

**KENYA HORTICULTURAL SOCIETY**  
**Members Handbook**

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## 1. PREFACE

The last edition of the KHS Members Handbook was published in 2003, and it is time to update the publication.

Council decided that two Handbooks would best serve the Society, one containing general information for members and the other information relating to flower shows. Although the Members Handbook has been out of date for sometime the Constitution and Rules have been revised from time to time as the need arose. This edition of the Members Handbook contains the latest edition of the Constitution and Rules as at April 2014.

The Society has changed its size over the years but currently there are seven Districts, namely:

Nairobi

Mombasa (previously Mombasa & Coast Horticultural Society)

North Coast

Naivasha/Gilgil

Mt. Kenya

Rift Valley

South Coast

Sadly over the years we have lost some vibrant districts when Trans Nzoia and Limuru had to close due to lack of support. It is hoped that with the growing strength of Kenya as a commercial horticultural export country its citizens will include the pastime of gardening among their other pursuits and enlarge the Society with new members.

We are grateful to all of those who have helped in the drafting and publication of this new up dated edition.

Peter Paterson

Chairman

April 2014

## **2. A SHORT HISTORY OF THE SOCIETY**

The formation of a Horticultural Society in Kenya was first suggested at a meeting of keen gardeners gathered together by Miss Olive Collyer, which was held on 15<sup>th</sup> June 1922 in the New Stanley Hotel, Nairobi.

During the next few months several more meetings were held and this new idea was thoroughly discussed. Some wanted to merge with the Agricultural & Horticultural Society of Kenya while others preferred to start an entirely separate society.

The latter section finally won the day and the Kenya Horticultural Society was duly formed and affiliated with The Royal Horticultural Society of England. The first flower show was held at the Norfolk Hotel in January 1924 and though the staging was a bit rough, the show was a success and from that date the Society has greatly prospered. From this date until the late 1960's two flower shows a year were held in Nairobi, and occasionally an extra fruit show as well.

In 1927 a booklet was published incorporating the Rules of the Society and Rules for Judging for use at flower shows. The latter was taken from the Royal Horticultural Society's booklet on the same subject and modified to suit the climate and conditions in Kenya. This booklet has been revised at intervals, in 1956, 1959, 1962, 1978 and 2002, to update it for changing conditions. In 2002 the format was changed when it was decided that the Society would be better served by having two handbooks for members – a Members Handbook with general information and the Constitution and a Show Handbook with all the details for showing and judging.

Also in 1927 monthly garden meetings were started and were held in different members' gardens, and when possible a talk was given by one or other of our professional advisors.

In 1926 our first affiliated society was launched in Kitale, which was called the Trans Nzoia Horticultural Society. The branch called the Limuru District held its first flower show in September 1929. These Limuru Flower Shows were amongst the best in the country and were held yearly up until 1939 when the Second World War intervened. They were resumed after the war and continued annually until the District was closed in 1992.

The Nakuru Society was started in 1930 and became a District of the Society two years later. During the next few years further branches (Districts) were formed at Nyeri, Nanyuki, Naivasha and Sotik.

The idea of holding Sales of Plants grown by members was first conceived in 1926. These were held in various gardens with proceeds initially going to a Special Prize Fund. These plant sales have continued every year since, even during the Second World War, when proceeds were given to various War Funds.

All shows and other activities had to cease between 1939 and 1946 owing to the War, with many members being away either on active service or too busy managing farms for those who were away. The petrol shortage also played a part in preventing meetings and flower shows being held.

After 1946 the various districts came to life again and flower shows were held. The Aberdare District was formed, which incorporated the branches of Nyeri, Nanyuki and Thomson's Falls, with a flower show being held annually in each place.

In 1956 the Society was able to give short radio broadcasts on a monthly basis, which covered various gardening subjects and which lasted for two years. Also in 1956 the Society was granted patronage by Her Majesty The Queen, thus changing our name to The Royal Horticultural Society. This remained up until shortly after the time of Kenya's independence when in 1966 the name reverted to the original title.

In 1962 the Society had nine Districts:-

Aberdares (Thomson's Falls)

Limuru

Molo

Nairobi

Nanyuki

Nyeri

Rift Valley

Trans Nzoia (Kericho & Sotik)

Uasin Gishu (Kitale & Eldoret)

Several of these districts were finding it difficult to carry on as support drifted away and over the next ten-year or so Aberdares, Molo, Trans Nzoia and Uasin Gishu all closed down. This left six districts – Limuru, Nairobi, Nanyuki, Nyeri, Rift Valley and Malindi/Kilifi (now North Coast), the latter being formed in 1969.

Further changes have occurred over the past 20 years, with Nanyuki and Nyeri merging in 1993 and later becoming the Mt. Kenya District, Limuru closed in 1992, the Mombasa & Coast Horticultural Society agreeing in 1995 to become Mombasa District, new districts opening at Naivasha in 1999 ,and South Coast in 2010.

### **3. GENERAL INFORMATION**

#### **1. OBJECTS OF THE SOCIETY**

- 1.1.* The objects of the Society are to create, foster and stimulate interest in horticulture, gardens and plants in Kenya. Here are included all aspects of gardening: trees, shrubs, climbers, flowers, container grown plants, vegetables and fruit; their improvement and their use for Man's benefit, either material or spiritual.
- 1.2.* One of the aims in horticulture is the constant improvement in quality of the plants grown, both for food and for aesthetics, but the Society also seeks to encourage environmentally friendly gardening, and to foster members' interest in the conservation of Kenya's diverse flora, and the use of indigenous plants grown from seed or cuttings in the garden.
- 1.3.* The Horticultural Society tries to achieve its objects by bringing together people of all backgrounds, whose common interest is gardening, plants and horticulture in all its forms. This is done by holding garden meetings, lectures and discussions, plant sales and flower shows, and by making available books on general and specific horticultural subjects. Correspondence with other societies all over the world often produces new ideas, new plants and seeds. Scientific research for the advancement of botanical science is encouraged and the Society collaborates with the National Museums of Kenya over the establishment of Botanical Gardens in Kenya, and works closely with Friends of Nairobi Arboretum and other such groups and societies in the whole country.

