

# Horticulture Club

University of Kentucky  
N318 Agriculture Science North  
Lexington, KY 40546-0091

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## **The Constitution and Bylaws of the Horticulture Club**

### Article 1 - Name

1.1 The name of the club shall be: **Horticulture Club**

### Article 2 - Club Mission

2.1 The mission and objectives of the club are: (a) to foster a spirit of friendship between students mutually interested in plants, horticulture, and related areas; (b) to provide a supportive environment where students can learn and work with plants; (c) to provide opportunities for students to broaden personal and interpersonal perspectives through travel and other club supported activities.

### Article 3 - Membership

3.1 Any student registered at the University of Kentucky is eligible for active membership in the Horticulture Club provided they show an interest in plants and horticulture.

3.2 Active members must pay annual dues.

3.3 A public invitation for membership shall be issued at the beginning of each semester.

### Article 4 - Meetings

4.1 Regular meeting times will be determined at the start of each semester and advertised by posted announcement and/or through social media. Minutes will be recorded and circulated within 5 days of all regular meetings.

4.2 Work-related meetings will occur periodically during each week of the semester and announced via e-mail and social media.

4.3 The President may call for special business meetings for the entire membership or the Executive Committee as necessary.

### Article 5 – Club Officers

The officers of the club shall consist of a President, Vice-President, Secretary, and Treasurer. Each officer serves on the Executive Committee.

#### 5.1 Officer Selection

- 5.1a The President shall call for nominations from the general club membership the first week of April. The Executive Committee shall contact each nominee to confirm consent to serve as an officer and draft the slate of members for voting one week prior to voting (~ April 10). The members that are running for office must provide a resume and a cover letter with a 250 word maximum personal statement.
- 5.1b Elections will be held at a regular club meeting the week of April 20. Proxy votes can be submitted to any member of the Executive Committee prior to elections. Election to each officer position will be determined by majority vote of the active members in attendance.
- 5.1c New officers take leadership of the Club beginning June 1 and are responsible for registering the club with the University of Kentucky.
- 5.1d In the event that an officer vacates a position before the term ends, the office will be filled in one of two ways. If there is at least a semester remaining in the term of the position, the President will call a special election to fill the position for the remainder of the term. If the remaining term is less than one semester, the President, with majority approval of the Executive Committee, shall appoint someone to fill the remainder of the term.

#### 5.2 Officer Positions

- 5.2a President - shall be a junior or senior registered at the University of Kentucky. The President shall preside over all meetings, arrange time and place for all regular and special meetings, vote only in case of a tie, and appoint committees. The President becomes a member of the College of Agriculture, Food, and Environment Student Council. The President will attend BBNvolved training and tend to any significant matters related to official club business.
- 5.2b Vice-President - shall be at least a sophomore standing at the University of Kentucky. The Vice-President shall assist the President as appropriate, preside over meetings in the absence of the President, oversee committee activities (voting in case of ties) and reports, and be chairman of the membership committee. With the Secretary, the Vice-President helps maintain the Horticulture Club web site, contribute to social media and help publicize meetings by developing and hanging promotional materials. The Vice-President will also coordinate and occasionally conduct greenhouse tours.
- 5.2c Secretary – shall be a student of any rank. The Secretary shall keep minutes of all regular and special club meetings and circulate minutes within 5 days of each meeting. The Secretary will be in charge of correspondence and representing the club at promotional College of Agriculture, Food and Environment activities.
- 5.2d Treasurer – shall be a student of any rank. The Treasurer shall keep records and be responsible for all monetary transactions. The treasurer shall practice proper

financial management activities mandated by the University. The Treasurer shall organize the Treasurer binder, send dues to College of Agriculture Food, and Environment Student Council, secure checks from advisor when necessary, ensure all invoices are paid, prepare financial reports twice a semester and balance books before treasurer leaves office and is audited. The Treasurer is responsible for tabulating member work hours.

- 5.2e All officers must be at least part time students at the time elections occur and through their term, be in good academic standing with the University of Kentucky, and not on probation. All officers must display an active interest in the club and its activities. Each officer should be ready to assist other officers as necessary depending on need and scheduling conflicts. While any office is not expected to attend every club activity, if possible, two officers should be in attendance at most events.
- 5.2f Committees: Any officer may form a committee or committee(s) to assist with the responsibilities of their position. The President may also form standing or ad-hoc committees to address needs of the club.

#### Article 6 – Membership dues

6.1 There shall be a membership fee of \$5.00 payable during the first regular meeting of the semester.

#### Article 7 – Member benefits

7.1 Students in the club are involved in education-related plant production and sales that generate revenue for club activities. Some activities are general club-sponsored activities that students participate in without regard to how much time they have worked on revenue-generating projects (see 7.2). Other activities, either organized by the club or other events require additional financial costs and students may cover some of these costs through their involvement in revenue-generating projects of the club (see 7.3).

7.2 All members of the club may participate in club-sponsored activities such as parties and other social events, food events associated with club meeting and work days, and day trips to area horticultural or other educational events that the club may sponsor. Expenses for such activities are covered by the club.

7.3 Travel stipends are available to support members participating in more extensive educational activities such as the major Horticulture Club trip, which occurs each spring. Stipends are determined by the number of hours each member works on revenue-generating activities. Students are responsible for recording hours with the Treasurer. Students may also request stipends for other activities detailed below. The student must meet with a club advisor to determine that the activity is suitable for a travel stipend and also petition for a stipend at a regular club meeting. Stipends can only be awarded to active club members and be used for scientific meeting attendance, and educational conference/trade show attendance, and for travel expenses for education activities such as approved study abroad activities recognized by the University of Kentucky. Travel stipends are meant to cover travel expenses only, not food nor tuition and fees that may be associated with the travel. Stipends may be issued to students involved in internships but are limited to travel expenses only. These funds are intended to be used for additional academic enrichment and cannot be used to

pay for classes, internship expenses beyond travel, or other expenses related to degree requirements. Stipends are not awarded to students for activities after they graduate. Students participating in the annual club trip will have their stipend deducted automatically from the costs of the trip and will be advised of any additional costs they owe. Students using stipends for other educational activities must provide receipts detailing their travel expenses prior to or as soon after travel is complete.

#### Article 8 – Amendments and approval

8.1 The Constitution may be amended by the vote of two thirds of the active members at a regular meeting. Notice of pending amendments must be given one meeting before final action.

8.2 A copy of the Constitution shall be presented and read to all members at the first regular meeting of the semester. The President will explain the purpose of the document and how members can access the document.

Amended: January 2019

Cody Jones, Horticulture Club President \_\_\_\_\_

Richard Durham, Horticulture Club Advisor \_\_\_\_\_