committee - see Appendix 5 b. Provision of any documentation as noted by the ATO, ASIC, AFSA and /or ACNC. c. Nominees must meet the requirement to register for a Commonwealth of Australia Director's Identification Number - as of 31/5/2023. 6. The committee may redefine the nomination criteria including roles, portfolios of office bearers and ordinary committee members every two years. 7. All nominees who have been removed from office from any position within AIH may not nominate for any position nor represent AIH for a period of ten years. 	
<p>13.1.a Format of Nominations</p>	<p>Nomination applications may be in hard copy, email, or on-line format</p>	
<p>13.1.b Time frame</p>	<ol style="list-style-type: none"> 1. Call for nominations no less than 35 days prior 2. If ballot required, ballots to be made available no later than 28 days prior to the AGM. 3. Ballots to be returned to Secretary no later than 14 days prior to AGM. 4. Candidates notified of ballot outcome 5 days before AGM. 5. Members of the committee announced at AGM. 6. A majority of members present at the AGM are to ratify the outcome of the election. 	<p>Time frames are now clear and as per the model rules.</p>
<p>14 Secretary</p>	<ol style="list-style-type: none"> 1. Secretary may nominate a Minute Secretary with approval of the Committee Executive 	<p>Minor additions re minute secretary. Note about Privacy Act added</p>



Model Rule clause	Standard Operating Procedure	Comments
	2. To provide a current membership list to the committee every quarter. 3. Membership reports will be managed as per the Commonwealth Privacy Act 2012, or its equivalent	
15 Treasurer	1. The Committee may appoint an approved entity to process and report the financial affairs of the institute. 2. To maintain an asset register to be updated on an annual basis to be reported as part of statement of accounts at the AGM	Minor additions re approved entity. Clear statement re AIH asset register.
18 Committee meetings and quorum		
18.1 Type of Meeting.	Meetings may be face to face, via audio or video conferencing, circulatory notice or cloud services	Allowance for latest technology
18.2 Quorum of Committee	Any 4 members of the Committee ONLY constitute a quorum for the transaction of the business of a meeting of the committee	As per the model rules
18.3 Attendees to Committee	Attendance of the AIH contractors and non- committee members at meetings of the Committee shall be at the discretion of Executive Committee.	
19 Delegation by committee to subcommittee, advisory panel or member specific group		
As of 31/5/23 the AIH recognise the following	Sub-committee representing 1 committee voting right on notified Committee matters. a) AIH Futures Voice or equivalent member sub-committee. Advisory groups: b) The Fellows Group c) AIH Ethics Advisory Panel d) AIH Key Advisors e) Chair of Environment Committee Regional Interest clusters f) Member regional interest groups	Fellows Group – formally added to our policy and procedures as of 2012. New sub-committees have been established to meet and carry out additional tasks within AIH. Future Voices – opportunity for the members to provide input into AIH in consideration of future needs of our industry and our profession. Will provide members exposure to the machinations of a professional association. AIH Key Advisors – members will be invited to provide support for specific tasks or projects. Regional Councils removed and replaced with Regional Cluster groups. This provides more flexible approach for AIH members to be involved in a variety of ways.



