



Ohara School of Ikebana

**CONSTITUTION AND BYLAWS FOR  
THE OTTAWA CHAPTER OF THE OHARA SCHOOL OF IKEBANA**

**ARTICLE I            PROVISIONS**

1. The Chapter shall be non-profit organization.
2. The administrative office of Chapter shall be at the address of the incumbent President or a designated board officer.

**ARTICLE II           ORGANIZATIONAL MANAGEMENT**

1. The Chapter shall be an affiliate of the Ohara School of Ikebana in Japan.
2. Approval from the Headmaster shall be required to establish the Chapter.
3. Any kind of transfer of money which may include guarantee deposits to or any allowances from the Ohara School of Ikebana in Japan shall not be generated for establishing the Chapter.
4. The Ohara School of Ikebana shall have no legal responsibilities to any financial or personal problems within the Chapter
5. The Ohara School of Ikebana shall provide advice to the Chapter about their management as deemed necessary.

**ARTICLE III          OBJECTIVES**

The Chapter shall:

1. provide a local organization where members of the Ohara School of Ikebana may mutually exchange cultural ideas
2. be cognizant of new techniques and styles introduced by the Headmaster
3. sponsor workshops and study sessions
4. do activity to promote Ohara School of Ikebana in their locality
2. process applications for the certification of Ohara School of Ikebana members

**ARTICLE IV          MEMBERSHIP**

1. Regular Membership shall be open to all Ohara School of Ikebana teachers and students who have paid the membership dues.
2. Honorary Membership shall be granted to the individual upon recommendation from board member(s) and approved by the Board. Honorary members shall be exempted from

- the membership dues.
3. All members have power to vote.

#### **ARTICLE V DUES**

1. Membership dues for Regular Members shall be fixed individually by the Chapter according to their local circumstances and prescribed in the By-laws.
2. Membership dues shall be payable as of the designated date by the board.

#### **ARTICLE VI FINANCIAL ACCOUNTING**

1. The fiscal year of the Chapter shall be fixed individually.
2. Each Chapter has its own financial accounting completely independent from the Ohara School of Ikebana in Japan, and has no obligation to report to the School.

#### **ARTICLE VII THE OFFICERS**

The Board shall consist of the following officers:

1. The President who shall be recommended by the Chapter and appointed by the Headmaster,
2. The Vice President (in case two Vice Presidents are installed, First and Second shall be defined), the Recording Secretary, the Corresponding Secretary, and the Treasurer who shall be recommended by the President and approved by the Headmaster.

#### **ARTICLE VIII DUTIES OF THE OFFICERS**

1. The President shall:
  - a. represent the Chapter in all its functions;
  - b. make an annual report on Chapter activity at the end of each year and submit a projected program for the forthcoming year; and
  - c. submit a slate of recommended officers for the next term to the Ohara School of Ikebana in Japan before the current terms expires.
2. The Vice President(s) shall:
  - a. assist the President in all functions and preside in the absence of the President; and
  - b. maintain the qualification records of members.
3. The Recording Secretary shall keep the minutes of all meetings.
4. The Corresponding Secretary shall attend to all correspondence which the Chapter exchanges.
5. The Treasurer shall:
  - a. keep an account of all finances of the Chapter
  - b. receive all monies paid to the Chapter and make disbursements upon direction of the Board;
  - c. report the financial statement in the general and board meetings; and

- d. open the accounting books for auditing at the end of term.

#### **ARTICLE IX COMMITTEES**

The Chapter shall form the committees as deemed necessary by a majority vote.

#### **ARTICLE X TERM OF OFFICE**

1. The election of all officers shall be held biennially at the Annual General Meeting.
2. The term of office for all officers shall be two years and may be extended to two consecutive terms at longest.
3. The unexpired term of office for an officer due to some reason shall be filled by an alternative officer recommended by the President and approved by the Headmaster. The term for the alternative officer shall be the same as that for the incumbent officers.
4. Voting by Email shall be approved by consensus of members.

#### **ARTICLE XI MEETINGS**

1. The board meeting shall be called at least once a year.
2. The Annual General Meeting shall be called once a year at the time as many members as possible are able to attend.
3. The other meetings shall be called by the board as deemed necessary.

#### **ARTICLE XII CERTIFICATES**

1. Teachers shall apply for their students' certificates to the Chapter for processing.
2. The application form shall be signed by the President and/or imprinted with the official seal of the Chapter before submitted to the Ohara School of Ikebana in Japan.

#### **ARTICLE XIII QUORUM**

A quorum of all meetings shall consist of a majority of the attendees.

#### **ARTICLE XIV DISSOLUTION OF CHAPTER**

1. The dissolution of the Chapter shall be approved by the Ohara School of Ikebana in Japan.
2. The disposition of its assets shall be determined by a majority vote and conducted by the board.
3. None of its earnings shall inure to the benefit of any private individuals or members.

## **BYLAWS**

### **ARTICLE III: OBJECTIVES**

To further the public knowledge of the Ohara School of Ikebana in the Ottawa area, the Chapter will normally hold a minimum of one exhibition per year in a location accessible to the general public.

### **ARTICLE VII: THE OFFICERS**

The officers of the Chapter, as identified in the Constitution, will also include the immediate past president.

The officers: President, Vice President, Secretaries, Treasurer, Immediate Past President, shall be known collectively as the Executive.

### **Article VIII DUTIES OF THE OFFICERS**

The President shall call a minimum of three Board meetings a year.

The President shall preside at all meetings and call special meetings as deemed necessary

The President shall preside at all Board meetings and the Annual General Meeting.

The President shall be one of the signing officers for the Chapter.

The Vice President shall act as a signing officer in the absence of the president.

The Vice President shall ensure that member qualification records are maintained through supervision of the Membership Committee.

The Treasurer shall be one of the signing officers.

The treasurer shall present a year end statement of the Chapter finances and an audited statement to the members at the Annual General Meeting.

The Past President shall chair the Nominating Committee, to present recommendations to the Board for the next slate of officers to be presented to the Headmaster for his approval.

**ARTICLE IX: COMMITTEES**

The Nominating Committee shall:

Consist of three members, including the Past President as the Chairperson, one member appointed from the Board and one member appointed from the general membership who is not on the Board.

The Nominating Committee shall identify a slate of candidates to present to the Board, for the President's recommendation to the Headmaster.

The following standing committees or positions may be appointed by the President:

Membership

Demonstrations

Historian

Workshops

Publicity

Newsletter

Librarian

Web site

And other committees as required.

**ARTICLE X TERMS OF OFFICE**

When an immediate decision by the Board is required, an electronic procedure may be used for one item where that item is fully explained in an email to all Board members and the vote is taken by an email with a 48 hour turn around.

**ARTICLE XI: MEETINGS**

The purpose of the Annual General Meeting is:

To provide the membership with the various reports of the Board and any important business pertaining to the Chapter.

To announce the appointment of Officers by the Headmaster.

## **ARTICLE XII: CERTIFICATES**

The definition of instructor shall be:

Chapter members who have received certification from the Headquarters of the Ohara School of Ikebana and are qualified to the Instructor level and above.

Approved at Annual General Meeting May 6, 2018

Respectfully submitted,

Sandra *Shinsui* Olney, President  
Ohara School of Ikebana, Ottawa Chapter