

## **DRAFT**

### **CONSTITUTION AND BY-LAWS Takoma Horticultural Club (Founded in 1916)**

#### **History of the Takoma Horticultural Club**

The Takoma Horticultural Club (THC) was patterned after the Massachusetts Horticultural Society. The first meeting was held in the Takoma D.C. Public Library on March 1, 1916. Mr. D. N. Shoemaker was elected President and the club was then named the Takoma Park Horticultural Improvement Club. Membership was originally restricted to men. After three years they discovered the indispensability of women and in 1919 the Constitution was modified to admit women. This preceded by one year the nineteenth amendment to the U.S. Constitution granting suffrage to women.

The aims of the Club have not changed over the years, although several activities have been curtailed, many still continue. The Club originally offered detailed landscaping services free to members. Collective buying of plants, seeds, bulbs, and lime was a popular service. Pruning demonstrations were held as was a large plant exchange where members could share surplus plants.

Flower Shows had a prominent place in the early activities of the Club as a way to stimulate the acquisition of new varieties. The first Narcissus, Dahlia, and Rose shows were held in 1916. Tulip and Iris shows started in 1917. (An early Iris enthusiast was B. Y. Morrison, who went on to found the National Arboretum and develop the Glen Dale azaleas.) In 1923, the first Gladiolus Show was staged. Peony shows began in 1925. In the fall a combined fruit, flower and vegetable show was held.

During World War I, the THC concentrated on the production of vegetables. It purchased and distributed seeds, obtained and developed garden sites, and sponsored the Boys and Girls Garden Club, which was a forerunner of the 4-H Clubs. Through its collective buying, exchange sales, information services, lectures, and demonstrations the Takoma Horticultural Club has influenced the planting of thousands of trees and shrubs, and millions of bulbs and plants. Many hundreds of members have experienced the healthful effects of working in a garden.

### **CONSTITUTION**

#### ARTICLE I. - Name.

This organization is called the "Takoma Horticultural Club".

#### ARTICLE II. - Objective

The objective of this Club is to promote the knowledge, appreciation and enjoyment of horticulture in the Takoma Park community and beyond via a wide range of educational and outreach programs.

#### ARTICLE III. - Membership.

Residents of Takoma and **the Washington D.C. area** who support the Club's objective. The privileges of membership extend to the household of a member without payment of additional dues.

#### ARTICLE IV. - Officers.

The officers in this Club are a President, Vice-President, Membership Director, Secretary, and Treasurer, all of whom serve for one year beginning January 1st following their election, or until successors are elected. The duties of the officers and the method of their election are prescribed in the By-Laws.

If a vacancy occurs during the year, the Executive Committee will decide whether to hold an interim election to fill the vacant position, appoint another member to serve in the vacated position until the next regularly scheduled election, or whether to delegate the vacated Officer's duties to other Executive Committee members.

#### ARTICLE V. - Executive Committee.

The Executive Committee is comprised of Club Officers, **Committee chairmen** and the Club President and from the immediate prior year. The Executive Committee exists for the purpose of transacting Club business.

#### ARTICLE VI. - Annual **Business** Meeting.

Officers are elected and other business transacted at the November meeting of each year. **Program and Financial Reports will be distributed electronically to members.**

#### ARTICLE VII. – Suspension or Annulment of By-Laws.

The By-Laws of the Club cannot be suspended or annulled except by unanimous consent at a regular meeting of the Club, at which at least ten paid members are present and voting.

#### ARTICLE VIII. - Amendments.

This Constitution may be amended by a two-thirds vote of the members present at the **November Annual Business Meeting**, provided notice of the amendment is included in the **newsletter**.

### **BY-LAWS**

#### ARTICLE I.- Duties of the Officers.

##### 1. The President duties include:

- (a) Presiding at all Club meetings and events;
- (b) Serving as the official Club Spokesperson;
- (c) Presenting the “Annual Meeting Report” highlighting Club events of the preceding year at the November meeting.
- (d) Establishing Committees and appointing Committee Chairs (with the advice of the Executive Committee).
- (e) Responsibility for Club property,
- (f) Responsibility for Issuance of the Club Newsletter;
- (g) Responsibility for maintenance of the Club website.

Responsibilities related to maintenance of Club Property, the Club newsletter, and the Club website may be delegated by the President to other Club members.

**(h) Any of the above can be delegated by the President**

2. The Vice-President performs the duties of the President in the absence of that officer and serves as Chair of the Program Committee.

3. The Secretary keeps the official records of the Club, including Club minutes of meetings and Executive Committee sessions, and performs other duties as assigned by the Executive Committee.

4. The Treasurer is the custodian of Club funds (which shall be deposited or invested as directed by the Executive Committee and paid out on the order of the Executive Committee by the Treasurer or by such other officer authorized by the Executive Committee.) Expenses for stationery, postage, and miscellaneous items incident to the regular business of the Club may be **reimbursed** by the Treasurer without special order providing appropriate receipts or sales slips are provided. The Treasurer also gives a “Treasurer’s Report” reporting on the Club’s finances at the November meeting **and distributes it to the members in the newsletter.**

#### ARTICLE II. - Membership.

1. Applications for membership go to the Membership Director and shall be accompanied by the membership fee. Membership dues are due by January 31st. **New members may join after July 1 for \$6.**

#### ARTICLE III. - Dues.

1. The dues shall be Twelve Dollars (\$12.00) per year. **A lifetime membership shall be \$125.**

#### ARTICLE IV.- Meetings.

1. The regular meetings of the Club will be held at 7:30pm or thereabouts on the third Wednesday of the month unless designated otherwise by the Executive Committee. **Ten (10) members shall constitute a quorum for the transaction of business at an annual or regular meeting of the Club.**

2. The Executive Committee **may** meet to transact business during the year at a date and time designated by the President. **Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. In addition, business may be conducted by email.**

#### ARTICLE V.- Elections.

The election of officers shall be by a majority of votes cast by members present and voting.

#### ARTICLE VI.- Committees.

1. Standing Committee:

(a) The only standing Committee is the Program Committee and it is led by the Vice President. The Program Committee's responsibility is to plan, organize and execute all Club events. The Program Committee meets at least once a year, in the Fall, to plan programs for the following year.

2. Special Committees:

Special Committees, such as a Nominating Committee, may be formed on an as needed basis by the President with the advice of the Executive Committee.

**\*\*REMOVED AND PUT UNDER 'MEETINGS'\*\*** ARTICLE VII.- Quorum.

1. Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the Executive Committee.

2. Ten (10) members shall constitute a quorum for the transaction of business at an annual or regular meeting of the Club.

**\*\*REMOVED\*\*** ARTICLE VIII.- Parliamentary Authority.

The Executive Committee may determine that Robert's Rules of Order govern as appropriate, if they do not conflict with the Constitution and By-Laws.

ARTICLE VII - Amendments.

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present, provided **announcement** of the proposed amendment shall have been given in the notice of the next meeting.

**Revised August 2006**; Revised November 2005, Revised November, 1996; Revised November, 1988 -Previous revision: November 1963.