

**Constitution of the Iowa State University
Graduate Student Horticulture Society
“GSHS”**

Article I: Name

This organization shall be known as the Graduate Student Horticulture Society (hereafter referred to as the GSHS).

Article II: Purpose

The purpose of this organization is to foster an atmosphere of unity through personal and professional development of the horticulture graduate students at Iowa State University. This development will be supported by improving the lines of communication between the graduate students and other individuals located in Horticulture Hall. The GSHS will abide by Iowa State University rules and regulations and state and federal laws.

Article III: Membership

Iowa State University GSHS does not discriminate on the basis of **genetic information, pregnancy, physical or mental disability**, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

Section I. Active membership in this organization shall be limited to graduate students enrolled in the graduate horticulture program or housed within the Department of Horticulture at Iowa State University. Active members must attend 50% of the scheduled meetings, work a minimum of 10 hours for the annual plant sale, work a minimum of 4 hours of philanthropy annually, and pay the dues discussed in *Section IV*. If a class conflict prevents a member from attending, this requirement can be waived for that student by the Historian.

Section II. Associate membership shall be available to undergraduates in the Department of Horticulture or graduate students enrolled in other disciplines at Iowa State University who are interested in participating in the GSHS. No application for membership is required. The requirements to maintain associate membership are the same as for active membership. Associate membership qualifies a person to the same privileges of active membership except for the right to hold an elected office.

Section III. Officers of the GSHS must comply with the following requirements:

(a) Have a minimum cumulative grade point average (GPA) of 2.00 and maintain that GPA for the semester prior to the election/appointment and all subsequent semesters through the term of office.

(b) Be in good standing with the university and enrolled at least half time during the term of office, unless fewer credits are required for graduation, as defined by the Continuous Registration.

Section IV. Dues of \$10.00 per year will be due on or before the second meeting of Fall Semester each year. Dues will be collected and deposited in the GSHS account by the Treasurer.

Section V. Iowa State University and the GSHS does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Statement of Compliance: GSHS abides by and supports established Iowa State University policies, State and Federal Laws **and follows local ordinances and regulations.** GSHS agrees to annually complete President's Training and Treasurer's Training.

Article IV: Authority and Powers

Section I. The authority for the establishment of the GSHS is derived from the graduate students in horticulture at Iowa State University.

Section II. The GSHS shall be recognized by the Department of Horticulture as an organization representing graduate students enrolled in horticulture at Iowa State University.

Section III. Members of the GSHS shall serve as an advisory agent on behalf of graduate students of the departments at departmental faculty meetings and Graduate and Professional Student Senate.

Section IV. The GSHS shall plan and implement programs in accordance with its purpose.

Section V. The GSHS executive board consisting of the elected officers shall have the primary authority to allocate and distribute funds from the GSHS account. Any expenditure over \$50.00 will require a majority vote of the membership.

Article V: Elections and Officers

Section I. The GSHS shall elect annually from its membership a Co-President, Historian, Treasurer, and Graduate and Professional Student Senate Representative by a majority vote. Each Co-President will be elected on alternate years for a two-year term.

Section II.

- A. The officers of this organization must meet the following requirements during the term of office:
1. Have a minimum cumulative grade point average (GPA) of 2.00.
 2. Be in good standing with the university and enrolled at least half time during the term of office.

Section III. Elections for one Co-President, Historian, Treasurer, and Graduate and Professional Student Senate Representative shall be conducted during the second meeting of Fall Semester.

Section IV. A quorum of two-thirds of the active members must be present for the elections to proceed.

Section V. Officers will assume their positions immediately.

Section VI. The duration of the term will be one year for the Historian, Treasurer, and Graduate and Professional Student Senate Representative, and two years for each Co-President.

Section VII. Vacancies in the organization shall be filled by a majority vote of the membership at the next scheduled meeting.

Section VIII. Officers or advisors may be removed from office by a one-half vote of the other officers and a two-thirds vote of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Article VI: Committees

Section I. The Executive Committee shall consist of officers and committee chairpersons of the standing committees.

Section II. Standing committees will be formed when deemed necessary by the officers of the GSHS.

Article VII: Finances

Section I. All funds belonging to the GSHS shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office with authorization from the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Advisor to the GSHS must approve and sign each expenditure before payment.

Section II. Members, as defined in Article III, are eligible to be funded by the GSHS for group trips.

Section III. Any trip must be discussed and voted on by the membership in the GSHS.

Article VIII: Procedure for Amendments

Section I. Any proposed amendment of this constitution must be presented to the club's membership at any regular meeting. The proposed amendment must be presented in written form with the support of four members of the GSHS.

Section II. A copy of the proposed amendment shall be sent to each member by the Historian within one week of the meeting at which the amendment was proposed.

Section III. A secret ballot will be cast at the next regularly scheduled meeting. An affirmative vote of two-thirds of the active memberships shall be sufficient to ratify the amendment.

Section IV. Copies of the ratified amendments shall be sent to each member by the Historian.

