**LANDSCAPE CLUB at IOWA STATE UNIVERSITY**

(Revised January 2019)

The Landscape Club at ISU will abide by Iowa State University rules and regulations, as well as state and federal laws.

**Preamble:** The Landscape Club at ISU's purpose is to offer hands on experiences, enhance learning opportunities outside of the classroom, and create industry networks through service projects and trips.

ARTICLE I. NAME OF THE ORGANIZATION

**Section 1**. The name of the organization shall be the “Landscape Club at Iowa State University.”

ARTICLE II. STATEMENT OF COMPLIANCE

**Section 1.** The Landscape Club at ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section 2.** The Landscape Club at ISU agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

ARTICLE III. NON-DISCRIMINATION STATEMENT

**Section 1.** Iowa State University and the Landscape Club at ISU do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

ARTICLE IV. CONSTITUION

**Section 1.** *Ratification and Precedence.* Upon ratification by an affirmative vote of three-fourths (3/4) of the votes cast at a regular meeting, this constitution becomes effective. The previous constitution and by-laws of the club become ineffective at this time.

**Section 2.** *Amendments.* This Constitution may be amended by an affirmative vote of three-fourths (3/4) of the votes cast at a regular meeting. Amendments will be initiated by presenting a written copy or an oral request to the president. The amendments must then be read at the meeting previous to that at which the vote is taken.

**Section 3.** *Constitution Annual Review.* The Constitution shall be reviewed annually at the end of the fall semester by a committee of five members that will be chaired by the President. The committee will consist of two Executive Council members and at least two ISU Horticulture Club members. The committee shall present amendments during the last club meeting of the fall semester. Amendments shall be ratified by a majority club vote.

ARTICLE V. MEMBERSHIP

**Section 1.** *Eligibility.* Membership in the club is open to ALL registered undergraduate or graduate students in good standing at Iowa State University or any member of the Horticulture Department staff. Non-students can be members as long as their membership does not exceed 1/5 of the total club membership.

**Section 2**. *Active Member*. An active member is defined as a member who attends 50% of general meetings within an academic year. Active members must also complete 5 hours of volunteer service in the club per academic year. Being an executive team member fulfills these requirements.

**Section 3.** *Voting Privileges.* A voting member shall be defined as an active member who is in good standing with the club that semester.

**Section 4.** *Eligibility For Club Trips.* To be eligible for club-funded trips, members must be an active member as described in Section 2 or appeal to the executive team if extenuating circumstances prevent fulfillment of the requirements in Section 2.

ARTICLE VI. OFFICERS

**Section 1.** *Offices.* The elected offices of the Executive Council for the club shall be those of President/NCLC Chair, Vice President/NCLC Co-Chair, Secretary, and Treasurer.

**Section 2.** *Eligibility*.

1. Individuals eligible to hold office are those who have sustained active membership in the Club for at least one semester.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
3. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section 3.** *Nominations.* Nominations shall be accepted from the floor at the regularly scheduled general meeting prior to the election and also on election night. Nominations received prior to election night shall be posted in the Horticulture Reading Room. Only those individuals that are expected to be present for the full term of office shall be nominated. A person does not need to be present to be nominated for an office but must be made aware of the nomination. The nominee will have the option of respectfully declining said nomination if desired. Presence of a nominee on election night is required in order to be elected to an office.

**Section 4.** *Elections.* Elections shall be held at the second to last meeting of the fall semester. A simple majority vote is necessary to be elected to any office. A simple majority is defined as more than fifty percent (50%) of the votes cast.

**Section 5.** *Term of Office.* The term of office starts at the beginning of the spring semester and terminates the end of the following fall semester. The Vice President/NCLC Co-Chair will assume the position of President/NCLC Chair at the completion of his/her term as Vice President/NCLC Co-Chair assuming appropriate participation as determined by the Executive Council and Advisor.

**Section 6.** *Vacant Offices.* With the exception of the President, vacancies in office shall be filled by temporary appointment through a special election. Nominations will be accepted from the floor and a simple majority vote is needed to be temporarily elected into office.

**Section 7.** *Progression of Power.* The progression of power shall be President/NCLC Chair, Vice President/NCLC Co-Chair, Treasurer, Secretary. The progression of power will be exercised in the event that one or more officers are unable to preside at a meeting.

ARTICLE VII. FACULTY ADVISOR(S)

**Section 1**. *Faculty Advisor(s).* The Faculty Advisor(s) for the Club shall be provided according to a policy established by the Department of Horticulture. The advisor will be selected by the officers and then voted on by the general membership. A majority vote is needed for an advisor to be selected. Impeachment processes are the same as those for an officer, listed in Article IV Section 1.

The duties of the adviser shall include giving the Club advice on its activities and also approving Club trips and decisions. Other duties may be requested by the Club.

ARTICLE VIII. BY-LAWS

**Section 1.** *Adoption and Amendments*. By-laws for the Club shall be adopted and amended by an affirmative vote of three-fourths (3/4) majority of votes at a regular meeting.

**Section 2**. *By-laws Annual Review*. The by-laws shall be reviewed and updated by the 15th week of each spring semester. The approval of the By-Laws will be voted by (3/4) majority of the Club.

BY-LAWS OF THE ISU LANDSCAPE CLUB

(Revised January 2017)

ARTICLE I. MEETINGS

**Section 1.** *Time.* General club meetings will be held at least 3 times a semester at a date and time determined by a majority of the Executive Council. The Executive Council will meet at least 3 times a semester.

