

Constitution of the Horticulture Club
University of Delaware
Newark, DE
April 22, 2008

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OFFICE OF
ACTIVITIES & PROGRAMS

We, the students at the University of Delaware, do hereby form the organization known as the Horticulture Club. The purpose of this organization is three-fold:

- To provide members with opportunities to enjoy & learn about horticulture
- To spread awareness and appreciation of horticulture throughout the University of Delaware
- To provide members with opportunities to interact with other Agriculture-related organizations

Article I – The Organization

The organization shall be known as the Horticulture Club, henceforth referred to as the Club.

Article II – Object

The Club will provide members with opportunities to enjoy and learn about horticulture by organizing trips to gardens, parks, and horticulture conventions. The Club will spread awareness and appreciation of horticulture throughout the University of Delaware through member-recruitment and fundraising events. The Club will provide members with opportunities to interact with other Agriculture-related organizations by working with those organizations and participating in Agriculture Community Council activities when appropriate.

Article III – Affiliation

The Club does not acknowledge affiliation with any external organizations or national, regional, and/or local organizations.

Article IV – Non-Discrimination Clause

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article V – Members

Membership will be granted to any person who expresses an interest in horticulture and who agrees with the purpose of the Club. Members must be registered on the Club's e-mail list.

Section 1: Regular Membership

Regular members must be full time matriculated undergraduate students at the University of Delaware. Regular members are not eligible to vote and may be excluded from certain Club events.

Section 2: Active Membership

Active members must be full time matriculated undergraduate students at the University of

Delaware. Active members must participate in a minimum of three (3) Club events each semester. Active members are granted voting rights and are able to participate in all Club events.

Section 3: Associate Membership

Associate members may be any faculty, staff, non-matriculated students and other interested individuals in the University community. Associate members are not eligible to vote and may be excluded from certain Club events.

Section 4: Active Associate Membership

Active associate members may be any faculty, staff, non-matriculated students and other interested individuals in the University community. Active associate members must participate in a minimum of three (3) Club events each semester. Active associate members are not eligible to vote but are able to participate in all Club events.

Article VI – Member Policies

Section 1: Member Attendance

If a member fails to attend at least three (3) Club events each semester, they will lose active membership and be eligible for regular membership.

Section 2: Member Removal

Grounds and conditions for removal include offensive, inappropriate, or illegal behavior or behavior which harms the Club, its members, or its executive committee members.

A motion to remove a member may be submitted to the Club by an executive committee member or Club member. A notice of the motion will be issued to the Club member in question. An announcement regarding the motion and an officer meeting will be issued to all Club executive committee members. An officer meeting to determine if the grounds and conditions for removal are met and to vote on the motion shall then be held at a time and place determined by the President. The executive committee members shall vote on the motion using a show of hands. Removal requires a simple majority vote. The outcome of the vote will be relayed to the Club member in question. The removed individual will no longer be eligible for Club membership.

Article VII – Officers

All officer candidates must fulfill the following qualifications:

- Be full time matriculated undergraduate students at the University of Delaware
- Hold a minimum GPA of 2.25
- Be active members
- Be able and willing to devote sufficient time to the Club in order to properly fulfill their duties in a timely manner
- Be able to complete one full academic year

Not more than one of the following offices shall be held or exercised simultaneously by one individual. Offices are ranked in the order that they are listed. The highest ranking officer present at each Club event is required to report Club member attendance to the Secretary. All officers should participate in as many Club events as possible.

Section 1: President

- Count votes and declare the winner of Club advisor elections
- Count votes and declare the outcome of Constitution ratification and amendment
- Keep all executive committee members and Club members informed of all Club-related information
- Send out all e-mails necessary for elections and voting
- Act as a liaison between advisor, faculty, staff, administration, and Club
- Create committees and remain informed of the activities of each
- Delegate officer duties during Club events
- Call and run meetings
 - Create an agenda
 - Be efficient and impartial
 - Begin meetings on time
- Serve in an advisor capacity to other officers and Club members
- Be responsible for all University of Delaware Registered Student Organization forms

Section 2: Vice-President

- Remain informed of Club events, activities, and policies
- Fill in for the President when necessary
- Take the President's office for the remainder of the year if he/she can no longer fulfill the position
- Serve as an AgCC representative for the Club
 - Attend AgCC meetings
 - Keep all executive committee members informed of AgCC activities

