

CONSTITUTION
of
MICHIGAN STATE UNIVERSITY
STUDENT HORTICULTURE ASSOCIATION

ARTICLE I

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.

Section 4: The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

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, and maintain and 2.5 GPA or above.

Section 2: The elected offices of the organization shall consist of: President, Vice-President, Secretary, Treasurer, Historian/Webmaster, Grower, and Outreach Specialist.

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

Section 4: The removal of an officer shall occur if the officer displays any form of sexual assault, harassment, or otherwise illegal or unethical behavior; if the officer does not fulfill the requirements as set forth by this Constitution; or if the Executive Committee and Advisors see reason to remove the officer. Before removal is official, the President and Advisors will discuss the possible removal with the officer in question and she/he will be given a two week probationary period to correct the issue(s). If the issue is not deemed corrected by the Executive Committee and the acting Advisors within this two week probationary period, they can remove the officer in question by a two thirds vote of the Executive Committee and Advisors. The removal of an officer can occur at any time.

Section 5: Replacement of an officer should be undertaken by the Executive Committee and the Advisors. If the additional club officers have suggestions for a replacement officer, it should be

brought to the Executive Committee for consideration. The replacement officer shall have completed one full semester at Michigan State University and hold a minimum of a 2.5 GPA. The officer replacement process shall take no longer than 4 weeks.

ARTICLE V

Elections

Section 1: 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 simple 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 written summary of qualifications must be submitted to the current Advisors and the Executive Committee two weeks prior to elections for the Treasurer and Grower positions. The Treasurer will be selected by both the current Advisors and the Executive Committee. The Grower candidate's summaries of qualification will be evaluated by the current Advisors and Executive Committee. Grower candidates that pass evaluation will then be elected by simple majority in the process outlined in Article V Section 4.

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

Section 1: 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 permanent advisor shall be chosen by the Executive Committee to serve the Association until s/he tenders a written resignation, or one is requested by the Executive Committee.

Section 2: In the spring semester of even years, a second co-advisor shall be chosen by the Executive Committee to serve a two-year term.

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. S/He shall enforce the Constitution and By-Laws, recruit new membership, and lend support and guidance to other officers and Association members. S/He will be responsible for providing a general, semester long calendar to the Association's Advisors and Officers at the beginning of each semester, and providing an overall outline of what will take place in that given semester. S/He will preside over the Spring Show Committee Heads along with the Vice-President and shall communicate and track progress of these committees along with the Vice-President. The President shall meet with the Permanent Advisor on a minimum of a bi-weekly basis to keep them up to date, and s/he shall meet with both Advisors on a minimum of a monthly basis. S/He shall communicate with the Department Chairperson on a regular basis and shall work to provide contacts and goodwill for members. S/He shall at all times promote the profession of horticulture. The President of the MSU Student Horticulture Association shall also serve as the Director for the MHEF board and is able to use funds with approval of the Treasurer and Vice-President.

B. Vice-President

The Vice-President (VP), shall preside over all meetings in the absence of the President. S/He shall be responsible for accumulating promotional materials for use in increasing Association membership, and for the planned use of such materials *e.g.* Spring Show, Department Luncheon, Welcome Back BBQ, etc. The Vice-President shall be in charge of all recruiting and shall communicate effectively among officers which recruiting events the Association will participate in. S/He shall make recommendations for additional programs and activities and will preside over Spring Show Committee Heads along with the President. To maintain an appropriate segregation of financial responsibilities, the VP will assist the Treasurer by approving and using funds. S/He will also assist the Treasurer in preparation of financial statements and budgets. The VP for the MSU Student Horticulture Association also serves on the MHEF Board of Directors.

C. Secretary

The Secretary shall keep a permanent record of minutes of all Association and Executive Committee meetings in the designated online content management system. S/He shall keep a record of members' names and E-mail addresses and will be responsible for notices to members.

