

# CONSTITUTION

Of

MICHIGAN STATE UNIVERSITY

HORTICULTURE CLUB

# CONSTITUTION OF MICHIGAN STATE UNIVERSITY HORTICULTURE CLUB

## ARTICLE I

### **Name**

The name of this organization shall be the Michigan State University Horticulture Club.

## ARTICLE II

### **Purpose**

The purpose of this organization shall be to promote the profession of horticulture, good fellowship to further the interests of horticultural activities, including community service, presentation of current developments in horticulture, and development of contacts within all areas of horticulture.

## ARTICLE III

### **Membership**

Section 1: Any student interested in horticulture may become a member of the Horticulture Club upon payment of dues.

Section 2: Any faculty member of Michigan State University or regular employee of the Department of Horticulture may become a member of the Horticulture Club.

Section 3: Any person who has contributed to the advancement of horticulture by teaching research or commercial practice may become in honorary member by two-thirds vote members present at any regular meeting.

## ARTICLE IV

### **Officers and Executive Committee**

Section 1: To be elected to an office, a member must be enrolled during his/her full term of office and be a horticulture major or minor at Michigan State University.

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Section 2: The offices of the organization shall consist of: President, Vice-President, Secretary, Treasurer, Historian/Webmaster, Community Service Representative, Grower, and CANR Student Sentate/ACB/MACHS Representative.

Section 3: The Executive Committee shall consist of these officers.

### ARTICLE V

#### **Elections**

Section 1: The officers shall be elected during the spring semester at a date determined by the Executive Committee.

Section 2: Candidates shall be members of the club and a horticulture major or minor at Michigan State University and shall be nominated and seconded from the floor by fellow members.

Section 3: Election shall be by written ballot by members present or by proxy in case of a member's absence.

Section 4: A majority vote of members present and proxy votes shall be necessary for election to office. Ballots are to be tabulated by the Executive Committee or advisors. In the case of a tie vote, ballots shall be cast until one member receives a majority vote.

Section 5: A resume or written summary of qualifications is requested for the positions of Treasurer and Grower.

### ARTICLE VI

#### **Meetings**

Section 1: At least two meetings shall be held every month unless changed by the Executive Committee.

Section 2: The Executive Committee shall meet one week prior to every scheduled meeting with at least one faculty advisor present, unless changed by Executive Committee.

### ARTICLE VII

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## **Finances**

Section 1: Each member shall pay annual dues as set by the Executive Committee to be collected by the Treasurer by October 15<sup>th</sup> or February 2<sup>nd</sup> if joining spring semester.

Section 2: Assessments for special purposes may be made upon the approval of the Executive Committee.

Section 3: Michigan State University Horticulture Club is given financial support from the Michigan Horticulture Education Foundation (MHEF).

## ARTICLE VIII

### **Relations to Other Organizations**

Section 1: The Executive Committee shall be responsible for arranging joint programs and social activities with other clubs.

Section 2: Correspondence with other related clubs and professional groups shall be the responsibility of the Executive Committee.

## ARTICLE IX

### **Amendments**

Section 1: Articles may be amended by a two-thirds vote of the members present at a regular meeting after presentation and motion at the previous regular meeting.

Section 2: A complete copy of the Constitution, Amendments, and By-Laws to date shall be kept available to club members on the website, one copy shall be kept by the senior Club Advisor and one copy shall be kept by the Executive Committee.

## ARTICLE X

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## **Advisors**

Section 1: One advisor shall be chosen each year at the annual election of officers to serve a term of two years. The first year he/she shall serve as assistant advisor and the second year he/she shall serve as senior advisor.

Section 2: In the case an advisor shall be unable to serve his or her term, the remaining advisor shall assume the position of senior advisor until a new advisor is chosen to serve by the Executive Committee.

## BY-LAWS

### Section 1: Duties of the Officers

- A. **President:** The President shall preside at each meeting of the club and of the Executive Committee. She/He shall enforce the Constitution and By-Laws, recruit new membership, and lend support and guidance to other officers and club members. She/He shall communicate with the Department Chairperson on a regular basis and shall work to provide contacts and goodwill for members. She/He shall at all times promote the profession of horticulture. The President for the MSU Horticulture Club serves as the director for the MHEF board.
- B. **Vice-President:** The Vice-President shall preside over all meetings in the absence of the President. She/He shall be responsible for accumulating promotional materials for use in increasing club membership, and for the planned use of such materials. She/He shall direct the communication and progress of all working groups and committees and shall make recommendations for additional programs and activities. The Vice-President for the MSU Horticulture Club also serves on the MHEF board of directors.
- C. **Secretary:** The Secretary shall keep a permanent record of all club and Executive Committee meeting proceedings. She/He shall keep a record of members' names and E-mail addresses and be responsible for notices to members. She/He shall be responsible for all club and Executive Committee correspondence and keep permanent and temporary files as needed.