#### **2. THE DISTRICTS OF THE SOCIETY**

- 2.1.* Kenya is a large country with a great variety of climatic, soil and topographical conditions, all of which call for a varying approach in horticulture. There is a vast difference between gardening on the slopes of Mount Kenya and gardening at Mombasa. For this reason the Society as a whole is governed by a Council ("Main Society") and is made up of a number of branches, called KHS Districts, such as Nairobi District, Malindi/Kilifi District, etc (see map). All are self-contained units, governed by a Committee elected from among their own members. They arrange their shows and garden meetings to suit the time of the year and the weather that is peculiar to their area. But they all subscribe to the Constitution and Rules of the Society as a whole, on which they model their conduct in horticultural matters, with each District being represented on Council.

#### **3. THE COUNCIL OF THE ("MAIN") SOCIETY**

- 3.1.* The Council of the "Main Society" comprises the Chairman, Deputy Chairman, the Hon. Secretary and the Hon. Treasurer, together with the Chairman of each District Committee and up to six other Council Members. The Chairman of the Society is popularly elected at the Main Society AGM for a period of three years and is responsible for guiding its affairs according to the Constitution and Rules as detailed in this Handbook. The Constitution may only be changed at an AGM, but the Council may change the Rules. Any changes so made come into effect with the passing of the resolution.
- 3.2.* The "Main Society" Council, therefore, acts as a central governing and administrative unit and generally has the responsibility for all contacts with other societies and organizations. Furthermore, it serves all Districts in matters of common concern, such as the supply of stationery (official notepaper, Membership Cards, printed Awards and Certificates for Shows, etc), the organisation of KHS Judges, and the drafting, designing, printing and publishing of books, cards, calendars and handbooks.
- 3.3.* To enable the Council to carry out its responsibilities there is a statutory provision in the Constitution which allows it to levy from all Districts 25% in respect of each individual member's subscription. This is, in effect, each member's subscription to be a member of the Main Society and qualifies that member to vote at Annual or other General Meetings of the Main Society. This 'subvention', supported by income from the sale of books, cards and calendars, is the Council, and the Main Society's regular income and is used to defray all expenses that are incurred

#### 4. MEMBERSHIP

- 4.1. Anyone resident in the area of a KHS District can become a Member of that District by paying the annual subscription set for that District. Membership entitles the Member to vote at Annual and other General Meetings of the Council and their District, to receive an annual Membership Card, newsletters issued by their District, and the KHS Members Handbook, plus attendance at all monthly garden meetings and to enter and exhibit in any KHS Show. If the Member moves permanently to another KHS District, or wishes to belong to an additional District, he/she has to pay the annual subscription for that District. Each District Committee sets its own subscription rates but the Council of the Society must approve these. There can be Single Full Members, Double Full Members (usually a little less than twice the Single subscription and intended for couples living together), Junior Members (under 18 years of age at 1st January of the year of payment), Corporate or Institutional Members (paying usually the equivalent to four or five times the Single subscription, and entitled to a similar number of free entries to Flower Shows etc, but only one vote at any meeting). Employee (gardener), and Student membership have been introduced recently.,
- 4.2. There used to be Life Membership for Districts, achieved by paying the prescribed Life Membership fee, but this was stopped in 2001, although persons who had become Life Members previously kept the privileges that entailed for that District only. There is also **Honorary Life** Membership of the Society, proposed by District Committees, or by Council itself, usually for exceptional service to that District, or the Society at large, and if accepted by Council confirmed at a Main Society AGM. A person so honoured is entitled to full membership privileges in his/her District.

#### 5. ILLUMINATED SCROLL

- 5.1. Over and above Honorary Life Membership, the Council may award an **Illuminated Scroll** to a member, usually to a member who has already been made an Honorary Life Member, who has given outstanding service to the Society over an extended period of time. Council would be requested to approve the written nomination by a Council Member for this award, with the presentation being made at the AGM of the Main Society.

#### 6. OFFICE OF THE SOCIETY

- 6.1. This office is shared with Nairobi District and is situated within the East African Wildlife Society's complex on Riara Road, Nairobi.
- 6.2. The Secretary deals with most queries from Districts by correspondence addressed to **P.O. Box 868, Sarit Centre, 00606, Nairobi**. Nairobi District has the same address and is the only District with an office. Other Districts rely on the Chairman, Secretary and Treasurer of that District to provide the facilities to run the District, keep the files, store the District's assets. The Nairobi office is open during Wednesday mornings, 10 am- 2 pm and can be contacted by e-mail at [khsnairobi@gmail.com](mailto:khsnairobi@gmail.com)
- 6.3. The Society also has a website at [www.gardeningkenya.org](http://www.gardeningkenya.org) which has been revised and updated, with full information about the Society and its activities, including District newsletters.

#### 7. LIBRARY

- 7.1. In this same office is housed a good library of publications on horticulture and gardening, which is administered by Nairobi District. Members may borrow books and videos on application to the Librarian of Nairobi District. Other Districts have some books and videos that are the property of that District and have to be stored by a member of the Committee.
- 7.2. The Library has been built up over the years, to some extent by direct purchase, but mostly by the generosity of Members who have donated their libraries or volumes on horticulture, upon leaving the country, or by bequests. Such gifts continue to be most welcome.

