

CONSTITUTION OF THE IOWA STATE UNIVERSITY LANDSCAPE CLUB

(Revised April 2025)

Preamble: It shall be the purpose of this club 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 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.

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. CONSTITUTION

Section 1. Ratification. This constitution becomes effective upon ratification by an affirmative vote of three-fourths (3/4) of the votes cast at a regular meeting. 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 chaired by the President. The committee will consist of two Executive Council members and at least two ISU Landscape 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. Being an executive council 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 council 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, Vice President, Secretary, Treasurer, two Design Sessions Chairs, and College of Agriculture

and Life Sciences (CALS) Student Council Representative.

Section 2. *Term of Office.* The term of office starts at the beginning of the fall semester and terminates the end of the following spring semester.

Section 3. *Eligibility.*

- a) Individuals eligible to hold office are those who have sustained active membership in the Club for at least one semester.
- b) 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 cumulative GPA is 2.00.
- c) 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.
- d) Be enrolled at Iowa State University for the entirety of the term of office as stated in Article VI, Section 2.
- e) A student will be ineligible to hold an office should they fail to meet or maintain the requirements prescribed in (a), (b), (c), and (d).
- f) The CALS Council Representative must be enrolled in the College of Agriculture and Life Science.

Section 4. *Nominations.* Nominations shall be accepted from the floor at the regularly scheduled general meeting before and on election night. Only individuals expected to be present for the full term of office (as stated in Article VI, Section 2) 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. The presence of a nominee on election night is mandatory to be elected to an office, excluding any extenuating circumstances.

Section 5. *Elections.* Elections shall be held at the second to last meeting of the spring semester. An individual is elected into a position by receiving the majority of the votes cast for that position.

- a) Before the university break begins, the previous executive council will meet with the newly elected council to ease the transition between leadership.

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

- a) The Vice President shall assume power if the President's position is vacant.

Section 7. *Progression of Power.* The progression of power shall be President, Vice President, Secretary, Treasurer, two (2) Design Sessions Chairs, and CALS Student Council Representative. The progression of power will be exercised if one or more officers cannot preside at a meeting.

- a) In the order of elections, a person who is nominated for a position but is not elected to it can choose to move down to a lower position in the order and be put up for nomination to be elected for that position.
- b) In the case of a tie, the President shall cast the deciding vote excluding the position of President. If there is a tie during the election for President, the deciding factor will be the Executive Council.

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 chosen. Impeachment

processes are the same as those for an officer, listed in Article IV Section 1, with the process for a vacant advisor being the same as listed in Article VI Section 6 of the Constitution.

Section 2. *Duties of the Faculty Advisor(s)*. The duties of the advisor shall include giving the Club advice on its activities and 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 two-thirds (2/3) majority of votes at a regular meeting. By-Laws require the prompt submission of amended documents to Student Engagement within 10 days of ratification.

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 on by a (3/4) majority of the Club.

BY-LAWS OF THE IOWA STATE UNIVERSITY LANDSCAPE CLUB

(Revised May 2025)

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, with executive meetings conducted the week before General meetings.

Section 2. *Procedure*. Robert's Rules of Order shall govern the conduct of meetings as needed.

ARTICLE II. DUTIES OF OFFICERS

Section 1. *President*. The duties of the President shall be to:

- a) Organize the agenda for and preside over all club meetings.

- b) Monitor the progress of all officers and chairperson(s).
- c) Act as the primary club contact.
- d) Call special meetings at their discretion.
- e) Appoint committees for designated sales, fundraisers, and other club-related activities.
- f) Advertise, recruit, and help organize NCLC participants.
- g) Coordinate with the club advisor to plan the club's involvement in NCLC.
- h) Coordinate and manage all Club fundraising projects, OR assign other members these duties if needed.
- i) Address other miscellaneous items pertaining to the Club as they arise daily.

Section 2. *Vice President*. The duties of the Vice President shall be to:

- a) Manage the club's social media accounts as well as the Club's Student Organization website
- b) Assume the duties and activities of the President in their absence.
- c) As needed, assist the President with any club-related or NCLC-related events.
- d) Act as chairman of the by-laws revision committee.

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

- a) Keep minutes of all General and Executive Council meetings.
- b) Keep on file all reports of minutes and volunteer hours.
- c) Keep meeting attendance records.
- d) Manage the club email account and maintain any necessary records within the shared Google Drive.