S/He shall be responsible for sending a reminder email to members the day before any general meeting, and a recap email to members after every general meeting. S/He shall be responsible for all Association and Executive Committee correspondence and keep permanent and temporary files as needed. The Secretary shall handle any additional writings, *e.g.*, Horticulture Department Newsletter. 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 collection and deposit of funds. S/He is responsible for managing all of the MHEF's funds, including the filing of MHEF's tax returns. S/He shall be responsible for collecting dues for all events, and for disbursements as approved by the Executive Committee. S/He shall prepare a financial statement to be presented to the general membership once per semester or upon request. In addition, s/he shall prepare a budget for the fiscal year no later than September 15, to be approved by the Executive Committee and MHEF Board of Directors. In order to maintain an appropriate segregation of financial responsibilities, the Treasurer is not permitted to withdraw funds from the MHEF MSUFUCU account. S/He is responsible for maintaining the MHEF QuickBooks account for preparing budgets and annual tax documents. The newly elected Treasurer must work alongside the current Treasurer from the time of election until the end of Spring Semester and complete QuickBooks training. S/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. S/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 Board of Directors.

E. Outreach Specialist

The Outreach Specialist shall attend all College of Agriculture and Natural Resources Student Senate Meetings and shall report the meeting proceedings to the Executive Committee and to the Association. S/He is also responsible for coordinating community service activities with not-for-profit organizations or other deserving groups and/or projects in consultation with the Executive Committee. S/He is also responsible for maintaining the Association's ties with professional industry associations and organizations; including but not limited to: Michigan Nursery and Landscape Association, Michigan Fruit and Vegetable Council, and the Michigan Greenhouse Growers Council. This will require attending meetings of these different associations and organizations. S/He shall communicate the activities and proceedings of these meetings to the Officers of the Association, and if necessary to the general membership. S/He will be responsible for contacting industry to attend the Association's annual Networking Night and s/he will be responsible for promoting the event to members and non-members.

F. Grower

The Grower is responsible for the coordination and supervision of plant production for the Spring Show and Plant Sale. S/He is also responsible for acquiring donations in the fall that may help with Spring Show, such as pots, media, and bulbs. By the end of the Fall Semester, S/He shall have a wish list of annual and perennial material determined by last year's sales and the amount of greenhouse space allotted to the Association. The Grower will work in close coordination with the Gardens and Greenhouse Manager in order to adhere to proper greenhouse protocols; the Donations Committee Head in order to secure greenhouse space and plant donations; and the Spring Show and Plant Sale designer in order to ensure maximum effectiveness of plant material in the overall design. S/He will be responsible for all Spring Show inventory and after February 1 will give the Executive Committee bi-weekly inventory reports. S/He shall preside over all potting parties and shall communicate the potting party schedule to the Executive Committee at

least one week prior.

G. Historian/Webmaster

S/He is responsible for recording significant events that pertain to the Association, taking and collecting images/photos of significant events and displaying them in easily accessible places. S/He is also responsible for maintaining and expanding the organization's website(s) and all social media accounts. The Historian/Webmaster is also responsible for updating and taking care of the display case and bulletin boards. S/He is responsible for keeping accurate records of all SHA events and coordinating closely with the Secretary in order to properly document Distinguished Membership and all Association history. S/He is also responsible for the Association's general email account.

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.

Section 7: Distinguished Membership

Distinguished membership shall be obtained on a semester basis by meeting the following criteria:

1. Attendance of 75% of SHA meetings
2. Completing a total of eight hours of community service broken up over two or more events:
 - 2.1. One community service event may count for up to six hours but may not exceed six hours.
 - 2.2. Community service events outside of those scheduled by SHA do not count toward Distinguished Membership status.
3. A student must attend one Industry Event per semester deemed worthwhile by the association to further their professional development. Such events include:
 - 3.1. National Collegiate Landscape Competition
 - 3.2. Networking Night
 - 3.3. Industry Round Tables
 - 3.4. Great Lakes Trade Expo
 - 3.5. Great Lakes Expo
 - 3.6. NALP Landscapes
 - 3.7. Non-scheduled events approved by Officers
4. Current officers are restricted from Distinguished Member status
5. In the final week of each semester, a list of the Distinguished Members shall be posted on the SHA website and remain posted for 7 years.