

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

**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 1<sup>st</sup> 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 Chairs and the Club President 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's 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 per year. Effective November 15, 2017, the lifetime membership option shall no longer be available to new members. Lifetime members who joined prior to that date shall not be affected.

### **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

1. 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.

#### 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 meeting.

Revised November 2017, Revised November 2006, Revised November 2005, Revised November 1996, Revised November 1988. Previous revision: November 1963