CONSTITUTION AND BY-LAWS
OF THE
HORTICULTURE FORUM
OF
NEW MEXICO STATE UNIVERSITY

September 24, 2011

Article I
Name

The name of this organization shall be the Horticulture Forum of New Mexico State University.

Article II
Purpose

The purpose of the club shall be to provide a forum for the discussion of Horticulture related topics: to promote Horticulture within the University, the state of New Mexico, the United States of America, and the world; to cooperate with and promote the Department of Plant and Environmental Sciences as well as the College of Agricultural, Consumer and Environmental Sciences at New Mexico State University.

Article III
Membership

Membership shall be open to any person within the University community interested in Horticulture and the objectives of the club. No member shall have to pay assessed dues however the members who devote 30 hours to club activities each semester will be rewarded invitation to attend club traveling and tours. Students constitute the voting membership.
Article IV

Officers

The officers will include a President (and Co-President as needed), Vice President, Secretary, Treasurer, and Historian. The officers are to be elected by an open vote. The election of the officers shall be during the beginning of the fall semester. Officers shall serve for a term of one year from the time of election and must be full time students when serving. Officers may not hold any official positions in any other club, fraternity, or sorority, while acting as an officer in the Horticulture Forum Club. (You may participate in other clubs as members but you cannot hold two officer positions, due to complications with time and studies. You must make priorities.)

Qualifications of officers:

President and/or Co-President
Must have served as an active member of the club for one year before being elected.

Vice President
Must have served as an active member of the club for one semester before being elected.

Secretary
Must have served as an active member of the club for one semester prior to being elected.

Treasurer
Must have served as an active member of the club for one semester prior to being elected.

Historian
Must have served as an active member of the club for one semester prior to being elected.

Duties of officers:

President
Shall preside and conduct all meetings, arrange fundraisers, competitions, and community services for the club to participate in, appoint special committees,
cooperate with faculty advisors, and preside at elections. The President will delegate all monies.

**Co-President**

Shall preside at all meetings and assist the President in their duties. This includes conducting meetings, arranging fundraisers, competitions, and community services for the club to participate in, appoint special committees, cooperate with faculty advisors, and preside at elections.

**Vice President**

Shall preside at all meetings and conduct them in the Presidents absence, assist in arranging fundraisers, competitions, and community services for the club to participate in.

**Secretary**

Shall contact club members about meetings, record minutes, handle all correspondence relating to the business of the club, maintain a information database, and maintain an attendance roster.

**Treasurer**

Shall keep records of all financial matters pertaining to the club; to collect and preserve club funds; handle the distribution of monies at the consent of the President.

**Historian**

Shall be responsible for keeping records, pictures and other materials of historic importance to the club and shall compile a log to be displayed at state meetings and other appropriate places. They are also responsible for keeping the Horticulture Forum Club website updated.

**Article V**

**Advisors**

There may be up to four faculty advisors serving at once. A faculty advisor may be any faculty member interested in Horticulture. The Term of the office will be one year. Advisors will fulfill duties as outlined in the Advisor Agreement Form on file with Campus activities. Faculty advisors will be selected at the time of officer elections.

**Article VI**

**Quorum**

A quorum must be present before any official business can be conducted. A quorum shall consist of at least 50 percent of the members.
Article VII

Meetings

The meetings shall be held in the N120 Conference Room on the 1st floor of Skeen Hall’s north wing unless stated otherwise, on a day and time that the officers of that term choose. Every effort will be made to give three days’ notice of a special meeting. Meetings may be conducted in accordance with Robert’s Rules of Order.

Article VIII

Finances

Accounts will be the responsibility of the President assisted by the Treasurer. Community services will be conducted to be eligible to gain funds through ASNMSU and the College of Agricultural, Consumer and Environmental Sciences Council. Accounts will be maintained in an off campus bank. The signatures of both the President (Co-President as needed) and Treasurer will be required to access funds for expenditures.

Article IX

Amending the Constitution

The constitution may be amended by a two-thirds vote of members present, providing the number present constitute a quorum, at any regular meeting provided the proposed amendment has been present in writing at the previous regular meeting.