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She/He is responsible for maintaining and updating the Horticulture Club bulletin board. The Secretary for the MSU Horticulture Club also serves on the MHEF board of directors.

- D. **Treasurer:** The Treasurer shall be responsible for permanent financial records and for the handling of funds. She/He is responsible for managing all of the MHEF's funds, including the filing of MHEF's tax returns. She/He shall be responsible for collecting dues, for disbursements as approved by the Executive Committee meeting. She/He shall prepare a financial statement to be presented to the general membership once per semester or upon request. In addition, she/he shall prepare a budget for the fiscal year no later than September 15<sup>th</sup>, to be approved by the Executive Committee. She/He shall prepare a final financial statement for the fiscal year no later than two (2) weeks following the last regular club meeting of spring term, and shall forward this statement to the newly elected Treasurer. She/He shall provide assistance to fundraising groups as needed. The Treasurer for the MSU Horticulture Club also serves as the Treasurer of the MHEF's board of directors.
- E. **CANR Student Senate Representative/Community Service Representative:** She/he shall attend all Student Senate meetings, and shall report meeting proceedings to the club. She/He shall communicate activities about ACB/MACHS. She/He is also responsible for coordinating community service activities with not for profit organizations and other deserving groups and projects.
- F. **Grower:** The Grower is responsible for the coordination and supervision of plant production for the Spring Plant Sale.
- G. **Historian/Webmaster:** She/He is responsible for recording significant events that pertain to the club, taking and collecting images of significant events and displaying them in easily accessible places, and maintaining and expanding msuhortclub.com. She/He is also responsible for assembling a scrapbook for permanent record of the club's activities for the year.

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- H. The officers shall deliver to their successors in office all records and other properties entrusted to their care prior to the last regular meeting of the spring semester.
- I. The new officers shall take office the last regular meeting of the spring semester in which they are elected.

### Section 2: Executive Committee

- A. Meetings may be called by the President or by one of the other members of the Executive Committee.
- B. The Executive Committee shall have general control of the affairs of the club, including the performance of the officers and the calling of special meetings of the club.
- C. The Executive Committee shall fill vacancies among the officers which may occur between annual elections with the approval of the club members.
- D. A quorum shall consist of a simple majority of the members of the Executive Committee.

### Section 3: Amendments of the By-Laws

- A. The By-Laws may be amended by a majority of the members present at any regular meeting of the club.

### Section 4: Conduct of meetings

The conduct of meetings of the club shall be similar to Robert's Rules of Order.

### Section 5: Quorum

- A. One-third of the members of the club shall constitute a quorum to transact business at any regularly scheduled club meeting.

### Section 6: Awards

- A. One member of the Horticulture Club will be awarded the Crystal Walton Horticulture Club Member of the Year Award at the Spring Show Dedication Dinner in April. This award is in honor of a past Horticulture Club member, Crystal Walton. The student receiving this award should be optimistic, energetic, encouraging, prompt, a gentle leader, friendly, excellent at communication, possess a can-do attitude, a great recruiter for the Club, have sense of humor,

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- have a desire to get to know everyone in the club, and finally contain an extensive knowledge and passion for horticulture. Each member of the Executive Committee shall submit a nomination and a paragraph explaining why their nominee should receive the award to the advisors a week before the Spring Show Dedication Dinner. The senior advisor will announce and present a certificate and small gift to the person with the greatest number of nominations at the Spring Show Dedication Dinner. In the event of a tie, the advisors will determine who is most qualified for the award.
- B. The club also honors an individual at the Spring Show Dedication Dinner who is outside of the club and has contributed greatly to the club's success. This could be an industry member, faculty or staff or the Horticulture Department, or any other University employee. The Spring Show is dedicated to this individual, who is chosen by the Executive Committee.
- C. Each year the Horticulture Club awards scholarships to members that have been active with the club. One scholarship shall be awarded in honor of Ruthie Smith. Ruthie was a caring, energetic, determined young woman. She enjoyed life and had a passion for Horticulture. The person that receives this award shall possess all these qualities and be a reliable member of the club.