

Wagner College Gardening Club Constitution

- Article I Name**
The name of the student organization shall be Gardening Club.
- Article II Affiliation**
This organization is affiliated with the Wagner College Student Government Association.
- Article III Purpose**
It shall be the purpose of this organization to students with opportunities to learn about gardening, plant life, and the best fertilization methods along with opportunities to garden on campus, in accordance with the Wagner College Mission.
- Article IV Membership**
Membership in the organization is open to any currently enrolled undergraduate Wagner College student.
Active membership is defined by attending a minimum of 2 club meetings per semester. If the Gardening Club amends the Constitution to include the collection of dues, a member must pay their dues in full in order to be considered active. Students can serve in a leadership role after 1 semester of active membership.
- Article V Authority and Responsibility**
Section 1 – Authority: The organization operates under the authority of Wagner College Student Government Association (SGA).

Section 2 – Power: The officers of the organization have the power to administer and enforce the constitution and bylaws of the organization.

Section 3 – Responsibility: The organization will adhere to the policies and procedures of Wagner College, including, but not limited to the SGA Constitution and Bylaws and the Student Code of Conduct. The organization will also adhere to the laws and regulations of Richmond County and the State of New York.
- Article VI Notice of Non-Discrimination and Equal Opportunity**
It is the policy of Wagner College that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Only single-sex Greek letter organizations present an exception to this rule.
- Article VII Notice of Anti-Hazing**

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment.

Article VIII Officers

Section 1 – Titles: The organization shall have a President, Vice President, Secretary and Treasurer. These officers comprise the Executive Board. Officers will be selected by a majority vote for each role. Only active members may participate in a vote.

Section 2 – Qualifications: All officers must be currently enrolled students, carrying a minimum of four credits and members of the organization for at least one semester. Students must be in “good” standing with the College (i.e. not on academic or disciplinary probation). A 2.5 GPA minimum is required to serve as an officer.

Section 3 – Term of Office: The term of office shall be from the election until the end of the academic year set by the Wagner College academic calendar.

Section 4 – Election: Elections will be held during the month of April each year.

Section 5 – Duties of Officers:

Section 5.1 –President

1. The President shall be the chief executive officer.
2. The President shall appoint all committee chairpersons.
3. The President, with approval of the Executive Board, directs the budget.
4. The President will oversee the social media accounts with help from the Secretary.
5. The President will facilitate all general and executive meetings.
6. The President shall be the main point of contact between the SGA and administration of Wagner College and the Gardening Club.

Section 5.2 –Vice President

1. The Vice President will act in the role of President when the President is not available.
2. The Vice President will oversee the recruitment and onboarding of new members
3. The Vice President will oversee any committees formed within the Gardening Club

Section 5.3 – Secretary

1. The Secretary shall be responsible for keeping, distributing, and archiving the meeting minutes of all general and executive meetings.

2. The Secretary will keep and have available current copies of the constitution and bylaws.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status.
4. The Secretary will advertise for events on campus, including print and electronic media.

Section 5.4 – Treasurer

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall apply semesterly for a budget from the SGA.
3. The Treasurer shall track and submit all purchase receipts for reimbursement.
4. The Treasurer shall develop monthly reports containing a list of all receipts and disbursements and distribute them among the executive board and Advisor(s).
5. Should the Gardening Club begin collecting dues, the Treasurer shall be responsible for collecting and recording all dues.

Section 6 – Resignation: An officer advisor may by submitting a letter to the Advisor and the Vice President.

Section 7 - Removal of Officers: Two warnings will be issued to an officer if said officer is not following rules and duties of group or Wagner College. A meeting between Officer and President will be had if actions continue. (Advisor will act as a mediator if needed). In the case that the President is the officer in question, the Vice President will act in the President's role. If after this mediation a mutually agreed-upon solution cannot be found, the officer can be removed via majority vote of the executive board.

Article IX Vacancies

A vacancy shall be declared when an officer leaves the institution, resigns, or is removed from office. Any vacancy which may occur in an office shall be filled by appointment by the President of the organization pending ratification at the next group business meeting.

Article X Advisor

Section 1 – Eligibility: The advisor to the organization shall be an employee at Wagner College.

Section 2 – Selection: The executive board is free to select any eligible employee to serve as the advisor to the organization. In the case that the board is not in agreement, the advisor may be selected by a member vote.

Section 3 – Term of Service: The advisor may be confirmed yearly by the general membership of the organization by listing them on the organization's annual

registration. Should the organization choose not to confirm the advisor, the organization must select another employee to serve as the advisor prior to registering. The advisor may resign by submitting a letter to Director of Student Engagement if prior to yearly confirmation or by asking to have his/her name withdrawn from confirmation.

Section 4 – Duties of Advisor:

1. Provide organizational continuity and a historical view of the organization and the College;
2. Understand and act in accordance with College policies governing registered student organizations;
3. Assist the organization officers in any and all organizational operations;
4. Be available to assist in concerns, mediate member disputes, officer transitions, etc.;
5. Be familiar with the constitution and by-laws of the organization;
6. Assist in verifying that the organization's members are enrolled students in good academic standing;
7. Attend major events of the organization. Advisors are required to stay for the duration of such functions and/or identify/provide a suitable replacement from the College, if unable to attend or stay for the duration to provide administrative leadership to major events.

Article XI Voting

Section 1 – Eligibility: Each active member of the organization may vote.

Section 2 - Quorum: Quorum in a general meeting of the organization shall constitute a minimum of three officers.

Section 3 – Proxy voting: Members are allowed to vote on the business of the organization by submitting a vote in writing to the Vice President. The proxy must state the name of the voter, the business for which the member is voting and if the member is voting in support of, against or abstaining.

Article XII Committees

Section 1 – Establishment: The Executive Board may establish both standing and special committees. Members shall be appointed by the President subject to ratification by the organization during a regular business meetings.

Section 2 – Responsibilities: The purpose and duties of the committees shall be defined by the Executive Board.

Article XIII Finances

Section 1 – Off-Campus Account: The organization may open/maintain a bank account if the Executive Board deems it necessary to do so. Two board members

and the advisor will be signatories on any off-campus bank account. Signatories will be rotated immediately after elections are held each April.

Section 2 – Fiscal Year: The fiscal year is during the academic school year, and the organization’s fiscal year is per semester. Funds are allocated by Student Government Association each semester.

Section 3 - Revenues: The organization may generate revenues through fund-raising activities approved by the Student Engagement & Activities Office. Appropriate accounting procedures shall conform to college and state policy.

Section 4 - Expenditures: The organization may make expenditures with the approval of the organization Treasurer and Advisor. Expenditures shall conform to college and state policy.

Article XIV Meetings

Section 1 – Open Public Meetings: All general meetings of the organization and its committees shall be open and public, and all persons shall be permitted to attend any meetings except when in violation of conduct policies. Meetings will be held twice monthly.

Section 2 – Notice of Regular Meetings: At least 3 days notice shall be given for each regular business meeting.

Section 3 – Special Meetings: Special or emergency meetings may be called with at least 24 hours notice by the Executive Board.

Section 4 – Executive Board Meetings: The Executive Board Members will meet weekly at a set date and time discussed amongst the group.

Section 5- Structure: The meetings shall include a quorum, order of business, and disposition of the minutes, new agenda items, upcoming events.

Article XVI Bylaws

The Bylaws shall be the lawful means by which the provisions of the Constitution shall be implemented.

Article XVII Amendments

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.