Model Rule clause	Standard Operating Procedure	Comments
<p>19.1 Sub-committee AIH Futures Voice with voting rights (as of June 2023)</p>	<ol style="list-style-type: none"> 1. The committee may Invite members to form a sub-Committee to advise on matters pertaining to horticulture and professional development. 2. The sub-committee must maintain a minimum of 3 with a maximum of 7 horticulturists, registered horticulturists, graduate or student members of AIH. 3. When requested by the AIH Secretary, on behalf of the Committee, the sub-committee may hold 1 vote on notified Committee matters. 4. The 1 vote represents an 85% agreement of the members of the sub-committee 	<p>The addition of 1 vote on the AIH committee on specific issues when invited by the committee to do so.</p>
<p>19.2 Fellows Group</p>	<ol style="list-style-type: none"> 1. All current and retired Fellows are welcome to join the Fellows Group 2. Provide advice to the Committee on all matters pertaining to, but not limited to: <ol style="list-style-type: none"> a. Review and recommend members for conferring of Fellowship. b. Industry specialist knowledge and practices. c. AIH Governance issues. d. AIH Award recommendations. e. Review of policies including AIH and other relevant entity's policies. f. Education and professional development. 3. The Fellows may sponsor the AIH Horticulture Student of the Year Award. 	<p>Provide opportunities for the Fellows who are all long term members to continue to support the institute.</p>
<p>19.3 AIH Ethics Advisory Panel Description & Terms of Reference (see appendix 4)</p>	<p>Membership of Ethics Advisory Panel To ensure a panel that is seen to act in a non-prejudicial manner to the proceedings, the panel to be represented by:</p> <ol style="list-style-type: none"> 1. The Chair or delegated member of the Fellows group 2. 1 member of the AIH Committee who has not had previous dealings with the defendant or claimant. 3. An invited independent specialist member or person who is in the industry. May or may not be a member of AIH. <p>Purpose</p>	<p>This panel was instigated to meet the broader requirements of the Act with regard to disciplinary issues. The independent panel was formed to apply these requirements.</p>



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Model Rule clause	Standard Operating Procedure	Comments
	<p>The role of the Ethics Advisory Panel is to consider issues referred to it by the AIH Secretary and to consider the following during their deliberations:</p> <ol style="list-style-type: none"> 1. AIH Constitution, Section 9 and Section 10 2. AIH Code of Ethics 3. ACT Error! Reference source not found. A1991-46 <ol style="list-style-type: none"> A. Section: 3A Offences against Act—application of Criminal Code etc B. Section 25.3 - Restriction of actions C. Division 3.7 - Rights and liabilities of members and officers D. Section 65B – Dispute Resolution procedure E. Section 65C – Disciplinary action 4. Commonwealth Fair Work Amendment Act 2013 <p>Any power of an incorporated association to adjudicate a dispute under this section is subject to the rules of natural justice (see s 50). Refer to Appendix XX for details.</p>	
19.4 AIH Key Advisors	<ol style="list-style-type: none"> 1. Committee may invite individual Members to advise upon specific issues. 2. The member must always represent the views of AIH. 3. Member must not represent themselves as a member of the AIH Committee. 	New – replaces regional convenors
19.5 Environment Committee	Reviews and recommends matters relating to environmental management and sustainability practices on behalf of AIH.	New
19.6 Regional Interest Cluster	<ol style="list-style-type: none"> 1. The cluster may comprise members of AIH and invited interested parties. 2. Members may meet together based upon interests and form an AIH cluster within their geographical area. 3. Members <u>are not</u> automatically included in a regional cluster based upon the address listed in their member profiles. 4. Any AIH member within the cluster has the ability to organise events with the prior approval of the Executive. 5. All event planning must be based upon the AIH event planning and financial management procedures. Please refer to the current policy and procedures. 	New replaces Regional Councils



Model Rule clause	Standard Operating Procedure	Comments
	6. The Committee has the power to disband any cluster at anytime	
Recommended role of regional interest clusters	<ol style="list-style-type: none"> 1. Identify the interests and needs of members and enable delivery of benefits, social, professional and any other appropriate activities to Members; and 2. Form linkages with related organisations in the region or with organisations sympathetic to the aims of the Institute and as approved by the Committee. 3. A cluster may meet at such time and place and at such frequency as it may determine and provide a written record of such meetings to the committee secretary. 4. Prior Approval for expenditure of funds must be received from the Committee. 5. No claim can be made against expenses without the prior approval of the Committee. 	
19.7 Other sub-committees, advisory groups and special interest groups	The Committee may form further groups as per section 19 of the AIH Rules	

Model Rule clause	Standard Operating Procedure	Comments
Part 1.4 General meetings		
22.2 Annual General Meeting - Business at meeting		
22.2.c Agenda	<ol style="list-style-type: none"> 1. Welcome by President 2. Apologies 3. Obituary notices 4. Confirmation of minutes of the previous AGM. 5. Business arising from those minutes. 6. President's report presented including activities over the year. 7. Treasurer's Report of closing profit & loss and financial statement is tabled. 8. Student membership fee ratified for the following financial 	Changes – As per the model rules inclusion of Student membership fee ratification



