

CONSTITUTION

of

MICHIGAN STATE UNIVERSITY
STUDENT HORTICULTURE ASSOCIATION

ARTICLE 1

Name

The name of this organization shall be the Michigan State University [Student Horticulture Association](#).

ARTICLE II

Purpose

The purpose of this organization shall be to promote the profession of horticulture, good fellowship to further the interests of horticultural activities, including community service, presentation of current developments in horticulture, and development of contacts within all areas of horticulture.

ARTICLE III

Membership

Section 1: Any MSU student interested in horticulture may become a member of the [Student Horticulture Association](#) upon payment of dues.

Section 2: Any faculty member of Michigan State University or regular employee of the MSU Department of Horticulture may become a member of the [Student Horticulture Association](#).

Section 3: Any person who has contributed to the advancement of horticulture by teaching, research or commercial practice may become an honorary member by a two-thirds vote of [association](#) members present at any regular meeting.

ARTICLE IV

Officers and Executive Committee

Section 1: To be elected to an office, a member must be enrolled at MSU during his/her full term of office and be a horticulture major or minor at Michigan State University.

Section 2: The elected offices of the organization shall consist of: President, Vice-President, Secretary, Treasurer, Historian/Webmaster, Community Service Representative, [two](#) Growers, Horticulture Industries Representative, and CANR Student Senate/ACB/MACHS and Community Service Representative.

Section 3: The Executive Committee shall consist of these officers: President, Vice President, Treasurer, and Secretary.

ARTICLE V

Elections

Section1: The officers shall be elected during the first half of spring semester at a date determined by the Executive Committee.

Section 2: Candidates shall be members of the [association](#) and a horticulture major or minor at Michigan State University and shall be nominated and seconded from the floor by fellow members.

Section 3: Elections shall be by written ballot by members present or by proxy in case of a member's absence.

Section 4: A majority vote of members present and proxy votes shall be necessary for election to office. Ballots are to be tabulated by the Executive Committee or one or more of the [association's](#) advisors. In the case of a tie vote, ballots shall be cast until one member receives a majority vote.

Section 5: A resume or written summary of qualifications is requested for the positions of Treasurer and the Co-Grower positions.

Section 6: A resume must be submitted and approved by current advisors and the Executive Committee for the Treasurer position, and will be reviewed and selected by both the current advisors and the Executive Committee.

ARTICLE VI

Meetings

Section1: At least two meetings shall be held every month, [excluding the months of June, July, and August](#), unless changed by the Executive Committee.

Section 2: The Executive Committee shall meet one week prior to every scheduled meeting with at least one faculty advisor present, unless changed by Executive Committee.

Section 3: The Executive Committee will meet once in the Fall before November 1st and once in the Spring before April 30th . The Spring meeting will be comprised of members of the current Executive Committee and the newly elected Executive Committee for the following year.

ARTICLE VII

Finances

Section 1: Each member shall pay annual dues as set by the Executive Committee to be collected by the Treasurer by October 15th for those joining in the fall semester, or by February 2nd for those joining in the spring semester.

Section 2: Assessments for special purposes may be made upon the approval of the Executive Committee.

Section 3: Michigan State University [Student Horticulture Association](#) is given financial support from the Michigan Horticulture Education Foundation (MHEF).

ARTICLE VIII

Relations to Other Organizations

Section 1: The Executive Committee shall be responsible for arranging joint programs and social activities with other [organizations](#).

Section 2: Correspondence with other related clubs, [organizations](#), and professional groups shall be the responsibility of the Executive Committee.

ARTICLE IX

Amendments

Section 1: Articles may be amended by a two-thirds vote of the members present at a regular meeting after presentation and motion at the previous regular meeting.

Section 2: A complete copy of the Constitution, Amendments, and By-Laws to date shall be kept available to [association](#) members on the website, one copy shall be kept by the senior [Association](#) Advisor and one copy shall be kept by the Executive Committee.

ARTICLE X

Advisors

Section 1: One advisor shall be chosen each year at the annual election of officers to serve a term of two years. The first year he/she shall serve as assistant advisor and the second year he/she shall serve as senior advisor.

Section 2: In the case an advisor shall be unable to serve his or her term, the remaining advisor shall assume the position of senior advisor until a new advisor is chosen to serve by the Executive Committee.

BY-LAWS

Section 1: Duties of the Officers

A. President: The President shall preside at each meeting of the [association](#) and of the Executive Committee. She/He shall enforce the Constitution and By-Laws, recruit new membership, and lend support and guidance to other officers and [association](#) members. She/He shall communicate with the Department Chairperson on a regular basis and shall work to provide contacts and goodwill for members. She/He shall at all times promote the profession of horticulture. The President for the MSU [Student Horticulture Association](#) serves as the director for the MHEF board.

B. Vice-President: The Vice-President shall preside over all meetings in the absence of the President. She/He shall be responsible for accumulating promotional materials for use in increasing [association](#) membership, and for the planned use of such materials. She/He shall direct the communication and progress of all working groups and committees and shall make recommendations for additional programs and activities. [In order to maintain an appropriate segregation of financial responsibilities, the Vice-President will assist the Treasurer by entering financial transactions into the accounting ledger. She/He will also assist the Treasurer in the preparation of financial statements and budgets.](#) The Vice-President for the MSU [Student Horticulture Association](#) also serves on the MHEF board of directors.

