

Constitution and Bylaws

Texas A&M University Floriculture-Horticulture Society (FHS)

November 8, 2001

Article I. Name

The name of this organization shall be known as the Texas A&M University Floriculture-Horticulture Society. This organization shall be referred to as FHS throughout the remainder of this document.

Article II. Objectives

The objectives of FHS shall be:

1. To develop and enhance members' skills and provide educational activities in all segments of horticulture while promoting people skills and positive work attitudes.
2. To promote and disseminate horticultural information and to achieve and maintain a working relationship among the various segments of the horticultural profession and the general public. This would include being involved with community projects to increase the awareness of horticulture on the campus and in the Bryan/College Station Community.
3. To assist the Department in the development of its undergraduate programs through school visits, recruiting, promotion of internships, career fairs, and the horticulturalization of our building and surroundings.

Article III. Society Affiliation

FHS is a member club of the Association of Collegiate Branches (ACB) of the American Society for Horticultural Science (ASHS) and the Southern Region of ASHS.

Article IV. Membership

Section 1. Member Eligibility

Membership is open to anyone with an interest in any area of horticulture.

Section 2. Active Member

An active member is one who has:

1. Paid dues for the period they wish to be active. Dues must be paid one month prior to any election for member to have voting privileges.
2. Attends functions regularly.
3. Upholds the goals of the society.

Section 3. Privileges and Benefits of Active Members

1. Fellowship
2. Use of the FHS office and quiz file.
3. Participation in FHS sponsored educational and social activities, including trips to all ASHS-ACB National and Southern Region meetings.
4. Eligible for subsidies which may be available toward the activities mentioned above Article I V, Section 3, (4)].
5. One vote per issue at FHS meetings.
6. Eligible for a subsidy toward the Annual Trip.

7. Has the right to run for an office or apply for a Manager or Liaison to Professional Organizations position of FHS.
9. Access to all FHS and ACB publications.

Section 4. Inactive Member

A member who fails to meet active member criteria shall be deemed an inactive member at the discretion of the Executive Committee. An inactive member loses all privileges and benefits of an active member. Active status may be reinstated by petitioning the Executive Committee or FHS as a whole.

Section 5. Former Student Members and Their Privileges and Benefits

A member of FHS shall become a Former Student Member upon graduation from the university and after having been an active member of FHS. Former students of past undergraduate Horticulture clubs will automatically become Former Student Members in FHS.

Section 6. Honorary Members and Their Privileges and Benefits

1. Honorary members shall be selected by the Society for their continued service to FHS.
2. Honorary members shall be nominated by the Executive Committee for consideration by the entire membership of FHS.
3. Honorary members of past undergraduate Horticulture clubs will automatically become Honorary Members of FHS.

Article V. Officers

Section 1. Academic Requirements for Holding Office

1. The officers of the Floriculture/Horticulture Society must meet the following requirements: a) have at least a 2.5 cumulative grade point ratio and at least a 2.50 grade point ratio in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. If the officer is enrolled as a graduate student, the GPR requirement is a 3.0. In order for this provision to be met, at least six hours must have been taken for that semester. In one limited circumstance, summer hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six hours must have been taken during the course of either the full or two summer session(s); b.) be in good standing with the university and enrolled in at least six credit hours (unless fewer credits are required to graduate in the spring and fall semester) during the term of office; c.) be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**NOTE: If the GPR is lower than 2.50 (but not lower than the 2.0 required by the University), the student may appeal for nomination by special permission from the Senior Advisor and Advisory Team. Graduate students may not hold office if their GPR is below 3.0 by University rule.*

2. He/she must be in good standing with the university and enrolled in at least six credit hours during the *entire* term of office. (i.e.: Graduation date no earlier than May for the office of President, Vice President, etc.).

**NOTE: The office of College of Agriculture and Life Sciences (COALS) Council Representative is a two year term and the nominee for Junior Representative must be able to serve the full two years.*

4. He/she must be an active member as outlined in Article IV, Section 2.
5. He/she must not have held the same office for more than 2 years.
6. He/she will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the above.

Section 2. Officer Requirements

After being elected an officer of FHS, one must meet the following requirements:

1. He/she must maintain a 2.50 or higher GPR (3.0 if a graduate student) overall during the term of office. If the officer does not meet the requirement, he/she may ask for special permission to continue to hold office from the Senior Advisor and Advisory Team.
2. He/she must maintain active member status as outlined in Article IV, Section
3. He/she must become familiar with parliamentary procedure and use it during Society meetings.
4. He/she must present a timely report in a professional manner at each Business Meeting and file a written copy with the President.
5. He/she must maintain the duties of his/her office as outlined in Article V, Section 3.

