

The Constitution of UNCG Garden Club
January 2011

The Constitution of UNCG Garden Club of
The University of North Carolina at Greensboro

Established January 2011

Adopted January 2011

Preamble

We, the members of UNCG Garden Club, recognize the need for education on sustainable gardening. In order to educate the UNCG Community on the benefits of sustainable gardens, raise awareness on campus of environmentally friendly options, support the UNC Greensboro Campus Garden and build healthy, interactive urban communities through the collective production of locally grown and organic food, draw on the varied expertise at the University and within the local community, and thereby establish this Constitution of UNCG Garden Club of The University of North Carolina at Greensboro.

Article I: Name

The name of this organization shall be UNCG Garden Club of The University of North Carolina at Greensboro, and shall be here on out be referred to as UNCG Garden Club.

Article II: Membership

Section I: Voting Members

- A. Voting members must be student members of the UNCG Community.
- B. Voting members must be active members of UNCG Garden Club.

Section II: Active Members

- A. Active members who have not paid the membership fee of three (3) US Dollars or who have not given five (5) hours to the Campus Garden and/or UNCG Garden Club will be placed on probation and will be denoted as a nonvoting member until they resume their active role in the club.
- B. Active members are members who can serve as project leaders and task enforcers during UNCG Garden Club activities and assignments.
- C. To be considered an active member of UNCG Garden Club students must document five (5) hours of time given to the Campus Garden and/or UNCG Garden Club. Some of those hours (whether it be one (1) or all) must come from participation in a Campus Garden Work Day. Campus Garden Work Days will be held throughout the year at the discretion of the directors of the Campus Garden.

Section II: Nonvoting Members

- A. All students of The University of North Carolina at Greensboro may participate as nonvoting members of UNCG Garden Club.
- B. Nonvoting members cannot be project leaders or serve on the Board of Directors.
- C. The advisor of UNCG Garden Club is a nonvoting member of the UNCG Garden Club.

Section III: Proxies

- A. In the absence of a voting member, the UNCG Garden Club President may authorize one (1) proxy in writing.
- B. The proxy must be a voting and active member of UNCG Garden Club.
- C. The written proxy must be presented to the UNCG Garden Club Presidents on the day of voting before roll call.

Section IV: Statement of Non-Discrimination

UNCG Garden Club is open to all students, faculty, staff and UNCG Alumni of The University of North Carolina at Greensboro and there shall be no discrimination on the basis of race, color, religion, sex, gender, age, military or veteran status, national origin, disability or sexual orientation.

Article III: Purpose

- A. Help support and maintain sustainable community gardens on and off the campus of The University of North Carolina at Greensboro.
- B. Educate the UNCG Community about the principles of sustainable food productions
- C. Build healthy, interactive urban communities through the collective production of locally grown and organic food.
- D. Implement sustainable growing methods on and off campus while supporting the role of student action for a healthier world.

Article IV: Board of Directors

Section I: Composition

The executive powers of UNCG Garden Club shall be vested in the UNCG Garden Club President who shall have the assistance of the UNCG Garden Club Board of Directors.

Section II: Qualifications of the Board of Directors

The Board of Directors will be made up of the President and a minimum of three and a maximum of six board members. In order to be on the board, a candidate must meet the following criteria:

- a. Must be an active member of UNCG Garden Club.
- b. Must have at least a 3.0 GPA.
- c. Must have demonstrated dedication to UNCG Garden Club and have the best interests of the club as a priority.

Section III: Qualifications of the President

- A. The President must have and maintain while in office a minimum 3.0 cumulative GPA and be a full-time student. Full-time is being defined as being enrolled in a minimum of twelve (12) undergraduate or nine (9) graduate credit hours. The group may choose to increase this academic requirement. This is a minimum set by The University of North Carolina at Greensboro.
- B. The President must be recognized as a member of the group and be in good standing with the group and The University of North Carolina at Greensboro.
- C. The President must meet other Board of Director requirements as stated in Article IV, Section II.