Section 3: Treasurer

- Attend mandatory Registered Student Organization training session
- Maintain accurate Treasurer's book
 - Balance accounts
 - Record all transactions
 - Obtain itemized receipts of each Club expenditure
 - Prepare book for audit and return to Activities and Programs Office in Trabant Student Center at the end of the academic year
- Reimburse individuals who have used personal funds for Club events and activities
- Write checks for the University of Delaware within one week
- Make deposits promptly from allocation checks, sales, payment, and donations
- Keep an accurate record of fundraising results
- Keep all executive committee members and Club members informed of Club budget at officer and regular meetings
- Issue a copy of the budget account balance to all executive committee members at the beginning of the year

Section 4: Secretary

- Keep all executive committee members and Club members informed of upcoming events

- Keep minutes from all officer and member meetings and make those minutes available to executive committee members
- Report absentee ballots to the Club advisor at officer elections or to the Club President at advisor elections and Constitution voting
- Notify the highest ranking officer that will be present at each Club event of which Club members RSVPed to those Club events
- Maintain accurate records of Club member attendance at Club events

Section 5: Webmaster

- Maintain the Club website
 - Ensure that the website is accessible on the Internet
 - Ensure that the website contains the most up-to-date information possible regarding Club events, activities, and policies
 - Act as an administrator of the Club message board
- Maintain Club accounts on other websites, such as Photobucket.com and Facebook.com

Article VIII – Officer Policies

Section 1: Officer Election

Officers shall be elected at the end of each academic year to serve during the following academic year and shall constitute the executive committee.

An announcement declaring the start of the nomination process and advertising the date of elections will be issued to all members two (2) weeks prior to elections. Members may submit nominations to the Club during this time. A member may nominate him or herself, or another member. Members may be nominated and run for more than one position. A final nominee list will be issued by the Club to all active members one (1) week prior to elections. Active members who will not be able to attend the elections may submit an absentee ballot to the Club during this time. The election of officers will be held during the End-of-Year Meeting during the last week of classes for the academic year.

Elections for each office will be held in the following order: President, Vice-President, Treasurer, Secretary, Webmaster. Candidates that were not elected for an office may run for other officer positions that have not yet been voted on. Prior to the start of each election, candidates in that election will be granted an opportunity to speak on their own behalf.

Elections will use a secret ballot. A candidate must win an election with a simple majority vote. In the event of a tie, the candidate that has been an active member for the most number of semesters will win. In the event of a tie between candidates that have been active members for the same number of semesters, the candidate that has the highest GPA will win. The outcome of the elections will be relayed to all Club members.

Section 2: Officer Removal

Grounds and conditions for removal include not meeting the qualifications of being an officer, and failing to carry out the duties of the officer position, as stated in Article VII. Grounds & conditions also for removal include offensive, inappropriate, or illegal behavior or behavior

which harms the Club, its members, or its executive committee members.

A motion to remove an officer may be submitted to the Club by an executive committee member or Club member. A notice of the motion will be issued to the officer in question. An announcement regarding the motion and an officer meeting will be issued to all other Club executive committee members. An officer meeting to determine if the grounds and conditions for removal are met and to vote on the motion shall then be held at a time and place determined by the highest-ranking officer not in question. The meeting will not involve the officer in question. The executive committee members shall vote on the motion using a show of hands. Removal requires a simple majority vote. The outcome of the vote will be relayed to the Club officer in question. The removed individual will still be eligible for Club membership unless the grounds and conditions for member removal were also met.

Section 3: Officer Resignation

If, for any reason, an officer feels that he or she can no longer fulfill their duties and must resign their term, they must submit a letter of resignation to the executive committee. The officer will not be considered officially resigned until a replacement officer has been elected.

Section 4: Officer Vacancies

A special election to fill an officer vacancy will be held at a time and place determined by the remaining officers. The election shall be held within two (2) weeks of the vacancy occurrence. The election shall follow the procedures of a normal election as closely as possible.

Section 5: Officer Transition

Retiring officers are required to discuss their office with incoming officers and pass along any pertinent information.

Article IX – Advisor Policies

Section 1: Advisor Qualifications

The Club advisor must be a full time professional faculty or staff person. The Club advisor may not be a part time/salaried staff or graduate student.