Section 3. List and Duties of the Officers

The elected officers of this organization shall consist of the President, Vice President, Secretary, Treasurer, Education Chairperson, Reporter, Social Chairperson, Yearbook Chairperson, Webmaster, Senior College of Agriculture and Life Sciences (COALS) Council Representative, and Junior COALS Council Representative.

President- The President shall preside at General and Executive Meetings, appoint Committee Chairpersons, oversee all Standing Committees, attend Horticulture Council Meetings, and represent FHS at University, College, Department, and FHS functions. The President shall be responsible for preparing an agenda two days prior to each meeting which he/she will give to the Senior Advisor. The President shall also be responsible for familiarizing all officers with parliamentary procedure, and must be responsible for reviewing the constitution (see Article XIII, Section 2).

Vice President- The Vice President shall serve as President Pro Tempore in the absence of the President, oversee Ad Hoc Committees, organize the Annual Trip and the trips to the ASHS-ACB National and Southern Region ASHS meetings, organize the club's judging team, publicize club activities including calling members prior to the activities, and be responsible for reviewing the constitution (see Article XII, Section 2).

Secretary- the Secretary shall compile and publish the minutes at all General and Executive Meetings, provide a phone list which would be available for the entire membership by the second scheduled General Meeting, and provide a monthly newsletter and calendar of FHS's activities for the membership.

Treasurer- The Treasurer shall collect the dues and keep a record of all paid members, be in charge of the Society's account in the Student Financial Center, be responsible for FHS member awareness of the scholarships which are funded by FHS, assist the Executive Committee in preparation of an annual budget and present it to FHS members for approval, and prepare the present and itemized monthly report of FHS's financial status at the General Meetings. The treasurer shall also coordinate the sale of FHS T-shirts and other paraphernalia.

Reporter- the Reporter shall take charge of the FHS camera and arrange for pictures to be taken at FHS activities and events. The Reporter also keeps records of yearly FHS activities including; slides, photographs, articles, and annual scrapbook. The Reporter shall also assist the Yearbook Chairperson in his/her duties. The Reporter is also responsible for filling out and sending in FHS competition forms for the Southern Region and National Outstanding Club competition. He or she completes and submits the ACB Outstanding Senior Horticulture Undergraduate Student Award and the Southern Region ACB Hammet Memorial Award. The Reporter writes articles to the newsletters of the Southern Region and National ACB, and assists the Yearbook Chairperson in publishing the annual FHS yearbook.

Educational Chairperson- The Educational Chairperson shall be responsible for arranging the main activity (including guest speakers) for each General Meeting, coordinating field trips (other than the Annual Trip and trips to ASHS-ACB National and Southern Region ASHS meetings), setting up judging practice for ASHS-ACB contests, organizing and maintaining the FHS Quiz File, promoting undergraduate participation in paper and poster competitions at ASHS Southern Region meetings and sponsoring a competition to determine the Club's official contestants in these competitions, and any other educational activities.

Social Chairperson- the Social Chairperson shall be responsible for arranging refreshments at the General Meetings, planning for FHS's Halloween Party, Christmas Party, and Spring Banquet and any other FHS sponsored social activities.

WebMaster - This individual is responsible for the maintenance of the club's website under the direction of the department's WebMaster.

College of Agriculture and Life Sciences (COALS) Council Representatives- There must be two COALS Council Representatives of FHS, one Junior and one Senior representative. The COALS Council Representative carries a two-year term. These representatives must meet the requirements outlined by the COALS Council and

attend all Council meetings and functions. These representatives must also report all activities of the COALS Council to the FHS members.

1. Junior COALS Council Representative- shall be elected each year and automatically assumes the position of the Senior Representative the second year.
2. Senior COALS Council Representative- Shall become such after serving one year as the Junior Representative.

Section 4. Election Process

1. Annual Elections- Elections will be held at the General Meeting in April, with nominations coming from the floor. A quorum (as defined in Article VIII, Section 4) must be present and a simple majority vote (50%+1) of those present will win. Newly elected officers shall assume responsibility at the May Business Meeting.
2. Officer Vacancy Elections- An election to fill an officer vacancy will be held at the last meeting that the current officer will be in office or at the meeting following the time that the vacancy has become known with nominations coming from the floor. A simple majority of those present will win and the newly elected officer shall assume responsibilities immediately.

Section 5- Impeachment and Removal of an Officer

An officer will be subject to impeachment and subsequent removal from office by FHS should the student fail to maintain the requirements of an officer or fail to fulfill the particular officer duties.