Section IV: Powers and Duties of the President

- A. To call and preside over meetings of UNCG Garden Club.
- B. To call and preside over meetings of the UNCG Garden Club Board of Directors.
- C. To coordinate the development and management of UNCG Garden Club.
- D. To help educate the UNCG community about UNCG Garden Club.
- E. To review absences of Board members.
- F. To authorize expenditures of funds not to exceed five hundred dollars when board action is not possible; the signature of the President and the Advisor is required.

Section V: Powers and Duties of the Board of Directors

- A. To coordinate the development and management of UNCG Garden Club.
- B. To help coordinate the recruitment and training of new members and participants.
- C. To help educate the UNCG community about UNCG Garden Club.
- D. To perform specific tasks assigned by the President.
- E. To serve in any other capacity as deemed necessary by the President.
- F. To attend all meetings deemed necessary by the President.
- G. To have the best interests of UNCG Garden Club in mind at all times and in all actions connected with the club.

Section VI: Responsibilities of the Vice President

- A. To assist the President in all matters.
- B. To act as President in the President's time of absence.
- C. In the President's absence, to perform the powers and duties of the President as listed in Article VI, Section IV.
- D. To perform the powers and duties as listed in Article VI, Section V.

Section VII: Responsibilities of the Secretary

- A. To keep minutes at all open meetings including attendance of members and other volunteers or guests.
- B. To archive correspondences of the club, notes of club literature and club membership.
- C. To perform the powers and duties as listed in Article VI, Section V.

Section VIII: Responsibilities of the Treasurer

- A. To control the transfer, collection and distribution of all club monies, especially dues.
- B. To maintain financial records and inform the club of any strengths or weaknesses involving money.
- C. To perform the powers and duties as listed in Article VI, Section V.

Section IX: Responsibilities of the Education Coordinator

- A. To act as a liaison between UNCG Garden Club and the other environmentally focused clubs at The University of North Carolina at Greensboro.
- B. To report on other club activities to foster campus unity in the effort to create a sustainable campus and create opportunities for UNCG Garden Club to partner with and expand the green movement at The University of North Carolina at Greensboro.

- C. To perform the powers and duties as listed in Article VI, Section V.

Section X: Responsibilities of the Sergeant-At-Arms

- A. To maintain order during all meetings, open or closed.
- B. To act as a club example of decorum and proper procedure.
- C. To perform the powers and duties as listed in Article VI, Section V.

Section XI: Powers and Duties of the UNCG Garden Club Advisor

- A. To act in lieu of the UNCG Garden Club Board of Directors in an emergency situation when the Board of Directors cannot convene.
- B. To attend all meetings the Board of Directors deems necessary.
- C. To be considered a non-voting member of UNCG Garden Club.

Article V: Board of Directors Elections

Section I: Date and Time of Elections

Elections shall be held in the spring semester no earlier than April 1 and no later than May 1.

Section II: Elected Offices

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Education Coordinator
- F. Sergeant-At-Arms

Section III: Election of the President and Board of Directors

- A. Active members will elect the Board of Directors.
- B. All Board of Directors members must receive a majority vote from voting/active members.
- C. All Board of Directors members must follow the guidelines set forth in Article IV, Section IV.

Section IV: Term

- A. Newly elected Board of Directors member shall take office at the meeting following the elections and will serve for the following school year.
- ~~A~~B. All members of the Board of Directors will serve a term of one (1) year except in the case of being elected or appointed midyear. If a Board of Directors member is elected or appointed midyear their term ends with the school year.
- C. All members of the Board of Directors can be elected for up to as many terms as their time as a UNCG student permits.

Section V: Extenuating Circumstances

The Board of Directors has the right to waive any of the requirements set forth in Article IV, Section IV due to extenuating circumstances.

Section VI: Ballot Counting

- A. Ballots will be counted by the President and another member of the Board of Directors.
- B. The UNCG Garden Club Advisor will not need to be present for voting.

Section VII: Runoff Elections

In the event that a majority vote is not reached, runoff elections will be held between the top two candidates.