#### 8. SPECIAL COMMITTEES

- 8.1. From time to time the Council of the Society appoints Sub-Committees to deal with specific subjects. At one time there was a very active Seed Committee which assisted interested growers in Kenya and abroad to obtain seed of indigenous and exotic plants, but with decreasing interest, the advent of CITES and increased restrictions imposed by KEPHIS,

this has ceased to operate. A Judges Sub-Committee was established in 2001 to review the Official Handbook, to compile a National Flower Show Schedule Database, to streamline the appointment of Judges and Learner Judges and to keep the records of all District flower shows.

## 9. PUBLICATIONS

- 9.1. Longmans published the original "GARDENING IN EAST AFRICA", a practical reference book written by the members and civil servants of East Africa, and edited by A.J. Jex-Blake, for the Society in 1934. It was reprinted three times, in 1939, 1950 and 1957, but was out of print by the mid 1970's. Partly due to the beautiful colour plates, different for each edition, painted by P.R.O. Bally and by Joy (Bally) Adamson, it has become a collector's item and fetches high prices at auction. A completely new book, with the same title, again written mostly by members, and edited by Bruce Hobson, was published by the Society in 1995 and is available from the Society office and from leading bookshops in the Region. This book is an invaluable reference work for gardeners and plantsmen as it includes chapters on all aspects of gardening in East Africa.
- 9.2. A revised and updated version is 'a work in progress' with proposed publication date in 2015.
- 9.3. The Society also produces attractive greetings cards, calendars and notelets for sale to members and the public, the designs usually being chosen through competition among botanical artists and photographers in Kenya, particularly members of the Society.
- 9.4. A leaflet, advertising the Society, is available from Council for use by all Districts, but each District inserts an Application for Membership form, which gives the District membership rates.

## 10. AFFILIATION

- 10.1. The Society was affiliated to the Royal Horticultural Society in UK, but this was dropped some years ago, although members of KHS are encouraged to join RHS under which they would benefit from the following: (correct at the time of this update!)

One free visit per year for a group of up to 5 members to any of the four RHS gardens.  
The purchase of up to three Garden Entry Cards, allowing one member and a guest to visit the RHS gardens for 30% less than the public rate.

Up to two tickets for the Chelsea Flower Show at a reduced rate.

Free gardening advice from RHS experts.

Free entry to various RHS competitions.

Discount on selected RHS publications.

Free access to the famous Lindley Library in London.

Monthly copy of the RHS magazine – The Garden – which is also available from the KHS office.

The Society's Hon. Secretary has fuller details of these benefits and how to apply for them.

- 10.2. Although there is no formal association, there are many other societies and groups with which the KHS and individual members collaborate and exchange information and skills. Some of these are listed under Useful Addresses in Section 10 of this Handbook.

#### **4. GUIDELINES FOR KHS DISTRICT COMMITTEES**

1. The Kenya Horticultural Society encourages branches, known as 'Districts', of the Society to be set up in as many areas of the country as possible. The Society currently has the following Districts (see Map and Districts marked):-

Nairobi  
Naivasha, which includes Gilgil  
Mt Kenya, based at Nanyuki  
Rift Valley, (Nakuru/Njoro)  
Mombasa  
North Coast  
South Coast

However, from time to time new Districts are set up, or old Districts revived, and these Guidelines are written to assist new District Committees as well as to help new committee members of well-established Districts.

2. The Constitution and Rules (including Amendments to 2014) of the Society contain several sections relevant to running a District and these are summarised in the following paragraphs.
  - 2.1. The District Committee should have a Chairman, Secretary and Treasurer and at least two other Committee Members. The Secretary can be Honorary or receive a payment. New Committee Members must be elected at an Annual General Meeting, at which the Chairman should give a report on the past year's activities and the Treasurer should present the audited annual accounts, which must be approved. The Auditor may be honorary, and a Member with accounting experience. The AGM must be held between 1st January and 31st March so that the Committee and Accounts can be presented at the Main Society AGM, usually held in April. The Constitution states that the District Committee may appoint its own Chairman, Secretary and Treasurer, but in practice these officers are usually elected or confirmed at the District AGM.
  - 2.2. The Chairman's duties are to call committee meetings, usually once a month, sometimes less often, but at least four in a year, and to guide the activities of the District. The Chairman is automatically a Member of the KHS Council and should make every effort to attend Council meetings, usually held in Nairobi, to report on the activities of the District and to relay Council decisions back to the District members. If the Chairman cannot attend a Council meeting another member of the Committee may take his/her place and read the report. A token allowance, paid by the Main Society, is available to assist with transport (e.g air fares) if requested, for District representatives attending Council meetings from afar..
  - 2.3. The Secretary must take the minutes of meetings, keep all the records, letters, minute book etc, and send out notices of meetings. The Chairman should approve all letters sent out. Hard copies of all emails on Society business should be filed in the same way as letters. The Secretary may be Honorary, or be paid such remuneration as the Committee may from time to time approve.
  - 2.4. The Treasurer is responsible for all the subscriptions, sending the subvention (25% of all subscriptions paid) to the Main Society Treasurer by November each year, and generally handling the bank account, and payments in and out. The annual accounts should be audited by a person with accounting experience, approved by, but not on, the Committee
  - 2.5. Membership - it is worth making one member of the committee responsible for getting new members, from all sections of the community. Anyone normally resident in the area of a District may be a member of that District. It is particularly important to include gardeners in private homes, nurserymen, jua kali nurserymen, and gardeners in institutions like hotels and businesses. Often the employer will be willing to pay the subscription, in order that the gardener gets more training.
  - 2.6. Monthly events - talks or lectures on horticultural topics; films or videos on horticultural subjects; training/workshops in garden techniques, garden visits (one or several small ones near together), plant sales, and a Flower Show (see separate KHS Show Handbook). A separate committee can be put together for a Flower Show. The committee should have a policy on cost of events, e.g. whether the District or the member pays entrance fees to sites,

pays tips to helpers, whether there should be reimbursement to the host(ess) for events held in a private home etc. as this will save embarrassment later. Members should always have priority when booking for events and trips.