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

- a) Manage all Club funds.
- b) Keep accurate accounts and records, complying with the rules of ISU auditing.
- c) Help with financial logistics (hotel reservation, team registration, etc.) for the annual NCLC competition.

Section 4. *Design Sessions Chairs (2).* The duties of the Design Sessions Chairs shall be to:

- a) Work with the club advisor to organize the Design Sessions.
- b) Complete all steps to ensure smooth operation of Design Sessions such as event authorization, reserving rooms, mass email, scheduling the event, and organizing teams, and organizing client information.
- c) Act as Risk Management Officer
 - i) Help minimize potential risks for club activities.
 - ii) Recommend risk management policies or procedures.
 - iii) Submit documentation to ISU's Risk Management Office.
 - iv) Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 5. *College of Agriculture and Life Sciences (CALS) Student Council Representative.* The duties of the CALS Representative shall be:

- a) Attend bi-weekly CALS Council Meetings.
- b) Participate in events organized by the Student Council.
- c) Act as Club Liaison to the CALS Student Council, reporting to the club on the student council's meetings and events and reporting to the student council on meetings and events of the Landscape Club at ISU.

ARTICLE III. DUTIES OF THE EXECUTIVE COUNCIL

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

- a) To meet prior to Club meetings to discuss business.
- b) To plan activities and dispense with minor business to expedite Club meetings.
- c) To consolidate opinions.
- d) To attend all Executive Council and Club meetings unless notice is given to the President prior to the meeting.

- e) To approve all committee budgets prior to expenditure as prescribed in Article V.
- f) To decide on all dates of the Club and Executive Council meetings.
- g) To coordinate officer documentation.
- h) To serve as an ambassador of the Club.

ARTICLE IV. IMPEACHMENT AND REMOVAL OF OFFICERS

Section 1. *Impeachment and Removal of Officers.*

Impeachment may be considered if an officer commits actions deemed inappropriate and/or commits wrongdoing against another club member. Such inappropriate actions include:

- a) Misusing their status for their own personal gain.
- b) Not attending to their appropriate duties.
- c) 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.

- a) Impeachment proceedings may be initiated by a written complaint submitted to the President and Club Advisor. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President and Club Advisor.
- b) To progress with impeachment proceedings, 2/3 of the executive officers must vote to continue the removal process.
- c) If the result of the vote is to impeach, the officer being impeached should be notified at least 2 weeks before the general impeachment hearing. At the general impeachment hearing, the officer will have 5 minutes to speak before the general membership, then an anonymous ballot will be held. An officer can be impeached by a simple majority vote of active members present at the meeting.

Section 3. *Removal from office.* Officers may be removed from office by 2/3 votes of the other officers as well as 3/4 of the general membership. Proceedings

for removal from office shall follow the same as in Article IV, Section 2, Subsection C.

Section 4. *Replacement of Removed Officer.* Upon the circumstance of a removed officer, the process will follow as listed in Article VI Section 6 of the Constitution.

ARTICLE V. 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.* Receipts for club expenditures for food, supplies, or other items not specific to a club event (such as club trips or committee events) should be presented to the Executive Council, and all requests should be directed to the Treasurer.

Section 3. *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 Advisor to this organization must approve and sign each expenditure before payment.

Section 4. *P-cards.* One of the 2 P-cards must be given to the Treasurer, with the other held by either the Vice President, the Secretary, or a Design Sessions Chair. Any Executive Council Members who hold a P-card must complete the P-card training.

ARTICLE VI. TRAVEL GRANTS

Section 1. *Funding Requirements.* Members in compliance with Article IV, 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. If necessary, the Executive Council will determine the amount of the down payment.

ARTICLE VII. COMMITTEE SELECTION

Section 1. *Committee Selection.* 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.
- c) The responsibility of the committees are to organize registrations and travel arrangements for any club approved trip. Committees are also to serve as the Risk Management officer, taking care of and implementing any risk management policies and procedures.

ARTICLE IX. GENERAL DUTIES OF CHAIRPERSON(S)

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

- a) 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. This will be submitted to the Secretary for record keeping.
- b) To keep a written record of activity revenues and expenses that will be submitted to the Treasurer.
- c) 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.

- d) To develop an activity plan and budget using past project reports and the current budget figures subject to approval and discretion of the club.
- e) To prepare a final project report to be kept as reference for the following years' chairperson.

ARTICLE VIII. SALES 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.