Section VIII: Secret Ballot Voting

In the event of voting by secret ballot, the UNCG Garden Club advisor must be present for the voting and is responsible for counting the votes and delivering the outcome.

Article VI: Meetings

Section I: Procedure for Regular UNCG Garden Club Meetings

- A. Call to Order
- B. Roll Call
- C. Introduction of any Guests
- D. President's Report
- E. Discussion of Old Business
- F. Discussion of New Business
- G. Announcements
- H. Meeting Activity or Discussion
- I. Motion to Adjourn
- J. Announcement of Next Meeting
- K. Adjournment

Section II: Open/Closed Meetings

- A. During UNCG Garden Club Board meetings any member of the Board may call the Board into a closed session.
- B. After a UNCG Garden Club meeting the President may call an active member into a closed session.
- C. A closed session can only be called to protect an individual's privacy in relation to personal issues, grades or membership status. During this closed session minutes will not be taken.

Section III: Meeting Regularity

- A. UNCG Garden Club will have regular, open meetings with members at least once a month.
- B. UNCG Garden Club will have Board of Directors meetings at least once a month.
- C. UNCG Garden Club will have club activities at least once a month.
- D. UNCG Garden Club will have its first meeting of each semester within one month of the first day of classes as set down by the University of North Carolina at Greensboro.

Section IV: Announcement of Meetings

UNCG Garden Club members will be notified about the time and date of meetings through e-mail and word of mouth.

Article VII: Parliamentary Procedure

The President of UNCG Garden Club is the main leader responsible for enforcing all rules and bylaws set down by the constitution of the UNCG Garden Club. The Board of Directions also has a responsibility to the club to enforce all rules and bylaws set down by the constitution.

Article VIII: Office Succession and Resignation

Section I: President Vacancy

If the Presidential position becomes vacant during the year, the Board of Directors will meet to elect a new President. If all members of the Board of Directors decline the office a special election will be held to fill the vacant position.

Section II: Board of Directors Vacancy

If a Board of Directors position becomes vacant during the year, the Board of Directors will meet to elect a new member to that position. If all members of the Board of Directors decline the office a special election will be held to fill the vacant position.

Article IX: Officer Leave of Absence

Section I: Duration of Absence

Members of the Board of Directors may take a leave of absence for no longer than one (1) semester.

Section II: Purpose

The determination on whether a member of the Board of Directors has grounds to take a leave of absence will be left to the combined judgment of the UNCG Garden Club Advisor and Board of Directors.

Section III: Notification

The member of the Board of Directors planning and in full knowledge of a leave of absence must notify the UNCG Garden Club Advisor and Board of Directors one (1) semester before the leave of absence is taken.

Section IV: Interim Positions

- A. The member of the Board of Directors planning on taking a leave of absence may choose to vacate their position or maintain it while away.
- B. It is up to the combined opinions of the Board of Directors and the UNCG Garden Club Advisor whether a position can be maintained while on leave of absence.

Section V: Presidential Leave of Absence

- D. The President cannot maintain their position while away.
- E. The Vice President will take over for the President in their time of absence.
- F. Elections will be held to fill the vacant positions. See Article V for guidelines on elections.

Article X: Impeachment and Officer Dismissal

Section I: Petition

- A. Impeachment proceedings may be instituted by a petition signed by a majority of the

members of the Board of Directors who feel that the Board Member in question has been in direct violation of the better interests and goals of UNCG Garden Club.

- B. The signed petition must be presented to the Board of Directors and Advisor before being presented at a Board of Directors meeting.

Section II: Knowledge of Impeachment

The Board Member in question must be notified one week prior to the impeachment proceedings. If the Board Member in question does not attend the proceedings without good reason, the Board Member waives any right to defend him/herself.

Section III: Impeachment Proceedings

- A. All current members of the Board of Directors must be present in an impeachment hearing and a majority vote is required for dismissal.
- B. The meeting in which the impeachment hearing transpires will be a closed meeting.

Section IV: Time of Impeachment

No less than a two-week interim must transpire between the presentation of the petition to the Board of Directors and an impeachment hearing including voting.