- 2.7. It is helpful if other Districts are notified of events, and members from other Districts should be allowed /encouraged to attend.
  - 2.8. Newsletter - one member of the committee should be asked to produce a Newsletter, at least four times a year, but more often if necessary, to be given free of charge to all the members of the District. This should inform members of activities, give gardening tips, news of members, and news of other Societies' activities. The Newsletter should also be sent to all the other Districts and to the Council.
  - 2.9. Notice Board - it is useful to have one or more Notice Boards in central areas where most members can look for urgent news of events.
3. Other duties of the District Committee are to put forward to Council the names of members to be Learner Judges, and, when deemed appropriate, to put forward a person for Honorary Life Membership. This is a prestigious award and should be given due consideration, and is usually only for long and distinguished service on the committee or show committee. The person so honoured does not necessarily have to be a KHS member.  
Districts are also encouraged/expected to propose members for Council.
  4. It is important to keep District records and each Committee should try and make arrangements to keep archival material in a safe place, and to record each year where that is. It is also useful to keep lists of good speakers and their contact, lists of people who are willing to have visitors to their gardens, and lists of where useful items such as black bags, shade netting, manure, fertilisers, pesticides, garden tools etc can be purchased. Newcomers to the District will be very grateful for this.
  5. Sales - From time to time there will be items available for sale to members, e.g. black bags, cards, calendars etc. It is important that the committee make a policy on whether such items are sold at cost to the members, or a slight profit made to augment District funds. There should be a differential for members as against the same items sold in shops or to non-members.
  6. Districts are also urged to display for sale at all events the Society's leaflets, calendars, notelets, gardening books and other relevant publications; these and Flower Shows and Plant Sales not only encourage interest in the Society , but also contribute to the District's funds

**THE KENYA HORTICULTURAL SOCIETY**

**CONSTITUTION**

**Amended April 2014**

## **CONSTITUTION**

1. **NAME:** The name of the Society is The Kenya Horticultural Society.
2. **OBJECTS:** The objects of the Society are to create, stimulate and increase interest in horticulture, gardens and plants in Kenya.
3. **MEMBERSHIP:**
  - 3.1. The Society shall consist of members who shall have paid such Annual or Life subscription, as may from time to time be approved by the Council of the Society. (Life Members being previously allowed under the Constitution until Amended in March 1989)
  - 3.2. Each District sets its own membership subscription levels, subject to approval by Council.
  - 3.3. Any member may be expelled from the Society by the Council of the Society if such member has, in the opinion of the Council of the Society, after reasonable opportunity of explanation and defence, been guilty of conduct discreditable to the Society.
4. **COUNCIL:**
  - 4.1. There shall be a Council consisting of the Chairman, the Deputy Chairman, the Secretary, the Treasurer, the Chairman (or one such nominee) from each District plus a maximum of six Council Members.
  - 4.2. The Council shall be the governing body of the Society, with control of all funds of the Society and power to do or direct (by way of delegation to the Districts) all or any activities consistent with the objects of the Society including the making of all Rules.
  - 4.3. The Council shall determine its own rules of procedure and meet as often as it may consider necessary for the proper conduct of the affairs of the Society.
  - 4.4. The Council may, from time to time, appoint an Executive Committee or advisory Sub-committee from among its own Members; with power for such Executive Committee and Sub-committees to co-opt other persons, whether or not Members of the Society.
  - 4.5. 4.5 The Council may from time to time make, amend or revoke Rules in respect of any matters which it is by this Constitution required or authorised to prescribe, and in respect of any other matters which lie within its powers as defined by paragraph 6.
  - 4.6. The Council shall have ultimate control of all property and funds of the Society.
  - 4.7. All income or proceeds of sale of fixed assets, donations or other monies belonging to the Society shall, in the first instance, be paid into a bank account, operated under the signature of the Chairman and Treasurer and/or nominees as appointed by the Council.
5. **CHAIRMAN & DEPUTY CHAIRMAN:**
  - 5.1. There shall be a Chairman elected for a term of three years as prescribed in the Rules. There shall be a Deputy Chairman who shall be appointed by Council from among its members, and who shall normally be available in Nairobi and also hold office for three years. Such Chairman and Deputy Chairman may be available for re-election after a gap of 3 years.
  - 5.2. The Chairman, or in his absence, the Deputy Chairman shall take the Chair at all Council Meetings.
6. **SECRETARY & TREASURER:**
  - 6.1. There shall be a Secretary and a Treasurer, both of whom shall be appointed from time to time by Council, with such respective functions and for such respective periods as Council may decide.
  - 6.2. The two posts above mentioned may be either Honorary or paid such remuneration as Council may decide. The two posts may be held by the same member.

## 7. MEMBERS

- 7.1. There shall be a maximum of six members nominated by Districts of the Society and elected at the AGM. The members so nominated and elected may be from any District, provided they are able to attend at least two of the three Council meetings per year and will serve for a three year period. Two members will retire annually in order of seniority, and may offer themselves for re-election. Council shall have the authority to co-opt members to fill vacancies that may occur.
- 7.2. The immediate past Chairman of the Society shall be an ex-officio member of Council for a period of one year.

