

Horticulture Team Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Horticulture Team.

Section B: National Affiliation – The Horticulture Team has no official national affiliation. However, based on members' votes, it may be registered to the Junior Master Gardener program under the 4-H national organization.

Section C: Purpose – The purpose of this club shall be:

1. The Horticulture Team seeks to enrich the lives of students through the cultivation and management of plants. The team's unique goal is to bring out the planter and green thumb in anyone wanting to make the planet greener.

a) The Horticulture Team is responsible for planning, maintaining, and harvesting the edibles garden on school grounds.

b) The Horticulture Team is dedicated to sharing and practicing sustainable gardening best-practices and ornamental garden design techniques.

c) The Horticulture Team assists with connecting gardeners in our school community with horticultural and agricultural professionals and information resources.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all students of Stafford Senior High School.

Section B: Dues – There are no club dues.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer.

Section B: Eligibility – Officers must be elected to their position and in good academic standing.

Section C: Election – The officers shall be elected by ballot within the first week of the last month of each academic year (June).

Section D: Term – The officers shall serve for one year and their term of office shall begin within the first week of October during each academic year.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the club sponsor
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held twice-monthly during the regular school year on Thursdays from 07:10 am to 7:30 am (every other week).

Section B: Special Meetings – Special meetings may be called by the President with the approval of the members and Sponsor. During the growing season (as weather permits) additional after-school meetings will be held in the garden from 2:30 pm to 3:30 weekly on Tuesdays or ending earlier (as garden maintenance work is completed).

Section C: Popular vote shall be the method of determining implementation of plans.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – There shall be a faculty/staff advisor with a background in horticulture or gardening.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader and Executive Committee to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Activities Office.
- Provide direction in the area of procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
- Disseminate club information online in accordance with SCPS communications policy directives; i.e. Google Classroom, email, Twitter and website(s).

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee and sponsor, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a majority vote of the club membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least one week before the meeting.