Section 2: Advisor Duties

The duties of the Club advisor are as follows:

- Count votes and declare the winner of officer elections
- Attend officer meetings
- Ensure that the Club's activities are carried out in a responsible and ethical manner.
- Act as a liaison between the Club and the Plant and Soil Science Department of the University of Delaware.
- Provide guidance and promote leadership skills in the Club officers.

Section 3: Advisor Election

In the event that a new Club advisor is sought, the new Club advisor will be elected using the following procedures.

An announcement notifying members to the change in Club advisor will be issued to all members. The officers will create a list of potential advisors. Each potential advisor will be contacted to determine if he or she is willing and eligible to be an advisor. An announcement advertising the date of advisor election will be issued to all active members two (2) weeks prior to election. A final list of potential advisors will be issued to all active members one (1) week prior to election. Active members who will not be able to attend the election may submit an absentee ballot during this time. The election of the new Club advisor will be held at a time and place decided upon by the President.

The election will use a secret ballot. Potential advisors cannot cast votes. A potential advisor must win the election with a simple majority vote. In the event of a tie, the President will cast the deciding vote. The outcome of the election will be relayed to all Club members.

Article X – Communication

Communication between executive committee members and Club members will be conducted primarily through e-mail. Communication may also be conducted through the Club website. Topics of communication include announcements, notifications, reminders, and information regarding Club activities, events, and policies.

Article XI – Meetings

Meetings shall be held at a time and place decided upon by the President. Meetings are open to all members of the University community except those meetings open only to active Club members.

A mandatory officer meeting will be held near the start of each semester in order to prepare the Club semester schedule. The time and place of this meeting will be decided upon by the President.

A Club meeting will be held near the start of each semester, after the mandatory officer meeting, in order to review the Club semester schedule with Club members. The time and place of this meeting will be decided upon by all executive committee members during the mandatory officer meeting.

Additional officer and Club meetings may be held at the President's discretion.

Articles XII – Dues

Members are not required to pay dues, but are required to place a \$10 deposit with the Club in order to participate in certain Club events. The deposit is to ensure that those members who RSVP to an event paid for by the Club will attend. The deposit will be returned to members at the end of their membership with the Club unless they fail to attend to an event paid for by the Club that they RSVPed.

Article XIII – Decision Policies

Decisions will be made in accordance with *Robert's Rules of Order* when doing so is not inconsistent with this Constitution.

Article XIV – Committees

Committees will be designated by the President as necessary.

Article XV – Disbursal

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

Article XVI – Quorum

All executive committee members must be present at officer meetings in which decisions regarding Club events, activities and policies are made.

Article XVII – Constitutional Ratification

The Constitution should be reviewed at each End-of-Semester Meeting to ensure that the Constitution remains relevant to the Club. A decision to revise the Constitution can be made at any time that it is deemed necessary and appropriate. Proposed changes to the Constitution must be approved by a simple majority vote of the executive committee members. The voting will be carried out by a show of hands. The outcome of the election will be relayed to all Club members.

If changes to the Constitution are approved by the Club, then those changes shall be submitted to the Activities and Programs office of the University of Delaware for approval.

If changes to the Constitution are not approved, then those changes may be either voted on again during the following academic year, or may be reformulated and voted on again during the current academic year.

Article XVIII – Constitutional Amendment

The Constitution should be reviewed at each End-of-Semester Meeting to ensure that the Constitution remains relevant to the Club. A decision to revise the Constitution can be made at any time that it is deemed necessary and appropriate. The addition of articles and/or sections to the Constitution must be approved by a simple majority vote of the executive committee members. In the event that Constitutional amendment is sought, the amendment will be formulated and voted on using the same procedure outlined in Article XVIII for Constitutional changes.

Signatures

President's Signature:	<u>Rubena Guay</u>	Date:	<u>4/26/08</u>
Vice President's Signature:	<u>Jessica James</u>	Date:	<u>4/26/08</u>
Treasurer's Signature:	<u>Michael J. Carron</u>	Date:	<u>4/26/08</u>
Secretary's Signature:	<u>Liziah Shabo</u>	Date:	<u>4/26/08</u>
Web Master's Signature:	<u>Jessica Donnelly</u>	Date:	<u>4/22/08</u>
Advisor's Signature:	<u>David Inay</u>	Date:	<u>4/26/08</u>
Activities & Programs Staff:	_____	Date:	_____