## 8. DISTRICTS:

- 8.1. There shall be established Districts of the Society in such areas as the Council may from time to time prescribe.
- 8.2. All Members of the Society normally resident in the area of a District shall be Members of that District but any member may, if he so wishes, also become a Member of another District. Any Member wishing to belong to another District shall pay such annual subscription in respect of each District as the District may from time to time decide.
- 8.3. Subject to any general or specific directives from Council, the affairs of the Society in any District shall be controlled by that District Committee.
- 8.4. Each District Committee shall consist of not less than five Members of that District who shall be elected annually by majority vote at an Annual General meeting of the District.
- 8.5. Each District Committee shall appoint its own Chairman, determine its own rules of procedure (subject only to any general directives from the Council) and meet so often as it deems necessary for the proper conduct of the District.
- 8.6. Each District Committee shall appoint a Secretary and a Treasurer for that District, with such respective functions and for such respective periods as the District Committee may decide. District Secretaries may be either Honorary or paid such remuneration as the District Committee may from time to time approve.
- 8.7. Once in every calendar year, during the months of January, February and March each District Committee shall convene an Annual General Meeting of the Members of that District for the purposes of: -
  - a. Receiving a report of the activities of that District
  - b. Receiving and passing the audited annual accounts of that District
  - c. Electing officers of the District as necessary
  - d. Discussing any other matters relevant to the District or the Society at large.
- 8.8. Other General Meetings of a District may be convened by the District Committee as and when appears necessary or desirable; but must be convened if and whenever required by at least ten Members of that District.
- 8.9. Procedures for Annual General and other General meetings in Districts shall be as follows:-
  - a. The Chairman of the District Committee, or failing him some other Member of that Committee, shall be Chairman of every Annual or other General Meeting of Members of that District.
  - b. All voting at such Annual General and other General Meetings shall be by show of hands or ballot of all those present and entitled to vote.
  - c. All decisions at such Annual General and other General Meetings shall be by plain majority vote, but the Chairman shall have a casting vote.
  - d. In all other respects procedures at such Annual General and other General meetings shall be as the District Committee may from time to time prescribe; or, in respect of any matter not so prescribed, as the Chairman of each Meeting may decide.

- e. The Quorum at all Annual General and other General Meetings shall be ten excluding Members of the Committee.
- f. Notice of every Annual General and other General Meeting of Members of any District shall be sent to all members of that District not less than fourteen days before the date of that Meeting; but accidental non-receipt of notice by any Member shall not invalidate the proceedings of any meeting.

9. GENERAL AND ANNUAL GENERAL MEETINGS OF THE SOCIETY:

- 9.1. Once in every calendar year, not earlier than 1<sup>st</sup> March and not later than six months after the end of the financial year, Council shall convene an Annual General Meeting for the purposes of:-
  - a. Receiving a report on the activities of the Society for the past year.
  - b. Receiving and passing the annual accounts of the Society.
  - c. Electing a Chairman if necessary.
  - d. Electing Members of Council as prescribed in clause 7 of the Constitution.
  - e. Appointing an Auditor for the ensuing year.
  - f. Such other business (if any) as the Council may have approved.
  - g. Any other business for which written notice shall have been received at least 7 days prior to the meeting.
- 9.2. Other General Meetings of the Society may be convened by the Council as and when it appears to be necessary or desirable, and shall also be convened upon the written requisition of not less than twenty members.
- 9.3. Proceedings for Annual General and other General Meetings shall be as follows:-
  - a. The Chairman or Deputy Chairman or failing them a Member of the Council elected at the Meeting shall be Chairman of all General meetings.
  - b. All voting at such Meetings shall be by a show of hands or ballot of those present and entitled to vote.
  - c. The Chairman at such Meetings shall have a casting vote.
  - d. In all other respects procedures at such Annual General and other General Meetings shall be as the Council may from time to time prescribe; or, in respect of any matter not so prescribed, as the Chairman of that Meeting may direct.
- 9.4. Notice of every Annual General and other General Meeting of the Society shall be sent to all members of Council and the Secretaries of all Districts who shall so notify their Districts' members of such meetings not less than 21 days before the date of that Meeting; but accidental non-receipt of any Notice shall not invalidate the proceedings of any Meeting.

# THE KENYA HORTICULTURAL SOCIETY

## RULES

Up- dated April 2014

### SECTION A

#### MEMBERSHIP & SUBSCRIPTION FEES

A.1. A Member, other than an Honorary Life Member, shall be deemed to be a Member if he/she is not in arrears with his or her subscription at the date of each Annual General Meeting.

A.2. There shall be seven classes of Membership: -

- Single / Double
- Life Members (as previously allowed under the Constitution until amended in March 1989)
- Honorary Life
- Junior (age limit of under 18 years)
- Corporate
- Student (in full time education )
- Employee (gardeners of members)

A.3. All Members, except Junior, Student and Employee Members, shall be entitled to the full privileges of Membership as defined in these Rules.

A.4. Membership shall apply to the individual and/or double membership and shall not include any other members of his or her family.

A.5. Honorary Life Members shall be ladies or gentlemen, whether Full Members or not, who by virtue of their position or by conspicuous service to horticulture have merited this honour. They shall be elected in the manner prescribed by Rule A.6 and shall not pay any subscription from the date of their election.

A.6. Honorary Life Members shall be elected as follows: -

- i. Not later than 31st October in any year, the Committee of the District wishing to confer the honour shall notify the Secretary to Council of the candidate's name and the circumstances attending their decision.
- ii. The Secretary to Council, having received all such nominations, shall advise Council who will consider nominations at the Council meeting preceding the Annual General Meeting at which nominations will be formally approved.
- iii. Announcing of the candidate's or candidates' name(s) will be made at the next Annual General Meeting, where the bestowal of the honour shall be publicly confirmed.

A.7. The normal annual subscription shall be decided by each District and approved by Council and be payable on the 1st of January in each year.

