CONSTITUTION OF THE IOWA STATE UNIVERSITY HORTICULTURE CLUB

 (Revised February 2021) 2023

**Preamble :** It shall be the purpose of this club to further the horticulture education and interests of its members.

ARTICLE I. NAME OF THE ORGANIZATION

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

**Section 2.** The Iowa State University Horticulture Club abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

ARTICLE II. CONSTITUTION

**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. A statement requiring the prompt submission of an updated constitution and bylaws to the Student Engagement office should the document be amended following recognition.

**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 at least once an executive term by a committee of five members that will be chaired by the Vice President. The committee will consist of two Executive Council members and at least two Horticulture Club members, which shall initiate and present amendments as deemed necessary.

ARTICLE III. MEMBERSHIP

**Section 1.** *Eligibility.* Membership in the club is open to any undergraduate or graduate student enrolled at Iowa State University or any member of the Horticulture Department staff. Iowa State University and the Iowa State University Horticulture Club 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.

**Section 2**. *Active Member*. An active member is defined as a member that has accumulated 7 points of service a semester towards sanctioned club activities, events, and/or fundraisers (Poinsettia sale, Rose Sale, Succulent Sale, Spring Sale, etc.), and has attended 50% of general meetings. Individuals are responsible for keeping track of and submitting their own service points. The point system operates as

1. 1 point for attending a general meeting
2. 2 points for participating in an event
3. 3 points for joining a committee
4. 5 points as a committee or other club leadership excluding executive positioins
5. Executive Board will be exempt from the point system entirely, due to term-long services completed by positional duties in service of the club body.

**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 have active status as described in Section 2 or appeal to the executive team if extenuating circumstances prevent the fulfillment of the requirements in Section 2.

ARTICLE IV. OFFICERS

**Section 1.** *Offices.* The elected offices of the Executive Council for the club shall be those of President, Vice President, Secretary, Treasurer, two (2) Project Coordinators, Senior College of Agriculture and Life Sciences Student Council Representative, Junior College of Agriculture and Life Sciences Student Council Representative, and two (2) Promotions Coordinators.

**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) and (c).

**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. 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 that individual does not wish to serve in that capacity. Presence of a nominee on election night is required to be elected to an office.

**Section 4.** *Elections.* Elections shall be held at the last general meeting of the fall semester. A simple majority is necessary to be elected to any office. A simple majority is defined as more than fifty percent (50%) of the votes cast. Before university break begins, the previous executive team will meet with the newly elected team to ease the transition between leadership.

**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.

**Section 6.** *College of Agriculture and Life Sciences Student Council.* The Club shall elect one member to the College of Agriculture and Life Science (CALS) Council each year. This member shall serve two consecutive years; the first as the Junior Representative and the second as the Senior Representative. The CALS Council Representative must be enrolled in the College of Agriculture and Life Science.

**Section 7.** *Order of Election.* The order of election shall be President, Vice President. Secretary, Treasurer, two (2) Project Coordinators, Senior CALS Representative (if needed), Junior CALS Representative, two (2) Promotions Coordinators, and a Volunteer Coordinator.

**Section 8.** *Vacant Offices/Replacement of Officers.* With the exception of the President, vacancies in office shall be filled by temporary appointment through a special election. To fill an officer vacancy, a special election will be held within two weeks of the previous officer’s leave. Nominations will be accepted from the floor and a simple majority vote is needed to be temporarily elected to office.

**Section 9.** *Nominated Ballot Voting for Elected Offices*: In the order of election (section 7), 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.

**Section 10.** *Tie Votes.* In the case of a tie, the President shall cast the deciding vote.

**Section 11.** *Progression of Power.* The progression of power shall be President, Vice President, Secretary, Treasurer, two (2) Project Coordinators, Senior CALS Council Representative, Junior CALS Council Representative, and two (2) Promotions Coordinators. The progression of power will be exercised if one or more officers are unable to preside at a meeting.

**Section 12 .** The Iowa State University Horticulture Club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training.

**Section 13.** *Impeachment/Removal of Officers.* Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.

ARTICLE V. 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 term of office for the advisor will be one full year (from August to August).  The adviser, replaced or renewed, will be selected by the officers (in accordance with the Department of Horticulture) and then voted on by the general membership.  A majority vote is needed for an adviser to be selected.

**Section 2.** *Impeachment/Removal of Advisor(s).* Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

ARTICLE VI. 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. Once the document be recognized, a statement requiring the prompt submission of an updated constitution and by-laws shall be given to the Student Engagement office.

**Section 2**. *By-laws Annual Review*. The by-laws shall be reviewed and updated by the 7th week of the fall and/or spring semester. The by-laws revision committee shall consist of five members, including two Executive Council members and two club members, with the Vice President serving as Chairperson.

