# 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 horticulture graduate students at Iowa State University. This development will be supported by enriching communication between graduate students and the Department of Horticulture. 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, 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 and receive GSHS Scholarship.

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

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

*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 department 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 Committee 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, Social Chair, Plant Sale Chair(s), 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, Social Chair, Plant Sale Chair(s), 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, Social Chair, Plant Sale Chair(s), 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 elected 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 monies 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 (must receive authorization via 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.

*Section IV.* Members, as defined in Article III, are eligible to receive the GSHS Scholarship in the amount of $250. The scholarship is distributed in the Spring semester after spring break, but before the end of the semester. Award review and distribution is the duty of the Treasurer and Historian. Awarding of scholarships will be paused if the GSHS budget is below $2,500 at the beginning of the Spring semester.

# 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.

*Section V.* Prompt submission (within 10 days) of amended constitution and bylaws to Student Engagement.

# Article IX: 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*

1. To preside over general meetings of the organization.
2. To maintain communications between committee Co-Presidents and members.
3. To collect and count ballots for elections and constitutional amendments.
4. To notify members of meetings.
5. To serve as representative at the departmental faculty meetings.
6. 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*

1. To keep accurate records of meetings of the general organization.
2. To maintain a list of active and associate membership in the GSHS.
3. To take attendance at scheduled meetings.
4. To distribute the GSHS Scholarship to eligible members, as defined in Article VII, Section IV, in conjunction with the Treasurer.
5. To manage social media accounts (Instagram and Facebook).

*Section III. Duties of the Treasurer*

1. To maintain an accurate record of receipts and disbursements of the funds of the organization.
2. To collect dues.
3. To report financial standing during scheduled meetings.
4. To distribute the GSHS Scholarship to eligible members, as defined in Article VII, Section IV, in conjunction with the Historian.

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

1. To represent the GSHS at Graduate and Professional Student Senate (GPSS) meetings.
2. To appoint a representative to attend Graduate and Professional Student Senate meetings in the event of absence.
3. To keep members of the GSHS informed about GPSS meetings and activities.

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

1. 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 2025, GSHS will inform Reiman by December 1, 2024).
2. 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 make crop decisions including species, cultivars, and approximate quantities to produce decided before the end of the Fall Semester each year.
      1. 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.
3. 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 with 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’s involvement in the “Plant Sale Extravaganza” in subsequent years.

*Section V. Duties of the Social Chair*

1. To plan and direct social and philanthropic activities with the purpose of fostering camaraderie and engaging with the wider community.
   1. Organize a minimum of one activity per semester, including but not limited to: Plant Swap, Friendsgiving, Spring/Fall Plant ID Hike, Master Gardener’s Class on Campus, Reiman Gardens seasonal events, Food at First community meals, etc.
2. To promote and communicate event details to members.

# 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*

1. Committees will be formed by the Executive Committee when the need for one is identified.
2. 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 ½ votes of the other officers and ¾ 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/advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges. If advisor is impeached or a vacancy occurs, replacement will follow regular election procedures, as defined in Article II.