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Model Rule clause	Standard Operating Procedure	Comments
	<p>year.</p> <ol style="list-style-type: none"> 9. Independent chair to announce Office Bearers and committee members. 10. Meeting to ratify nominations and terms of office. 11. Casual Vacancies noted. 12. Date of next meeting. 13. Close. 	
22.2.c Announcement of Committee	<ol style="list-style-type: none"> 1. All vacant positions will be deemed to be vacancies. 2. No nominations will be called from the floor. 3. In the case of tied votes after a ballot for the office bearers, the selection will be made by secret ballot of the current office bearers. 4. The newly formed Committee will consider invites for casual vacancies at the committee meeting immediately following the AGM. 	Minor change to clarify the model rules
25 General meetings—procedure and quorum		
25.1 Quorum	Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.	
25.2 Communications	Where a meeting is held via telephone, audio, audio-visual, or other communication means approved by the Committee and made known to the members, and where attendees at the meeting are able to communicate in real time with one another, the meeting will be a valid meeting.	Clarified so as to recognise modern technology.
25.3 Contractor attendance	Attendance of the AIH contractors at general meetings shall be at the discretion of the Executive but shall not form part of the quorum.	
Model Rule clause	Standard Operating Procedure	Comments
Part 1.5 Miscellaneous		
32 Funds – Sources		



Model Rule clause	Standard Operating Procedure	Comments
<p>Source of funds</p>	<ol style="list-style-type: none"> 1. The institute cannot provide financial management services on behalf of another entity. 2. The institute may receive, manage, distribute, and reconcile funds arising from approved partnered events, where AIH benefits from the returns. 3. The institute may receive sponsorships from entities that: <ol style="list-style-type: none"> a. Contribute to the further development of horticultural professionals; OR b. Are associated with the supply of horticulture industry services and products; OR c. Support the objects and principles of the institute. as approved by AIH committee on a case by case basis. 	<p>Clauses added to clarify managing and sourcing funds and to meet the additional clauses in the Act since 2006.</p>
<p>32 Funds - management</p>		
<p>Financial Interest of Officers and Members</p>	<ol style="list-style-type: none"> 1. Committee to call for open expressions of interest for provisions of all services and goods that contribute to, or are part of, the provision of the services. 2. Members of the Institute may perform tasks or services, or provide goods, which contribute to, or are part of services, and may be remunerated or receive benefits for their work, services, or goods, 3. All payments or benefits must be declared at an appropriate meeting and be recorded in the minutes of that meeting. 4. Members must provide details of all pecuniary interest to be recorded in committee minutes. 	<p>Clauses added to clarify managing and sourcing funds and to meet the additional clauses in the Act since 2006.</p>
<p>33 Alteration of Objects, Rules and Standard Operating Procedures</p>		
	<ol style="list-style-type: none"> 1. The alteration of the rules of the institute to be reviewed every 5 years or in line with the Act. 2. The alteration of the SOPS of the institute to be reviewed every 3 years or in line with the Act. 3. These standard operating procedures (SOP) as of September 2023 to be approved by 75% of the members entitled to vote, in person by proxy or other accepted method. 4. All SOPs may be reviewed and altered by the committee as required for administrative needs, being ratified by 75% of 	<p>Expanded to set time frames for future consideration. Ads clarity and added since 2006</p>