- i. The subscriptions shall be made to the Treasurer of the District of the Member's choice and the Member shall then be deemed to be a Member of that District.
- ii. If a Member's annual subscription is more than three months in arrears and has not been paid after reasonable notice having been given by the Committee, such member shall be informed by the Committee that he is no longer a member of the Society unless a member belongs to more than one District and he has paid for one District.

A.8. The Treasurer of each District shall remit to the Treasurer of the Society one quarter of all such subscriptions received, together with a list of all Members of the District. This remittance shall be made by 30th November of each year.

## **SECTION B**

### **PRIVILEGES**

B1. Single/Double Members, Life Members (as previously allowed under the Constitution Amended in March 1989), Honorary Life Members and Corporate members (one designated representative): -

- i. To have a vote at all Annual and other General Meetings of Council and their respective District.
- ii. To receive a copy of the Society's Members Handbook and all Members to receive District and Council Newsletters.
- iii. To exhibit, subject to exhibition rules in force for the time being, at any Exhibition or Show held by the Society or any of its Districts.
- iv. To receive a free non-transferable pass to all exhibitions and shows held by the Society or any of its Districts on production of a current membership card.
- v. To have access to the reference library of the Society.

## **SECTION C**

### **COUNCIL CHAIRMAN**

C1. The election of the Chairman shall take place when necessary by a simple majority show of hands or ballot of the Members present at an Annual General Meeting of the Society at which due notice has been given of the name(s) of the person(s) standing for election as Chairman.

C2. The procedure for such election shall be as follows: -

- i. On or before October 31st in any year, all District Committees shall forward to the Secretary to Council not more than one name of a person whom they would like to elect to the post, together with a brief account of their candidates' association with the Society and of the reasons for their choice, as well as a signed letter by the candidate agreeing to accept office if elected.
- ii. Provided that if no such nomination is received from a District by the due date, it shall be assumed that the District has no suitable candidate to suggest.

## **SECTION D**

### **MEETINGS OF COUNCIL**

D1. The Council of the Society shall meet not less than twice annually. The first meeting in any year shall take place within three months of the preceding Annual General Meeting and the second shall take place not less than three months before the next Annual General Meeting.

D2. A General meeting of Council may be called by the Secretary at the request of not less than four members of Council, excluding the Secretary and the Treasurer.

D3. The Chairman of the Society shall take the Chair at all meetings of Council, or failing him, the Deputy Chairman. In the event of both being unable to attend, the meeting shall elect a Chairman from among the Members of Council present.

D4. Notice of not less than twenty one (21) days, together with particulars of the business to be transacted, shall be sent by the Secretary for all meetings of Council.

D5. Members of Council representing Districts of the Society may be accompanied by one adviser per District, who shall be a member of the Committee of that District but such adviser shall not have an individual vote in the Council.

D6. Each member of Council shall be entitled to one vote and the Chairman (or his nominee) of each District shall be entitled to one additional vote in respect of each ten members in his own District; in calculating the voting power of a District Chairman the Membership of each District shall be counted to the nearest ten, any balance over five being taken as qualifying for one vote, provided that no single District shall have a voting power greater than one half of the total voting power of all the other Districts put together..

D7. The Quorum at all Meetings of Council shall be five excluding the Chairman, Deputy Chairman, Secretary and Treasurer of the Society.

D8. On all matters put to the Vote at meetings of Council the Chairman shall have a casting Vote.

## **SECTION E**

### **MEETINGS OF THE SOCIETY**

E1. Not less than twenty one days' notice shall be given of an Annual General meeting, or of a General meeting of the Society.

E2. The Quorum at all such meetings shall be twenty, excluding the Members of Council.

## **SECTION F**

### **CHIEF MEMBERS OF COUNCIL**

F1. The Chairman shall be responsible for the general leadership and general conduct of the affairs of the Society.

F2. The Deputy Chairman shall be appointed by Council from among its members from such members as are normally available (though not necessarily resident) in Nairobi, and shall hold office for three years.. It will be his/her duty generally to deputise for the Chairman in the conduct of the day-to-day business of the Society and to advise and assist the Members of Council.

F3. The Secretary, to be appointed by the Council, for a period specified and agreed by the Council, shall deal with all routine correspondence as it arises; shall attend all Meetings of Council and keep the minutes of such Meetings, and shall generally carry out the directions of Council in the conduct of the affairs of the Society. He/she shall normally be available in Nairobi.

F4. The Treasurer, to be appointed by the Council for a period specified and agreed by the Council, shall deal with the financial affairs of a minor nature as they arise from day to day and in major matters of finance as directed by the Council. He/she shall attend all meetings of Council and all Meetings of the Society and shall normally be available in Nairobi, and may be a member of council in his/her own right..

F5. The Honorary Auditor shall be appointed at the Annual General Meeting for the purpose of auditing the Society's Accounts at the end of each year.

## **SECTION G**

### **SHOWS & JUDGES**

G1. The Council of the Society shall maintain a Show Handbook, a Show Schedule Database, and a Register of Show Judges, accredited by them in accordance with the following rules, who are eligible to officiate at any Horticultural Show staged by a District.

G2. No person unless his or her name appears on the Council's Register, shall be permitted to judge at any show held under the Rules of the Society except any overseas judge especially invited by Council.

G3. To assist Council with all Show and Judging matters, Council shall appoint a Judges Secretary, who must be an experienced judge, and have experience of arranging shows, for a period of three years, after which Council shall either re-appoint him/her or appoint another person.