1. Impeachment- A petition for impeachment must be signed by a simple majority (50%+1) of the active FHS members or a motion for impeachment must receive a simple majority of those present at an official Meeting in order to bring a proceeding of removal before FHS.
2. Removal- Following impeachment and discussion by members of FHS, a vote may be taken to remove the impeachment officer. The vote of the removal must receive a two-thirds majority of those present at an official FHS Meeting. An election to fill an officer vacancy will be held at the next General Meeting.

Section 6- Succession Clause

If the office of President is vacated at any time, the Vice President will succeed in his/her position. In case the offices of President and Vice President are vacated simultaneously, elections will be held to fill those offices as stated in Article V, Section 4 (2). The line of succession for officiation as President until election will be as follows: Treasurer, Secretary, Senior COALS Council Representative.

Article VI. Project Managers and Representatives to Professional Organizations

Section 1- Definitions

Project Manager- each year FHS will be involved in various projects to generate income as well as to provide members with learning opportunities in horticultural practice. Such possible projects could include establishment and maintenance of nursery crop production, fruit crop production, vegetable crop production, ornamental and edible greenhouse crop production and sales of numerous

horticultural items such as bud vases, corsages, pecans, peaches, grapefruit, all types of plants and plant related supplies. In addition the club will be involved in various service projects in the Department, COALS, TAMU and Brazos County, such as participation in Plant Fair, Big Event, horticulturalization of the Horticulture/Forestry Building, and assisting in garden projects at local schools and halfway houses. Each of these activities will require a project manager. Election of and responsibilities of these project managers are outlined in this section.

Representatives to Professional Organizations- each year FHS will have representatives with various professional groups such as AHTA, TALC, THTA, each require a representative. Election of and responsibilities of these representatives are outlined in this section.

Section 2- Applicant Requirements

Refer to Article V, Section 1, and append to include graduate students.

Section 3- Project Manager and Representatives to Professional Organizations Requirements

Refer to Article V, Section 2, exclusive of (5).

Section 4- Project Manager Duties

Project Manager- A Project Manager shall be responsible for the total operations of the project he has been elected to. The Project Manager shall be responsible for developing a budget for approval by FHS at the first General Meeting, forming committees as necessary, purchasing materials needed, submitting reports for the newsletter, giving oral reports at the General Meetings, preparing a final written report to be filed in the Society office, and developing a marketing program.

Representative to Professional Organizations- The representative should maintain contact with the professional group, inform FHS members of prospective meeting dates and activities of the professional group, obtain and publicize the program of the meetings of the organizations and attend the meetings and report to the Club of the activities that took place. Each representative will prepare a budget for approval by FHS of their activities and submit a report to be filed in the Club's office.

Section 4- Appointment of Project Managers and Representatives to Professional Organizations

Project Managers and Liaisons to Professional Organizations will be appointed through review of the application and interview by The Executive Committee Elect (see Article VII, Section 2). The Executive Committee Elect will then present a recommendation to FHS members for approval by a simple majority (50%+1) at the May General Meeting.

Article VII. Committees

Section 1- Executive Committee

The Executive Committee shall consist of all the elected officers of FHS and the Project Managers and Liaisons to Professional Organizations. This committee is responsible for establishing a budget for FHS which is presented to the members, guiding FHS throughout the year by upholding its objective, stated in Article II, and achieving the annual goals, which are stated in the By-laws. This Committee is responsible for determining active status should the question arise. This committee may also make executive decisions for FHS when necessary.

Section 2- Standing Committees

These Committees shall be permanent committees of FHS with Chairpersons being appointed by the President for a one-year term, which runs concurrent to that of elected officers. Chairpersons must report progress of all activities at meetings.

1. Membership Committee- This committee shall promote FHS and recruit new members.
2. Nominating Committee- This committee shall be responsible for recruiting members to run for offices within the Society and present their slate of potential officers to the members.

Section 3- Ad Hoc Committees

These committees shall be created by the President when deemed necessary and shall not last for more than one year. Chairpersons to these committees shall be appointed by the President with members of the committees being chosen by the committee Chairperson. Examples of Ad Hoc Committees include trash pickup, Big Event, Overnight Fair, etc.

Article VIII. Meetings

Section 1- General Meetings

General Meetings will be held on the second Wednesday of each month at 7:00 p.m. during the semester. These meetings will be open to all members and nonmembers.

The agenda at these meetings will consist of officer reports, committee reports, advisor reports, as well as special speakers and any other pertinent business.

Section 2- Business Meetings

A Business Meeting will be held on the first Wednesday of each month at 7:00 p.m. to conduct budget setting and goal setting business.