C. Secretary: The Secretary shall keep a permanent record of all [association](#) and Executive Committee meeting proceedings. She/He shall keep a record of members' names and E-mail addresses and be responsible for notices to members. She/He shall be responsible for all [association](#) and Executive Committee correspondence and keep permanent and temporary files as needed. She/He is responsible for maintaining and updating the [Student Horticulture Association](#) bulletin board. The Secretary for the MSU [Student Horticulture Association](#) also serves as the Secretary for the MHEF board of directors.

D. Treasurer: The Treasurer shall be responsible for permanent financial records and for the handling of funds. She/He is responsible for managing all of the MHEF's funds, including the filing of MHEF's tax returns. She/He shall be responsible for collecting dues, for disbursements as approved by the Executive Committee meeting. She/He shall prepare a financial statement to be presented to the general membership once per semester or upon request. In addition, she/he shall prepare a budget for the fiscal year no later than September 15th, to be approved by the Executive Committee. [In order to maintain an appropriate segregation of financial responsibilities, the Treasurer is not permitted to enter financial transactions into the accounting ledger. She/He may, however, have read access to the ledger for the purposes of preparing financial statements and budgets.](#) The newly elected Treasurer must work alongside the current Treasurer from the time of election until the end of Spring Semester. She/He shall prepare a final financial statement for the fiscal year no later than two (2) weeks following the last regular [association](#) meeting of spring term, and shall forward this statement to the newly elected Treasurer and the [association's](#) advisors. She/He shall provide assistance to fundraising groups as needed. The Treasurer for the MSU [Student Horticulture Association](#) also serves as the Treasurer of the MHEF's board of directors.

E. CANR Student Senate Representative/Community Service Representative: She/he shall attend all Student Senate meetings, and shall report meeting proceedings to the [association](#). She/He shall

communicate activities about ACB/MACHS. She/He is also responsible for coordinating community service activities with not for profit organizations and other deserving groups and projects.

F. Co-Growers: The Co-Growers are responsible for the coordination and supervision of plant production for the Spring Plant Sale, as well as acquiring any donations in the fall that will help with Spring Show, such as pots, media, and bulbs.

G. Historian/Webmaster: She/He is responsible for recording significant events that pertain to the [association](#), taking and collecting images of significant events and displaying them in easily accessible places, and maintaining and expanding [the organization's website\(s\)](#). She/He is also responsible for assembling a scrapbook for permanent record of the [association's](#) activities for the year.

H. Horticulture Industries Representative: This representative is responsible for maintaining the [association's](#) ties with professional industry associations and organizations. This might require serving on different association/organization committees as a student representative. This person will be responsible for sharing the [association's](#) activities and different involvements, while looking for new opportunities with these associations/organizations to broaden the reach and purpose of the [association](#).

I. The officers shall deliver to their successors in office all records and other properties entrusted to their care prior to the last regular meeting of the spring semester.

J. The new officers shall take office the last regular meeting of the spring semester in which they are elected.

Section 2: Executive Committee

A. Meetings may be called by the President or by one of the other members of the Executive Committee.

B. The Executive Committee shall have general control of the affairs of the [association](#), including the performance of the officers and the calling of special meetings of the [association](#).

C. The Executive Committee shall fill vacancies among the officers, which may occur between annual elections with the approval of the [association](#) members.

D. A quorum shall consist of a simple majority of the members of the Executive Committee.

Section 3: Amendments of the By-Laws

A. The By-Laws may be amended by a majority of the members present at any regular meeting of the [association](#).

Section 4: Conduct of meetings

The conduct of meetings of the [association](#) shall be similar to Robert's Rules of Order.

Section 5: Quorum

A. One-third of the members of the [association](#) shall constitute a quorum to transact business at any regularly scheduled [association](#) meeting.

Section 6: Awards

A. One member of the [Student Horticulture Association](#) will be awarded the Crystal Walton Horticulture [Association](#) Member of the Year Award at the Spring Show Dedication Dinner in April. This award is in honor of a past [Student Horticulture Association](#) member, Crystal Walton. The student receiving this award should be optimistic, energetic, encouraging, prompt, a gentle leader, friendly, excellent at communication, possess a can-do attitude, a great recruiter for the [association](#), have a sense of humor, have a desire to get to know everyone in the [association](#), and finally contain an extensive knowledge and passion for horticulture. Each officer member of the Executive Committee shall submit a nomination and a paragraph explaining why their nominee should receive the award to the advisors a week before the Spring Show Dedication Dinner. The senior advisor will announce and present a certificate and small gift to the person with the greatest number of nominations at the Spring Show Dedication Dinner. In the event of a tie, the advisors will determine who is most qualified for the award.

B. The [association](#) also honors an individual at the Spring Show Dedication Dinner who is outside of the [association](#) and has contributed greatly to the [association's](#) success. This could be an industry member, faculty or staff of the MSU Horticulture Department, or any other University employee. The Spring Show is dedicated to this individual, who is chosen by the Executive Committee.

C. Each year the [Student Horticulture Association](#) awards scholarships to members that have been active with the [association](#). One scholarship shall be awarded in honor of Ruthie Smith. Ruthie was a caring, energetic, determined young woman. She enjoyed life and had a passion for Horticulture. The person that who receives this award shall possess all of these qualities and be a reliable member of the [association](#).