G4. The responsibilities of the Judges Secretary shall include the following:-

- i. To report regularly to Council on all judging matters and to advise, after consultation with other judges, on proposed changes to the Constitution and/or Rules on all judging matters. The Judges Secretary may, from time to time, be invited to attend Council meetings.
- ii. To assist district Show Chairmen with advice on setting up and running shows, keeping records, inviting judges, etc., and to receive Schedules, lists of winners, and names of officiating Judges & Learner Judges for the record.
- iii. To maintain the Register of Judges and Learner Judges, to be circulated regularly to all Districts.
- iv. To ensure that all new Judges, Learner Judges and Chairmen of all Districts have copies, free of charge, of the S
- v. To keep the Show Database up to date and available to Show Chairmen.
- vi. To keep an inventory of KHS Show stationery (Prize & Award cards, Pink Entry Cards etc), and ensure that these are available from Council to District Chairman as needed. The stock is to be kept and replenished by Council/Hon Treasurer.
- vii. To recommend acceptance by Council of new Learner Judges, proposed by Districts, and who satisfy the required criteria (G7 below). Only after approval by Council will an applicant be entered into the Register of Learner Judges.
- viii. To recommend to Council not less than 5 Judges for the Examining Panel that passes out new Judges at shows. These appointments will last for three years, after which the Panel is to be reviewed by Council and Judges re-appointed or new Judges appointed as necessary,
- ix. To arrange for the oral and written examination of Learner Judges, and to set the test Paper for the written part of the examination.
- x. To keep databases and all records to do with Judges, Learner Judges and Shows for eventual storage by Council, including District Show Schedules, designs of judging sheets, award and prize cards etc.
- xi. With permission of Council, to co-opt another Judge to assist him/her with the above duties, if necessary.

G5. Council, with advice from the Judges Secretary, shall appoint an Examining Panel of not less than 5 experienced Judges who must make themselves available for testing Learner Judges at Nairobi and/or other suitable shows, if requested by Council through the Judges Secretary.

G6. In order to maintain a sufficient number of Judges, it is necessary for District Committees to propose from time to time, suitable candidates from among their members, to be Learner Judges. The candidate's name should be sent to the Judges Secretary by the District Chairman, together with the details qualifying that person to become a Learner Judge (ref G7). The Judges Secretary may then forward the name to Council, and, if approved, the name will be entered in the Register of Learner judges. The Judges Secretary will issue that person with a learner Judge's card, (on which he/she must record Learner Judges sessions at Shows, to be countersigned by the Judges involved), and a copy of the Show Handbook.

G7. In order to qualify for admission to the Register of Judges, a candidate must:

- i. Prior to being included in the Register of Learner Judges, have successfully exhibited and gained at least three first prizes in previous shows and/or be a professional grower and exhibitor
- ii. Prior to being included in the Register of Learner Judges, have had experience on a Show Committee and/or have had experience as a Judge's Steward at least three Shows
- iii. Prior to being included in the Register of Learner Judges, have signified his /her willingness to attend any Show outside his/her own District as a Learner Judge, when invited to do so

- iv. Have attended not less than five Shows as a learner Judge, of which at least two shall have been outside his/her own District, and one a Nairobi Show
- v. Have forwarded his/her Learner Judges Card with the requisite number of entries, to the Judges Secretary, who will then, in consultation with the show Chairman, arrange for Judges from the Examining Panel to conduct oral and written tests at the next Nairobi Show , or the next following suitable Show.
- vi. Have satisfied the Examining Panel of his/her competency at the oral and written examination. The Judges Secretary will then issue the Learner Judge with a (full) Judges Certificate, the rear side of this to be kept up to date with a record of all judging activities.

G8. Persons who have previous experience in judging under the rules of the Royal Horticultural Society , either in the UK or any other country, may , at the discretion of Council, be exempted from the requirements for attending five shows as a Learner Judge and from attending the examination: .in these cases, the person may be appointed forthwith to the Register of Judges provided that Council is satisfied that, from a reasonable period of residence in Kenya, they have an adequate knowledge of Kenyan conditions as they affect horticulture.

## **HOLDERS OF THE ILLUMINATED SCROLL**

**Mr. Arnold Renney** – Presented on 5<sup>th</sup> April 1997  
Hon. Secretary to Council (1965 – 2003)  
Treasurer to Council (1974 – 2002)

**Mr. John Wright** – Presented on 5<sup>th</sup> April 1997  
Member of Council (1980 –2003)  
Chairman of Nairobi District (1900 – 1999)

**Mr. Barry Cameron**--Presented on 25<sup>th</sup> . April 2006  
Chairman of Council (1988-2006)  
Chairman of Nairobi District (2000-2008)

**HONORARY LIFE MEMBERS OF THE SOCIETY**

No	Name	Date	District
1	Mr. R.D.M. Mason	26.03.72	Nairobi
2	Mr. G. Classen	02.04.78	Nairobi
3	Mrs. M. Howard	01.04.79	Council/Limuru
4	Mr. H. Gardner	01.04.79	Council/Nairobi
5	Mr. P. Greensmith	01.04.79	Council/Nairobi
6	Mrs. K. Challis	30.04.80	Nairobi
7	Mrs. Gardner	30.04.80	Nairobi
8	Dr. P. Bally	30.04.80	Nairobi
9	Mrs. B. Simpson	30.04.80	Malindi/Kilifi
10	Mrs. M. Hodge	05.04.91	Rift Valley
11	Mrs. D. Powell	05.04.81	Nairobi
12	Mr. B.J. Gould	05.04.81	Nairobi
13	Mrs. K. Doig	05.04.81	Limuru
14	Mrs. M. Morson	05.04.81	Limuru
15	Dr. R. Leakey	21.03.82	Council
16	Dr. J. Gillett	21.03.82	Council
17	Mr. L.T. Kingsford	21.03.82	Limuru
18	Mrs. J. Grumbley	21.03.82	Limuru
19	Mrs. A Donnelly	27.03.83	Malindi/Kilifi
20	Mrs. B. Nightingale	27.03.83	Rift Valley
21	Mrs. M. Nickolson	25.03.84	Malindi/Kilifi
22	Mrs. S. Cameron	25.03.84	Limuru
23	Mrs. E. Harvey	25.03.84	Limuru
24	Mr. L.A.S. Grumbley	25.03.84	Council/Limuru
25	Mr. C.A. Renney	25.03.84	Council/Nairobi
26	Mr. W. Case	24.03.85	Malindi/Kilifi