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Model Rule clause	Standard Operating Procedure	Comments
	<p>the members entitled to vote, in person by proxy or other accepted method, at the next AGM.</p> <p>5. SOPs do not require to be registered with the ACT Registrar General.</p>	
34 Common seal		
The common seal and use of the approved logo	<ol style="list-style-type: none"> 1. The seal is to be attached to Membership, Fellowship and Life membership certificates. 2. The seal may be attached to other documents on a case-by-case basis, as agreed by the executive. 3. AIH logo – use of logo as per the current policy as approved by the committee. 4. The Committee and members should monitor claims and advertising by individuals and businesses of AIH Membership. 5. Secretary to write to those who are not current financial members requesting them to cease representation and /or misrepresentation as an AIH member. 	Expanded to clarify the use of seal and logo
36 Inspection of books	Access to AIH records is available during standard business hours Monday to Friday.	To clarify model rules as to time and day.
37 Service of notice	Service of notice may include hard copy post, electronic means, website or via cloud services.	Added modern technology
38 Surplus Property	In the event of the dissolution or winding up of the institute 75% of the members voting, in person or by proxy or other method of approved voting will be required to approve surplus property to be passed to another professional association supporting the horticulture industry.	
39 Insurance	Committee shall be responsible for all insurance policies relevant to the operation of the association, the interests of the members acting on behalf of AIH and covering public liability.	
40 Stationery	<ol style="list-style-type: none"> 1. Only stationery of an approved style shall be used for all AIH business that is for public or intra-circulation. Under the approved style only: <ol style="list-style-type: none"> a. the AIH logo. b. the Committee name and address. 	As per Use of logo and stationery Policy 2012



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	<ul style="list-style-type: none"> c. Telephone number or other appropriate contact details shall be included. 2. AIH stationery shall not be used for non AIH business nor bear any commercial promotional information. 3. Templates bearing the names of other organisations should not be used in conducting AIH business. 4. Use of the logo by sponsors and members is as noted in the AIH Use of Logo policy 2023. 	
41 Travelling Expenses	Travel expenses (not exceeding economy return air fare) and one (1) night reasonable accommodation costs incurred by the <u>committee members</u> in attending a <u>committee meeting</u> shall be paid or reimbursed from budgeted committee funds.	No change
42 Awards		
42.1.a Member only Awards	<p>The committee may offer a variety of member only awards that include:</p> <ul style="list-style-type: none"> 1. Horticulturist of the Year 2. Awards of Excellence 3. Fellowship 4. Life Membership 	Award types criteria expanded. Additional awards noted
42.1.b Open awards	<p>The committee may offer a variety of awards to members and non-members that may recognise the following:</p> <ul style="list-style-type: none"> 1. Horticulture Student of the Year 2. Award of Merit for an Innovative product, service, or concept. 3. Individual's commitment to industry. 4. Horticulture based events. 5. Horticultural Education – commitment, products, services. 6. Innovative horticultural/landscape projects. 7. Others - As meeting the objects of the Institute. 	New clause



Standard Operating Procedures September comments 2023

Model Rule clause	Standard Operating Procedure	Comments
42.2 Awards Sub-Committee	<ol style="list-style-type: none">1. Committee consisting of representatives of AIH senior membership to consistently apply the criteria as set for the award.2. Awards to be clearly defined and applied, to be reviewed at regular time intervals.3. Awards Committee may recommend the establishment of new awards as identified or sponsored	New clause
43 Communications and Social Media	<ol style="list-style-type: none">1. All AIH members, contractors and service providers and its related partners and associates, whenever they identify themselves as representing AIH must apply the AIH Communications and Social media policy. This excludes an incidental mention of place of employment in a personal blog on topics unrelated to AIH.2. The policy covers forms of communications including but not limited to magazines, news items, blogs, personal commentary, social media etc.3. This policy complements any existing or future policies regarding the use of technology, computers, email and the internet.4. Policy violations will be subject to disciplinary action, up to and including termination of membership or service contract as determined by the committee office bearers.	New clause– To ensure there are clear lines of communication. Policy provided so all members are aware of their responsibilities as AIH members and as professionals in our industry. Also reinforces line of communications for contractors.

Appendix 4 Nomination for Committee
Appendix 5 AIH Use of Seal and Logo policy
Appendix 6 AIH Ethics Advisory Panel Terms of Reference
Appendix 7 Registered Horticulturist Guidelines
Appendix 7 AIH Communications and Social Media Policy

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