**Section 2**. *Procedure*. Robert’s Rule of Order shall govern the conduct of the meetings.

ARTICLE II. DUTIES OF OFFICERS

**Section 1**. *President/NCLC Chair*. The duties of the President/NCLC Chair shall be:

1. To organize the agenda for, and preside over, all club meetings.
2. To call special meetings at his/her discretion.
3. To appoint committees for designated sales, fundraisers, and other club-related activities.
4. To appoint a parliamentarian, if he/she so chooses.
5. To monitor progress of all officers.
6. To ensure specific activities of chairperson(s) are implemented.
7. To represent the Club within the Department of Horticulture & at relevant events.
8. To address other, miscellaneous items pertaining to the Club as they arise on a day-to-day basis.
9. To serve as an ambassador of the Club.
10. To coordinate and manage all Club fundraising projects *OR* to assign other members these duties if needed
11. To advertise, recruit, and help organize NCLC participants.
12. To coordinate with the Landscape Club at ISU Advisor ISU’s participation in the NCLC event.

**Section 2.** *Vice President/NCLC Co-Chair.* The duties of the Vice President/NCLC Co-Chair shall be:

1. To assist the President/NCLC Chair with all Landscape Club at ISU and NCLC related events.
2. To manage the club’s social media accounts

**Section 3.** *Secretary.* The duties of the Secretary shall be:

1. To keep minutes of all Club and Executive Council meetings.
2. To keep on file all reports of minutes and volunteer hours.
3. To keep meeting attendance records.
4. To manage the club email account.

**Section 3**. *Treasurer*. The duties of the Treasurer shall be:

1. To manage all Club funds.
2. To keep accurate accounts and records complying with the rules of ISU auditing.

c) To help with financial logistics (hotel
 reservation, team registration, etc.) for annual NCLC competition.

ARTICLE III. DUTIES OF THE EXECUTIVE COUNCIL

**Section 1**. *Executive Council*. The duties of the Executive Council shall be:

1. To meet prior to Club meetings to discuss business.
2. To plan activities and dispense with minor business to expedite Club meetings.
3. To consolidate opinions.
4. To attend all Executive Council and Club meetings unless notice is given to the President prior to the meeting.
5. To approve all committee budgets prior to expenditure.
6. To decide on all dates of the Club and Executive Council meetings.

ARTICLE IV. IMPEACHMENT

**Section 1.** *Actions Deemed Inappropriate*. Officers may be removed from office by 2/3 votes of the other officers and ¾ of the general membership, if actions are deemed inappropriate by the membership. Such actions include:

1. Misusing their status to their own personal gain
2. Not attending to their appropriate duties
3. Using inappropriate language or language that is discriminating

**Section 2**. *Impeachment.* The rules of impeachment in Robert’s Rules of Order shall be followed if such a situation arises. Officer will have 3-5 minutes to defend their position before a vote is made. They will not be present for the actual vote.

ARTICLE VI. TRAVEL GRANTS

**Section 1**. *Funding Requirements*. Members in compliance with Article III, Section 1 of the Constitution are eligible to receive funding for expenditures incurred while participating in the events outlined below. Funding does not include expenditures for non-organized meals. To be considered for funding, a written proposal or an oral request must be presented to the Executive council prior to the expenditure. Eligible events for funding are as follows:

a) Club Trips. Eligible expenditures for funding will be determined by the Executive Council. A down payment will be required upon sign-up for all club pre-paid trips. The amount of the down payment, if necessary, will be determined by the Executive Council.

ARTICLE VII. CLUB EXPENDITURES AND FINANCES

**Section 1**. *Club Dues.* The club will not require any dues to be paid by members at this time. If dues are to be assessed in the future the vote of the club must pass by three-fourths (3/4) at a regular meeting to approve due requirements.

**Section 2**. *Club Expenditures Greater Than $100*. Club expenditures of amounts greater than $100.00 for food, supplies, or other items not specific to a club event must be approved by three-fourths (3/4) of the votes cast at a regular meeting unless specified by an approved club budget.

**Section 3**. *Club Expenditures less than $100*. Club expenditures of amounts less than $100.00 for food, supplies, or other items no specific to a club even must be approved by the Executive Council before the expenditure is made, or the receipt(s) must be presented to the Executive Council for approval or rejection. All requests should be directed to the Treasurer.

**Section 4**. *Club Finances.* All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

ARTICLE VIII. COMMITTEE SELECTION

**Section 1.** *Committee Assigning*. Committees shall be formed for activities and club sales in the following manner:

a) Committees shall consist of volunteer club members

b) Each committee may elect a chairperson to head the committee or a club member may volunteer for the position with permission of cooperating committee members and the President.

ARTICLE IX. GENERAL DUTIES OF CHAIRPERSON(S)

**Section 1**. The duties of a chairperson(s) for a club activity shall be:

1. To keep a written record of steps followed in performing the activity.. This would include ordering schedules, growing schedules and procedures, sales and advertising procedures, and any contact information.
2. To keep a written record of activity revenues and expenses that will be submitted to the Treasurer.
3. To present a brief, detailed, oral report at regular meetings to educate other Club members on the progress and plan of action of the activity, and to submit the record of hours to the Secretary.
4. To develop an activity plan and budget using past project reports and the current budget figures subject to approval and discretion of the club.
5. To prepare a final project report to be kept as reference for the following years’ chairperson.

ARTICLE X. RULES

**Section 1**. *Sales Policy*. Prices for products sold at sales shall be determined by the sale committee based on the costs of the product and past sales prices. Determined prices will be fair and remain in effect for the duration of the sales.

**Section 2**. *Leftover Policy*. Upon completion of the sale, at a pre-determined time, remaining material shall be sold, donated or given to club members at the discretion of the committee with approval from the President.