

CONSTITUTION AND BYLAWS
of
MICHIGAN STATE UNIVERSITY
STUDENT HORTICULTURE
ASSOCIATION

TABLE OF CONTENTS

CONSTITUTION	2
ARTICLE I: NAME AND DATE OF ESTABLISHMENT	2
ARTICLE II: PURPOSE, MISSION STATEMENT & PILLARS	3
ARTICLE III: MEMBERSHIP	4
ARTICLE IV: OFFICERS AND EXECUTIVE COMMITTEE	5
ARTICLE V: ELECTIONS	6
ARTICLE VI: MEETINGS	7
ARTICLE VII: FINANCES	8
ARTICLE VIII: RELATIONS TO OTHER ORGANIZATIONS	9
ARTICLE IX: AMENDMENTS	10
ARTICLE X: ADVISORS	11
BYLAWS	12
SECTION 1: DUTIES OF OFFICERS	12
SECTION 2: EXECUTIVE COMMITTEE	15
SECTION 3: AMENDMENTS OF THE BYLAWS	16
SECTION 4: CONDUCT OF MEETINGS	17
SECTION 5: QUORUM	18
SECTION 6: AWARDS	19
SECTION 7: DISTINGUISHED MEMBERSHIP	20
SECTION 8: SPRING SHOW	21

**CONSTITUTION OF THE MICHIGAN STATE UNIVERSITY STUDENT
HORTICULTURE ASSOCIATION**

**ARTICLE I
NAME & DATE OF ESTABLISHMENT**

Section 1. - Name

The name of this organization shall be the Michigan State University Student Horticulture Association.

Section 2. - Date of Establishment

1901

ARTICLE II
PURPOSE, MISSION STATEMENT & PILLARS

Section 1. - 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.

Section 2. - Mission Statement

Bridging the gap between education and industry while creating a holistic experience through service, education, community, and growth

Section 3. - Pillars

Service, Education, Community, Growth

**ARTICLE III
MEMBERSHIP**

Section 1. - Qualifications of Membership

Any MSU student interested in horticulture may become a member of the Student Horticulture Association upon payment of dues.

Section 2. - Qualifications of Honorary Membership

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 3. - Acceptance of Membership

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. - Officer Qualifications

To be elected to an office, a member must be enrolled at MSU during their full term of office and be a student in the College of Agriculture and Natural Resources at Michigan State University, and maintain a 2.5 GPA or above.

Section 2. - Elected Offices

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

Section 3. - Executive Committee

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

Section 4. - Removal of Officer

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 Officer

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. - Date of Elections

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

Section 2. - Candidate Qualifications

Candidates shall be members of the Association and a student in the College of Agriculture and Natural Resources at Michigan State University and shall be nominated and seconded from the floor by fellow members.

Section 3. - Elections Protocol

Elections shall be by written ballot by members present.

Section 4. - Voting

A simple majority vote of members present 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. - Grower and Treasurer Positions

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.

ARTICLE VI MEETINGS

Section 1. - General Association Meetings

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. - Officer Team Meetings

The Officer Team shall meet within one week of every scheduled meeting, unless changed by the Officer Team.

Section 3. - Executive Committee Meetings

The Executive Committee will meet to discuss the MHEF budget once in the Fall before October 1st and once in the Spring within one week of Spring Show. The Spring meeting will be composed of members of the current Executive Committee and the newly elected Executive Committee for the following year.

**ARTICLE VII
FINANCES**

Section 1. - Annual Dues

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. - Special Purpose Assessments

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

Section 3. - MHEF Support

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. - Joint Programs & Activities

The Officer Team shall be responsible for arranging joint programs and social activities with other organizations

**ARTICLE IX
AMENDMENTS**

Section 1. - Amendmending the Constitution/Articles of Incorporation

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. - Access to Constitution and Bylaws

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. - Permanent Advisor

One permanent advisor shall be chosen by the Executive Committee to serve the Association until they tender a written resignation, or one is requested by the Executive Committee.

Section 2. - Co-Advisor

In the spring semester, a second co-advisor shall be chosen by the Executive Committee to serve a two-year term.

BYLAWS OF THE MICHIGAN STATE UNIVERSITY STUDENT HORTICULTURE ASSOCIATION

Section 1: Duties of the Officers

- A. President - The President shall preside at each meeting of the Association and of the Executive Committee. They shall enforce the Constitution and By-Laws, recruit new membership, and lend support and guidance to other officers and Association members. They 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. They will oversee the Spring Show Committee Heads. The President shall consistently communicate with the advisors. The President or Permanent Advisor shall implement a weekly meeting for communication if necessary. They will also assist the Treasurer in preparation of financial statements and budgets. They 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. They 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. They 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. 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. They shall keep a record of members' names and E-mail addresses and will be responsible for notices to members. They 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. They shall be responsible for all Association and Executive Committee correspondence and keep permanent and temporary files as needed. The Secretary for the MSU Student Horticulture Association also serves as the Secretary for the MHEF Board of Directors. They are also responsible for the Association's general email account.

- D. Treasurer - The Treasurer shall be responsible for permanent financial records and for the collection and deposit of funds. They are responsible for managing all of the MHEF's funds, including the filing of MHEF's tax returns. They shall be responsible for collecting dues for all events, and for disbursements as approved by the Executive Committee. They shall prepare a financial statement to be presented to the general membership upon request. In addition, they 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 MSUFCU account. They are 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. They 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. They 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. They are 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. They are 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. They shall communicate the activities and proceedings of these meetings to the Officers of the Association, and if necessary to the general membership. They will be responsible for contacting industry to attend the Association's annual Networking Night and they 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. They are 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, they 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. They will be responsible for all Spring Show inventory and after February 1 will give the Executive Committee bi-weekly inventory reports. They shall preside over all potting parties and shall communicate the potting party schedule to the Executive Committee at least one week prior.

- G. Social Media Specialist - The Social Media Specialist 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. They are also responsible for maintaining and expanding the organization's website(s) and all social media accounts. The Social Media Specialist is also responsible for updating and taking care of the display case and bulletin boards. They are 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.
- H. 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.
- I. The new officers shall take office at 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 two-thirds vote of the members present at a regular meeting after presentation and motion at the previous regular meeting.

Section 4. - Conduct of meetings

- A. 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 who receives this award shall possess all of these qualities and be a reliable member of the Association.

Section 7. - Distinguished Membership

- A. 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 two community service or outreach events:
 - 2.1. 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. State or National Trade Association Events
 - 3.5. 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.

Section 8. - Spring Show and Plant Sale

- A. Six (6) committees, along with the officer team, will be responsible for the planning and execution of the Association's Spring Show and Plant Sale. These committees include: Design, Construction, Donations, Children's Activities, Marketing, and Growing Team.

- B. Committee Head Selection
 - 1. One (1) member will be selected as the committee head for each committee (with the exception of the Growing Team).
 - 2. To be considered for the position, members must submit a cover letter, resume, and reason for applying to the secretary by a date selected by the officer team.
 - 3. The officer team will select each committee head based on application criteria and the individual's involvement in the organization.
 - 4. The Grower is responsible for the Growing Team and will serve as the committee head.