



Plant Health Atlantic Council

Operating By-laws

Mission Statement

**To promote environmentally sustainable turf
management**

Plant Health Atlantic Council (PHAC)

Objectives

1. **To administer** a self-sustaining turf management certification and accreditation program that is based on the principles of Integrated Pest Management (IPM), sound environmental stewardship, ongoing professional development, and education of the public.
2. **To provide** assurance through compliance auditing, that those certified and accredited under the program are committed to having IPM as the new standard in turf and landscape care.
3. **To recognize and promote** lawn care companies, golf courses, municipalities and turf managers that use responsible pest management practices designed to protect the health of the environment and the public.
4. **To develop** strong partnerships with key stakeholder associations.

Role of the Plant Health Atlantic Council

1. To hold a minimum of one (1) meeting annually.
2. To annually elect an Executive.
3. To approve changes to the structure of PHA Council or the Executive.
4. To establish Standards of Practice for the IPM Certification and Accreditation Programs.
5. To appoint a Program Administrator as required.
6. To appoint Standing Committees as required.
7. To approve recommendations brought forward by the Executive.
8. To carry out other business as required.

Membership in PHAC (Amended February 22, 2012)

Membership in the Council may be as a **Member or an Associate Member** represented by an individual, or by a group (stakeholder associations, educational institutes, government agencies, municipalities, etc.,) that support and share a common interest in the promotion, education, and/or application of the principles of Integrated Pest Management and environmentally sustainable turf management.

Representation designated as a **Member** is a voting member on the Council and can be elected to the Executive of the Council, and hold the position of Chairperson of a Committee, Secretary, or Treasurer of the Council.

Representation designated as an **Associate Member** is a non-voting member on the Council and is not entitled to be elected to the executive as Chair, Vice Chair, Past Chair

or a Director of the Council but can be appointed by the Council to the position of Chair of a Committee, Secretary, or Treasurer of the Council.

Groups are entitled to have a maximum of two (2) official representatives that may attend Council meetings and sit on Committees. Groups that are Members are entitled to designate one (1) of these official representatives as their voting representative. The second representative may attend Council meetings and sit on Committees, but is only entitled to cast a vote at Council meetings in the absences of the voting representative and if authorized by a signed proxy from their association.

Members and Associate Members of the Council in good standing agree to comply with the intent of the Mission Statement, the Objectives of the Plant Health Atlantic Council and to allow the name of their association to be acknowledged in any education and information materials produced by the Council.

Plant Health Atlantic Council (PHAC)

Election to Membership to PHAC

Future applications for membership to the PHAC shall be submitted in writing to the Secretary. The Secretary shall report to the Executive the name of those candidates who comply with the provisions for membership. Applicants shall become members of Plant Health Atlantic Council upon receiving an affirmative vote from a majority of the members of the Executive.

Plant Health Atlantic Council Meetings

1. The Plant Health Atlantic Council must hold a minimum of one (1) meeting annually.
2. Meetings are to be conducted following Robert's Rules.
3. The location of the annual or any other general meetings of the members of the Plant Health Atlantic Council shall be determined by the Executive and held within the Atlantic Region.
4. A report from the Executive and the Committees shall be presented at every annual meeting, in addition to any other business that may be transacted.
5. The members may consider and transact any business either special or general at any meeting of the members.
6. A majority of the Executive shall have the power to call, at any time, a general meeting of the members of the Plant Health Atlantic Council.
7. Fifty-one percent of the eligible voting members present in person or represented by a signed proxy at a meeting will constitute a quorum.
8. Fourteen (14) days' written notice shall be given to each voting member of any annual or special general meeting of members.

9. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken and remind the member that they have the right to vote by proxy.
10. Each voting member present at a meeting shall have the right to exercise one vote. A voting member may, by means of a written proxy, appoint a proxy holder to attend and act in the manner authorized by the proxy. A proxy holder must be a member of the same association or organization as the voting member they represent.
11. A majority of the votes cast by the voting members present and proxy holders carrying voting rights, shall determine the outcome of the motion.

Funding of PHAC

PHAC is designed to be self-sufficient, with no initiation or membership fee levied upon new members. Membership fees can only be introduced if approved by a majority of the membership at a general meeting called by the Executive. Members are expected to cover their own expenses. The Executive is authorized to make application for funding on behalf of the PHAC from outside sources.

Executive.

Only members in good standing with the PHAC shall be eligible for election to the Executive. The Executive will consist of a Chairperson, a Past-chairperson, a Vice-chairperson, and four (4) Directors (*Amended April 2009*) elected at the annual general meeting of the PHAC. The Executive is required to meet at least twice each year. The Chairperson, with majority approval of the members of the Executive, can call additional meetings as required. (*Amended February 22, 2012*)

Directors and Officers of the Executive shall not receive any remuneration or compensation from Plant Health Atlantic Council for their services.

It is the responsibility of the Executive to:

- Oversee the operation of the PHAC.
- Hold at least one (1) annual meeting of the full PHAC membership.
- Receive approval from the Council membership on issues that need the support of the Council.
- Review applications for and approve new membership to the PHAC.
- Approve changes to the Standards of Practice of Accreditation Programs.
- To hire Compliance Auditor(s) as required.
- Approve changes to the certification and re-certification requirements of the IPM Turf Practitioner Certification Program.
- Issue Turf Practitioner Certificates and levels of IPM Accreditation.
- Decide on action(s) required for any non-compliance enforcement issues.
- To review and approve the fee structure for an application for IPM Turf Practitioner Certification.