Section 3- Executive Meetings

Executive Committee Meetings may be called by the President when necessary.

Section 4- Quorum

There must be fifty percent plus one of the active members present at General Meetings to constitute a quorum. A quorum at Executive Meetings will consist of a simple majority of those present. Quorum must be attained to conduct business and hold valid, binding votes. This is the quorum for all votes unless otherwise stated in this document.

Article IX. Finances

Section 1- Dues

Dues shall be determined per academic year and will be collected from all members of this organization.

Section 2- Society Funds

All moneys belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure.

Article X. Scholarship

Section 1- Number and Amount

If the funds are available, at least one Horticulture Scholarship will be awarded with the number and amount of scholarships to be determined by FHS, and the recipient(s) to be selected by the Senior Advisor and Advisory Team of FHS. The specific amount of each scholarship will be stated in the By-laws.

Section 2- Eligibility

The recipient(s) of the scholarship(s) must be undergraduate(s) with no less than 2.50 GPR overall. It is also required that the recipient be a member of FHS.

Article XI. Outstanding Club Member

Each year FHS members will nominate and vote on the member whom they feel has contributed the most to the Club's success during the year. This will be a secret ballot, tallied by the Senior Advisor, and the Outstanding Club Member will be recognized with a plaque at the Department's Spring Awards Banquet.

Article XII. Advisors

Section 1 - Advisor Expectations

The advisor(s) of the Floriculture/Horticulture Society must be a Texas A&M University employee(s) as defined by the Human Resources Department and must advise at a level consistent with the categorization as a recognized organization. The advisor(s) must be faculty member(s), professional or associate staff member(s), or graduate assistant(s). It is critical that they be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization.

Advisors should meet with the FHS officers to discuss expectations for roles and responsibilities. In order to stay connected with the organization, advisors should regularly attend executive as well as general meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, advisors should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

Advisors will perform their greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when

coordinating events and activities. In keeping with this approach, advisors should participate in event planning and attend events when possible or when identified as necessary through the planning process.

Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). Advisors will regularly receive statements from the SOFC and should be aware of the organization's financial status via review of these statements and approval of expenditures. Completion of the on-line education process for the SOFC is required of all organization advisors. This training can be accessed online at <http://sofc.tamu.edu>.

Advisors should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. They should ensure that the group and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As employees of Texas A&M University, advisors are expected to report all rule violations or potential violations to the appropriate university official. Advisors should be familiar with the organization's constitution and all other governing documents, so that you may advise effectively.

Section 2 - Terms of Service

A Senior Advisor and Advisory Team will be elected for one-year terms with the option of re-electing the previous year's advisors. The Senior Advisor and Advisory Team will determine each team member's responsibilities.

Section 3 - Impeachment and Removal of an Advisor

An advisor will be subject to impeachment and subsequent removal from office by FHS should the advisor fail to maintain their responsibilities and/or fulfill their duties.

1. Impeachment- A petition for impeachment must be signed by a simple majority (50%+1) of the active FHS members or a motion for impeachment must receive a simple majority of those present at an official FHS Meeting in order to bring a proceeding of removal before FHS.
2. Removal- Following impeachment and discussion by members of FHS, a vote may be taken to remove the impeached advisor. The vote of the removal must receive a two-thirds majority of those present at an official FHS Meeting. An election to fill an advisor vacancy will be held at the next General Meeting.

Article XIII. Amendments and Review

Section 1- Amendments

The constitution may be amended by a two-thirds majority vote of the active members present at an authorized meeting (quorum must be present). Voting members will be given at least one-week notice of proposed changes to the Constitution. Amendments may be suggested by officers, advisors, club members or the Department of Student Activities.

Section 2- Review

The FHS Constitution must be reviewed every two years by the President, Vice President, and Senior Advisor. A reviewed and FHS -approved copy must be submitted to the Student Activities Office. The Constitution is reviewed annually by and is subject to the approval of the Department of Student Activities.

Article XIV. Statement of Authority

This constitution of FHS shall supersede any previous documents which have any effect on FHS activities except for any rules and regulations set forth in the current Texas A&M University Regulations Booklet.

Article XV. By-Laws

This document has a body of By-laws that are procedures for accomplishing FHS goals. Additions or deletions of these By-laws must be approved by a simple (50%+1) majority of the members at a valid meeting.

BY-LAWS

1. Dues- Dues shall be \$8.00 per semester or \$15.00 per year.
2. One Scholarship will be awarded in the amount of \$500.00.
3. FHS shall sponsor a judging team for Regional and National Competition at the meetings of ACB. The regulations and rules of the team shall be kept in the TAMU FHS Judging Team Manual”.