27	Mrs. E. Thomson	16.03.86	Nairobi
28	Mr. J. Wright	16.03.86	Nairobi
29	Mrs. J. Anderson	22.03.87	Limuru
30	Mrs. V. Crosby	24.03.90	Nairobi
31	Mrs. G. Aikman	24.03.90	Nairobi
32	Mrs. E. Cowan	27.03.93	Malindi/Kilifi
33	Mrs. M. Smith	26.03.94	Nairobi
34	Mrs. J. Hays	26.03.94	Nairobi
35	Mr. B. Cameron	01.04.95	Council/Nairobi
36	Mrs. F. Cuthill	05.04.97	Rift Valley
37	Mrs. I. Humphries	18.04.98	Malindi/Kilifi
38	Mr. I. Robertson	17.04.99	Malindi/Kilifi
39	Mrs. J. McKeand	24.03.00	Mt. Kenya
40	Mrs. M. Haworth	12.04.03	Malindi/Kilifi
41	Mrs. S. Najmudin	12.04.03	Mombasa
42	Mrs. Shukla	12.04.03	Mombasa
43	Mrs A Robertson	29.04.06	Malindi/Kilifi
44	Mrs. P Balletto	29.04.06	Malindi/Kilifi
45	Mrs. I Murray	26.04.08	Mt. Kenya
46	Mrs. C. Fernandes	26.04.08	Mt. Kenya
47	Mrs. J. Elms	25.04.09	Mombasa
48	Mr J.M. Golds	15.05.10	Malindi/Kilifi
48	Mrs. S. Deverell	09.04.11	Council
49	Mr. D. Gray	25.04.12	Council
50	Mrs. S. Shaw	28.04.12	Nairobi
51	Mrs. C. Hardy	27.04.13	Nairobi
52	Mr. D. Martins	12.04.14	Council
53	Prof. L. Newton	12.04.14	Council

## USEFUL ADDRESSES

1. Agricultural Society of Kenya, P.O.Box 30176, City Square, Nairobi 00200
2. CITES (Convention on Trade in Endangered Species), Kenya Management Authority: Kenya Wildlife Service (KWS), P.O.Box 40241, Nairobi 00200
3. CITES (Convention on Trade in Endangered Species), Kenya Scientific Authorities: Kenya Wildlife Service (KWS), P.O.Box 40241, Nairobi, 00200 and; National Museums of Kenya (NMK), P.O.Box 40658, Nairobi 00200
4. City Park, c/o Nairobi City Council, P.O.Box 30075, Nairobi
5. Coastal Floral Arrangement Club, P. O. Box 82241, Mombasa
6. East African Wildlife Society (incl: Kenya Forest Working Group); P.O.Box 20110, City Square, Nairobi 00200
7. Flower arranging - see Kenya Floral Arrangement Club, Coastal Floral Arrangement Club
8. Forest Department, P.O.Box 30513, Nairobi
9. Fresh Produce Exporters Association of Kenya, P.O.Box 40312, Nairobi 00200
10. Horticultural Crops Development Authority, P.O.Box 42601, Nairobi
11. International Centre for Research in Agroforestry (ICRAF), P.O.Box 30677, Nairobi 00601
12. Kenya Agricultural Research Institute, P.O.Box 57811, Nairobi
13. Kenya Floral Arrangement Club, P.O.Box 45805, Nairobi
14. Kenya Flower Council, P.O.Box 56325, Nairobi
15. Kenya Forestry Research Institute, P.O.Box 20412, Nairobi
16. Kenya Panel of Floral Art Judges, P.O.Box 14021, Nairobi
17. Kenya Plant Health Inspectorate Service, P.O. Box 49592, Nairobi
18. Kenya Horticultural Society, P.O. Box 868, Sarit Centre 00606, Nairobi
19. Kenya Horticultural Society + Nairobi District  
P.O. Box 868, Sarit Centre 00606, Nairobi
20. Mazeras Botanical Garden, c/o Mombasa City Council, P.O.Box 90440, Mombasa
21. Mutomo Plant Sanctuary, c/o Kitui County Council, P.O.Box 33, Kitui
22. Nairobi Arboretum, c/o Forest Department, P.O.Box 30513, Nairobi
23. Nairobi Botanic Garden, c/o National Museums of Kenya, P.O.Box 40658, Nairobi
24. Nature Kenya/The East Africa Natural History Society (incl: Friends of Nairobi Arboretum, Friends of City Park, Succulenta, Habitat Restoration and Ecology Group); P.O.Box 44486, GPO, Nairobi 00100.

25. Orchid Society, P.O. Box 30740, Nairobi
26. Plant Import Export Permits from; Ministry of Agriculture, P.O.Box 30028, Nairobi
27. Royal Horticultural Society, 80 Vincent Square, London SW1P 2PE  
(The Garden, RHS Media, Churchgate, New Road, Peterborough, PE1 1TT)
28. Succulenta - see Nature Kenya
29. United Nations Environment Programme (UNEP), P.O.Box 30552, Nairobi 00601
30. World Conservation Union (IUCN)/Wasaa Conservation Area, P.O.Box 68200, Nairobi
31. Worldwide Fund for Nature (WWF), P.O.Box 62440, Nairobi