

# Hoosier Botanicals Constitution

## (Articles of Organization)

### **Article 1-Name**

The name of the organization shall be called Hoosier Botanicals.

### **Article 2-Purpose**

1. The Hoosier Botanicals purpose is to increase sales of culinary, aromatic, medicinal, companion and decorative Herb cultivars grown by a network of small-scale growers in Indiana.
2. The Hoosier Botanicals Growers network facilitates communication and cooperation between Indiana Herb Growers.
3. The Hoosier Botanicals Newsletter helps to distribute information to members. Seeking information from members and individuals interested about herbs and their use. Cooperate with institutions and herbs societies to further the interest of herbs.
4. Pursue information on culinary, aromatic, medicinal and decorative herbs and their use. Provide information to the consuming public to further the enjoyment of herbs.
5. Coordinate activities that will provide sales opportunities like garden oriented shows, The State Fair and special events like festivals. We can encourage cooperation between members, growers to produce plants and products for these events. Schedule our members to participate in the events.
6. Provide opportunities to members who are not pursuing plant production.
7. Encourage research and the pursuit of knowledge relating to product development, processing and recipe development for cooking and garden use.
8. Gather information concerning medicinal uses of herbs and the safe use of medicinal herbs to distribute to the herb consumer.
9. Provide assistance with the processing of herbs, Drying and other forms of preservation that would lead to product development.
10. Work with the state on rules and regulations that affect the production of plants and products.
11. Create practical standards for Hoosier botanicals to provide uniformity for plant producing members and any products or services using the name and logo.

### **Article 3-Organized**

Hoosier Botanicals is a horticultural organization that will serve the needs of its members with a newsletter, educational event and technical assistance that is described in a 501c (5) organization of the Internal Revenue Code. In a 501c (5) horticultural organization the primary purpose is to better the conditions of those engaged in horticulture, develop more efficiency in horticulture and to help improve the products offered by our members. In addition, no net earnings of the organization are to be used to benefit any member of Hoosier Botanicals. Reimbursements are allowed for mileage traveled for speakers and the organizers of meetings and events and any speaker's fee agreed-upon by an appropriate committee. The Secretary/treasurer can receive an honorarium to offset expenses incurred in the fulfillment of duties for that office each year. The money acquired By the Hoosier Botanicals organization like annual dues, fees, gate receipts, sale of promotional materials, grants and donations will be used to acquire knowledge and technical assistance to distribute to our members to promote horticulture. The money will also be used to pay for any lease or purchase of facilities, office equipment and necessary expenses that will establish and maintain the mailing address and the organization.

### **Article 4-Membership**

#### Section 1

Any person interested in herbs is welcome to join Hoosier Botanicals. All members are encouraged to participate in business meetings and activities.

## Section 2

A member that this in good standing and is current on membership dues for the year is eligible to vote in a business meeting for Hoosier Botanicals.

### **Article 5-Officers**

There shall be three elected officials, President, Vice President and Secretary/treasurer. All elected officials must be members of Hoosier botanicals.

Note: New officers are elected at the annual meeting; the Secretary/treasurer shall be elected to serve a two-year term without limitations on the number of years served. The Vice President will be elected every year to serve a one-year term as Vice President and the second year assume the office of the President. This will allow for a smooth transition for the organization with regard to elected officers. The Past President will preside as the Chairman of the executive committee for Hoosier Botanicals.

### **Article 6-Meetings**

There will be at least one meeting per year to elect officers and conduct business. The number of meetings will be determined by the officers so that the business of Hoosier Botanicals can be accomplished.

### **Article 7- Quorum**

A quorum of a Hoosier Botanicals meeting shall consist of at least two elected officials and one quarter of the membership.

### **Article 8-Amendments**

Amendments to this Constitution and bylaws may be made by a two thirds vote of the membership at a called business meeting. Amendments shall be presented at a business meeting; notice of proposed amendment shall be mailed to the entire membership at least one week prior to the following meeting and voted on at the third meeting.

## **By-laws**

### **Article 1-Membership and Dues**

#### **Section-1**

Applications for new memberships shall be submitted to the Secretary/treasurer.

#### **Section-2**

Membership dues shall be decided upon by a vote of the membership. The fiscal year shall begin January 1st of each year and the dues will be paid at the first meeting of each year. The Secretary/treasurer will collect dues, maintain records, and be responsible to deposit the money into the bank account. Dues remaining unpaid by March 1st and after renewal notice has been given by the Secretary/treasurer, shall cause removal of the name of the member from the mailing list. The member in good standing will pay dues and participate in activities of Hoosier Botanicals.

### **Section-3**

Volunteer requirements of our members include helping with activities and serving on at least one committee and attending the annual business meeting of Hoosier Botanicals.

### **Article 2- Officers and Elections**

#### **Section -1**

Officers shall be elected for a term of two years at the January meeting or the first meeting of the New Year.

#### **Section -2**

Vacancies of offices, which occurred during the year, shall be voted on at the next scheduled meeting.

### **Article 3-Duties of the Officers**

#### **Section -1**

The President shall preside at all meetings of the Hoosier Botanicals and shall be charged with the general supervision of the affairs of the organization. The President, along with the Vice President shall be responsible for securing chairpersons and members of each standing committee.

#### **Section -2**

The Vice President shall perform the duties of the President in the absence of the President.

#### **Section-3**

The Secretary/treasure shall keep the records of the meetings, take roll and maintain the membership list. In addition the Secretary/treasure shall record votes taken at general membership meetings. The Secretary/treasurer shall collect annual dues and send out a reminder letter for annual dues prior to the first meeting of each year. The Secretary/treasurer shall keep members informed of the financial state of the Hoosier Botanicals at each meeting, by the Treasurer's report.

### **Article 4-Standing Committees**

Each member should sign up for a committee to ensure that every member is represented in the activities of Hoosier Botanicals.

### **Article 5-Dissolution Clause**

Upon disbandment of Hoosier Botanicals, the officers shall, pay or make provisions for payment of all the liabilities of the organization then donate all assets of the organization to an entity or entities whose activities are in keeping with the goals of Hoosier botanicals.

**The constitution and bylaws of the Hoosier Botanicals organization were formally adopted on \_\_\_\_\_.**