BY-LAWS OF THE IOWA STATE HORTICULTURE CLUB

(Revised February 2021) 2022

ARTICLE I. MEETINGS

**Section 1.** *Time.* Regular club meetings shall be held every other week with Executive Council, time and day of week shall be determined by majority of club members via a poll of each month during the regular school year as decided by the Executive Council.

**Section 2**. *Procedure*. Robert’s Rule 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:

1. To preside at all club meetings.
2. To call special meetings at their discretion.
3. To appoint committees for designated sales and activities.
4. To appoint parliamentarians if they so choose.
5. To monitor progress of all officers.
6. To ensure chairperson sale/activity is implemented.
7. To prepare a slide show of the club’s activities for the Department of Horticulture Student Banquet and any other special event.
8. Act as the primary club contact.

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

1. To assume the duties and activities of the President in their absence.
2. To be an ex-officio member of all committees. This includes keeping track of committee members and attending the first meeting to assist with the start up of the committee. The Vice President will also assist the committees as deemed fit.
3. To act as chairman of Executive Council meetings, the by-laws revision committee, and the constitution committee.
4. To distribute and collect all project reports from each committee chairperson.

**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 maintain the records of committees and projects (e.g. instructions for club sales) using the method they deem fit (e.g. Google Drive, Cybox, etc.)

**Section 4**. *Treasurer*. The duties of the Treasurer shall be:

1. To have charge of all Club funds.
2. To keep accurate accounts and records complying with the rules of University auditing.

**Section 5**. *Project Coordinators (2).* The duties of the Project Coordinators shall be:

1. To explore the feasibility of new projects and to organize chosen activities.
2. To arrange for guest speakers to visit club meetings.
3. To keep all projects on schedule and ensure required materials are available.
4. To oversee senior gifts as well as awards (e.g., the Bronze “I” award).
5. To be responsible for the Bronze “I” plaque.
6. To provide food for designated club meetings, within the budget designated by Executive Council.
7. To organize registrations and travel arrangements for any club approved trip.
8. To serve as the Risk Management officer, taking care of and implementing any risk management policies and procedures.

**Section 6.** *Promotions Coordinators (2).* The duties of the Promotions Coordinators shall be:

1. To update and maintain the Club website and social media accounts.
2. To promote the Club through Freshman/ Transfer BBQ, Clubfest, and any other activity geared towards attracting membership.
3. To collect pictures of club activities, sales, and members for the website and social media accounts.
4. To organize the selection of a design and order Club apparel.

**Section 7.** *College of Agriculture and Life Sciences Student Council Representatives*

1. Attend bi-weekly CALS Council Meetings.
2. Participate in events organized by the Student Council.
3. Act as Club Liaison to the CALS Student Council reporting to the club on the student council's meeting and events and reporting to the student council on meetings and events of Horticulture Club.

**Section 8.** *Volunteer & Service Coordinator*

1. To prepare and organize all external volunteer opportunities for the club.
2. To address all communication from individuals or groups external of Horticulture Club relating to volunteer and/or service activities.
	1. To help address any communications or inquiries sent to the President or Vice President.
	2. To present any new opportunities or inquiries to the President and Vice President for approval, followed by a discussion at the next executive board meeting.
3. To aid with coordinating volunteers for sale and service-based club events, (e.g. Poinsettia Sale, Fall Sale, Bouquet Sale, Spring Sale, etc.)
4. To keep record of reported membership points of each semester during their term of service.
5. Coordinate and operate with the Office of Risk Management to minimize the club's potential risks.
	1. Recommending risk management policies while planning out new service opportunities
	2. Submit any required documentation to the Office of Risk Management
	3. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

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.
7. To coordinate officer documentation.
8. To serve as an ambassador of the Club.

ARTICLE IV. 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:

1. 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 Project Coordinator.

ARTICLE V. CLUB EXPENDITURES AND FINANCES

**Section 1**. *Club Expenditures Greater Than $250*. Club expenditures of amounts greater than $250.00 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 2**. *Club Expenditures less than $250*. Club expenditures of amounts less than $250.00 for food, supplies, or other items not specific to a club event 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 3**. *Club Finances.* All funds 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.

**Section 4.** *P-cards,* P-cards may be given to the positions of either President, (1) Project Coordinator, and/or Treasurer.

**Section 5.** *Club Dues.* No dues will exist for club members

ARTICLE VI. COMMITTEE SELECTION

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

1. Committees shall consist of club members, volunteers and Executive Council members.
2. Each committee and/or executive board 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 VII. CHAIRPERSON RESPONSIBILITIES

**Section 1**. *Duties of the Chairperson*. 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. This will be submitted to the Secretary for record keeping.
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.
4. To develop an activity plan and budget using past project reports and the current budget figures subject to approval and discretion of the general Horticulture Club.
5. To prepare a final project report to be kept as reference for the following years’ chairperson and submitted to the Secretary.

ARTICLE VIII. SALE 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.

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