- To review and approve the fee structure for an application for Desk and On-site Audits.
- Request Spot Audits.
- Prepare a progress report for review by the PHAC at the annual general meeting.

Terms of Office of the Executive (*Amended: April 2009*)

Voting members of the Plant Health Atlantic Council will elect the members of the Executive at the annual general meeting. Only voting members of the PHAC who are in good standing with the association they represent, can hold a position on the Executive.

The Chairperson, Past-Chairperson, and Vice-chairperson shall hold their office for a period not to exceed one year. The person holding the Vice-chairperson position may automatically assume the position of Chairperson. The Chairperson will automatically assume the position of the Past-Chairperson and head the Nomination Committee. The four (4) Directors may hold their position for a maximum of three (3) years, but must stand for re-election each year.

The Executive will appoint a Secretary for the Council at the annual general meeting. (*Amended February 22, 2012*)

Program Administrator

The PHAC will appoint a Program Administrator. Funding for the Program Administrator will come from fees collected for the application for writing of certification examinations and the application for Desk and On-site Audits.

Duties of the Program Administrator

a) General Administration of Accreditation Program

- Act as contact person for all inquiries and re-direct as required.
- Attend all General and Council meetings.
- Attend meetings of the Executive as requested.
- Attend Committee meetings as required.

b) Manage the IPM Turf Practitioner Certification Program.

- Collect fees for application for certification
- Issue certificates on approval from the **IPM Standards Committee**
- Manage the data system for the Certified IPM Turf Practitioners
- Manage the Continued Education Credit (CEC) data management system for Certified IPM Turf Practitioners.
- Communicate with Certified IPM Turf Practitioners and the IPM Standards Committee on the status of Continued Education Credits.
- Report to the Executive on the status of the programs.

- c) **Manage the IPM Accreditation Program.**
 - Collect fees for the application for Desk and On-site Audits.
 - Recommend the Executive issue or not issue IPM Accreditation approvals based on audit results.
 - Oversee the data management system for the IPM Accreditation Program.
 - Oversee Spot Audits and following-up on complaints as requested by the Executive.
 - Report violations to the Enforcement and Compliance Committee.
- d) **Manage the Program Audits.**
 - Work with the various **IPM Program Coordinators** on development of Improvement Plans.
 - Hire auditors to do audits and develop Improvement Plans.
 - Review Baseline Desk Audits as submitted.
 - Review Full Desk Audits as submitted.
 - Conduct On-site Audits as required.
- e) **Manage other activities or duties as approved by the Executive e.g. (maintain web page, program promotion, represent PHAC, etc.)**

Standing Committees

The PHAC is responsible for establishing Standing Committees. Committee chairpersons must be members of the Plant Health Atlantic Council and are appointed by the Executive. Membership on the committee will consist of persons selected from the members of the Plant Health Atlantic Council and from outside resource as deemed necessary by the committee chairperson.

The chairperson from each of the Standing Committees is required to attend and to submit status reports at PHAC meetings and at meetings of the Executive as requested.

Standing Committees and Responsibilities:

1. **Interim Working Committee (*will dissolve following establishment of the other Committees*)**
 - Is responsible for:
 - a) Developing a draft structure (name, objectives, terms of reference, etc.) for approval by the Plant Health Atlantic Council
 - b) Drafting a structure and operating guidelines for the IPM Turf Practitioner Certification Program
 - c) Drafting a structure and guidelines for operation of the IPM Accreditation Program.
 - d) Performing other functions as needed.

2. Plant Health Standards Committee

Is responsible for:

- a) Developing protocol for (landscape, golf course, and municipal) Baseline Desk Audit checklists
- b) Developing protocol for (landscape, golf course, and municipal) Full Desk Audit checklists
- c) Developing protocol for (landscape, golf course, and municipal) On-site Audit checklists.
- d) Developing protocol for (landscape, golf course, and municipal) Spot Audits.
- e) Developing examination(s) for the IPM Turf Practitioner Certification Program (landscape, golf course, and municipal).
- f) Reviewing requests for Continued Education Credits (CEC's) for the IPM Turf Practitioner Certification Program.
- g) Performing other functions as needed.

3. Public Relations Committee

Is responsible for:

- a) Publishing names of lawn care companies, golf courses and municipalities that become Fully IPM Accredited.
- b) Developing information brochures promoting the principals and advantages of the IPM Accreditation Program.
- c) Advertising the IPM Accreditation Program as required.
- d) Performing other functions as needed.

4. Compliance and Enforcement Committee

Is responsible for:

- a) Reviewing complaint and non-compliance issues.
- b) Advising the Executive on course of action proposed for complaints and non-compliance rulings.
- c) Cooperating with provincial regulatory agencies on standardize of enforcement and compliance issues.
- d) Performing other functions as needed.

5. Education and Training Committee

Is responsible for:

- a) Developing education and training sessions for the IPM Turf Practitioner Certification Program.
- b) Publishing information on lectures, courses, seminars that qualify for Continued Education Credits for the IPM Turf Practitioner Certification Program.
- c) Performing other functions as needed.