Article IX: Philanthropy

Section I. The GSHS will invest time, rather than direct funds, to its philanthropy.

Section II. The GSHS will engage in a minimum of 4 hours per member of philanthropy each academic year. The GSHS may engage in the following philanthropic ventures as part of the aforementioned required hours:

1. Volunteering at Reiman Gardens, Iowa Arboretum, Greater Des Moines Botanical Garden, or other horticulture-centered places.
2. Educational opportunities, including, but not limited to: teaching lessons or running workshops at the aforementioned organizations, or conduction plant-walks on campus for other organizations.
3. Community outreach, as voted by the majority of the membership.

Section III. The GSHS is limited to spending \$500 annually on supplies for its philanthropy, unless a majority vote from the general membership overrides this limit.

Article X: Ratification

Section I. This constitution shall be ratified by a quorum of two-thirds of the members in the GSHS.

Graduate Student Horticulture Society “GSHS” Bylaws

Article I: Duties of the officers

Section I. Duties of the Co-Presidents

- A. To preside over general meetings of the organization and meetings of the Executive Committee.
- B. To maintain communications between committee Co-Presidents and members.
- C. To collect and count ballots for elections and constitutional amendments.
- D. To serve as representatives at the departmental faculty meetings.
- E. To serve as the risk management officer for the organization.
 - 1.) The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to GSHS, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Section II. Duties of the Historian

- A. To keep accurate records of meetings of the general organization and the executive committee.
- B. To maintain a list of active and associate membership in the GSHS.
- C. To notify members of meetings and social programs.
- D. To take attendance at scheduled meetings.

Section III. Duties of the Treasurer

- A. To maintain an accurate record of receipts and disbursements of the funds of the organization.
- B. To collect dues.

Section IV. Duties of the Graduate and Professional Student Senate Representative

- A. To represent the GSHS at Graduate and Professional Student Senate meetings.
- B. To appoint representative to attend Graduate and Professional Student Senate meetings in the event of absence.
- C. To keep members of the GSHS informed about GPSS meetings and activities.

Section V. Duties of the Plant Sale Chair(s)

- A. To organize and steer the direction of the GSHS’s participation in the annual “Plant Sale Extravaganza” hosted by Reiman Gardens.
 - 1. Reiman Gardens’ Plant Sale coordinator will be contacted and informed of who is chairing the GSHS’s vegetable production/planning by December 1 of the calendar year preceding the Plant Sale (i.e. for Spring 2017, GSHS will inform Reiman by December 1, 2016).
- B. To represent the GSHS at any “Plant Sale Extravaganza” planning committee meetings.
 - 1. Chair(s) will attend in person or find a substitute no less than three (3) days prior to a scheduled planning committee meeting.
 - 2. Chair(s) will have crop decisions including species, cultivars, and approximate quantities to produce decided before the end of the Fall Semester each year.
 - a. Seed and other materials needed for plant production will be ordered no later than January 1 of the “Plant Sale Extravaganza” calendar year.
 - 3. Chair(s) will work with the Horticulture Greenhouse Superintendent to allocate space needed for plant production no less than two (2) weeks prior to when seedlings are sown or plant material is arriving.

- C. To keep members of the GSHS informed about progress in planning and plant production, and when additional support from the GSHS is needed.
1. Chair(s) will provide a calendar of tentative dates for planting/transplanting and other activities that necessitate involvement of members at the first GSHS meeting of the Spring semester.
 2. Chair(s) will organize and coordinate the GSHS participation at the “Plant Sale Extravaganza” event.
 3. Chair(s) will work the following year’s newly elected Chair(s) (pending continued enrollment in the Department of Horticulture) to maintain the corpus of planning documents and information/notes from previous years in order to reduce the burden of planning and organizing the GSHS’ involvement in the “Plant Sale Extravaganza” in subsequent years.

Article II: Duties of the Advisor

Section I. Advisor will be a member of the graduate faculty in Horticulture, and will act as a representative of the department faculty.

Section II. Candidates for the position of Advisor will be nominated by members of the GSHS, and members will vote with a two-thirds majority required to elect an Advisor.

Section III. Elected Advisor will hold the position for one year.

Article III: Duties of the Committees

Section I. General Objectives for all Committees

A. Committees will be formed by the executive committee when the need for one is identified.

B. Committees formed will dissolve upon the completion of goals set for the committee by the executive committee.

Article IV: Meetings

Meetings will be called by the Co-Presidents on a monthly basis. Special meetings shall be called when the executive committee deems necessary a special session or when the written request from four members is received by the Historian.

Article V: Distribution of Constitution and By-Laws

Graduate students in the GSHS shall receive a copy of the Constitution and By-Laws of the GSHS during the first meeting of each Fall Semester.

Article VI: Impeachment

Officers and/or Advisor may be removed from office by $\frac{1}{2}$ votes of the other officers and $\frac{3}{4}$ of the general membership, if actions are deemed inappropriate by the membership.

Inappropriate 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

More inappropriate behavior can be voted on by a majority vote of the general membership and then added to the constitution.

The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.