Section V: Impeachment Hearing

The Impeachment hearing shall consist of:

- A. Presentation of the petition and reading of the charges.
- B. Board Member's defense.
- C. Discussion of the charges.
- D. Voting on dismissal (by means of a secret ballot).

Section VI: Privacy

The individual being impeached cannot vote and must be dismissed from the room after the discussion of charges.

Article XI: Finance

Section I: Funding

UNCG Garden Club will be funded through SGA (Student Government Association), member dues, donations, grants and fundraising done by the club.

Section II: Fundraising

UNCG Garden Club will hold fundraisers as needed and they must comply with regulations set down by The University of North Carolina at Greensboro.

Section III: Dues

- A. UNCG Garden Club active members must pay yearly fees to remain active members. The money will be used for garden resources and club projects.
- B. Dues will be collected at the beginning of each new school year, or new semester for members joining then, by the Treasurer.
- C. The value of yearly dues will be decided each year by the Board of Directors.
- D. The value of yearly dues cannot be more than fifteen (15) US Dollars.

Section IV: Purchases

All purchases must be approved by the President and must be signed by either the UNCG Garden Club Advisor or President.

Section V: Transfer of Money in the Event of Disbanding

In the event that UNCG Garden Club disbands, all allocated monies shall be transferred to SGA to be used at their discretion.

Section VI: Location of Money

All funds will be kept in an on-campus account.

Article XII: The Advisor

Section I: Purpose

- A. The advisor shall advise UNCG Garden Club on all matters and act as a resource.
- B. In any secret ballot voting, the advisor will preside over the voting, count the ballots and deliver the outcome.

Section II: Duties and Responsibilities

- A. The UNCG Garden Club Advisor shall provide advice and guidance for all members of UNCG Garden Club.
- B. The UNCG Garden Club Advisor shall meeting with the President at least once a month or as frequent as the Advisor and/or President deem necessary.
- C. The UNCG Garden Club Advisor can overturn any action or decision made by the Board of Directors or individual Board Members. The Advisor may use this privilege when he or she deems an action to be detrimental to the organization, university, community or the best interest of UNCG Garden Club.

Section III: Selection of Advisor

- A. The UNCG Garden Club Board of Directors will hold a closed meeting to choose as well as approve of an advisor.
- B. The UNCG Garden Club Board of Directors will have a change to meet with candidates for the position of Advisor and will have the chance to make their opinion known about their feelings of the future Advisors.
- C. Preliminary interviews with potential Advisors may be held.

Section IV: Term of Office Termination

- A. The UNCG Garden Club Advisor shall serve a term of two (2) years.
- B. The UNCG Garden Club Advisor may be renewed by a majority vote of the Board of Directors.
- C. The UNCG Garden Club Advisor may be terminated at the end of his or her term by a majority vote of the Board of Directors.

Section V: Termination Prior to End of Term

- A. The Board of Directors may terminate the UNCG Garden Club Advisor prior to the end of his or her term.
- B. In order to termination the UNCG Garden Club Advisor prior to their end of term Impeachment processes lined out in Article IX must be followed.

Article XIII: Amendments

Section I: Process for Proposing Amendments

- A. Amendments may be proposed in writing by any active and voting member of the UNCG Garden Club and must be submitted to the President for review.
- B. Proposed amendments must be signed and dated.

Section II: Voting on Amendments

All amendments will be voted on at the general meeting following a submitted proposal.

Section III: Majority

A majority vote of the voting members is required to amend the constitution.

Section IV: Time

All amendments must be passed the same academic semester proposed or the amendment will have to be resubmitted at the start of a new semester to the Chairperson.

Article XIV: Bylaws, Legislation and Resolutions

- A. Bylaws, legislation and resolutions must be submitted to the President.
- B. Bylaws, legislation and resolutions will be presented to the Board of Directors before being presented to the voting members of UNCG Garden Club.
- C. All bylaws, legislation and resolutions must be passed the same academic semester proposed or the amendment will have to be resubmitted at the start of a new academic semester to the President.

