

Mission and Goals:

Educate students and community on basic horticultural practices and their benefits through lectures, volunteer projects and gardening related activities in and around the MCC campus(es) and in our community, and to serve as the catalyst for positive change in our community through environmentally sound gardening practices and beautification efforts.

The Constitution and By-Laws of the MCC Gardening Association

We, the Mott Community College Gardening Association (MCCGA), in order to stimulate and maintain an active interest in campus beautification and beautification issues that face our community, do associate ourselves together and establish this constitution.

ARTICLE I: NAME

The name of this organization shall be the MCC Gardening Association

ARTICLE II: MEMBERSHIP

The membership of the Garden Association of Mott Community College shall be composed of registered students of Mott Community College who share an interest in horticulture and beautification of the community. Those who are not registered as students shall be allowed to participate in club activities but will not be allowed to vote in matters regarding the Garden Association. Descriptions of club memberships are as follows:

"Club Members"

Must be enrolled at MCC and be in good standing, not on probation or having outstanding debt with the college. Must attend three (3) consecutive meetings to have voting rights in the club. Three consecutive absences from regularly scheduled meetings will result in the loss of voting privileges.

"Club Supporters"

Club participant may consist of a previous club member, alumni or general citizenry. Participates in club events and meetings.
No requirement for enrollment to be involved in club meetings and events at MCC.
Limited voting rights.

Section 1: Each voting member should participate in at least one (1) club event every semester.

Section 2: No member of the MCC Gardening Association may share club information and/or documents with outside organizations/personnel, campus clubs, staff, faculty or students.

- a. Any such distribution of club information/ documents without the permission of the club will be dealt with by the executive branch of the Gardening Association consisting of the Club Advisor and the remaining club officers.

ARTICLE III: OFFICERS AND MEETINGS

Section 1: Officers of the MCC Gardening Association shall consist of the President, Past President, Vice-President, Treasurer, Secretary, Marketing Coordinator and Recreation Chair. All officers shall be registered for at least six (6) credit hours at Mott Community College and shall serve a one-year term of office commencing on the first of January of each calendar year.

Section 2: An officer's position shall be declared vacant by the general membership if any of the following should occur:

1. He/she is not a registered student at Mott Community College.
2. The Officer is absent from three (3) consecutive general membership meetings.
3. If the officer drops all of their classes in a given semester.
4. If the officer's conduct, pertaining to the club activities threatens to harm the productivity or appearance of the club or Mott Community College.
5. If the officer is found to have violated the student code of conduct.

Section 3: The officers of the MCC Gardening Association shall have the following duties in addition to those specified elsewhere in this constitution:

President: Acts as liaison between the club members and the officers, oversees special projects and guides the club's objectives. Also, with assistance from Advisor, this position runs the meetings according to Roberts Rules of Order.

Past President: Maintains a relationship with the club for at least one semester to assure a smooth transition of leadership.

Vice-President: Special Projects. Also, runs the meeting in the absence of the President. Will assume the duties of President should the president be unable to fulfill their term of office.

Treasurer: Organizes, processes and oversees all financial records and documentation of the club related to Fundraising initiatives. Including CLEF allocations.

Secretary: Responsible for the minutes, and archival documentation of the organization. Keeps all files related to the club. Conducts correspondence of the club with guidance from the advisor. Responsible for all incoming and outgoing material from the organization. Will also assist with CLEF proposals. This

position will also work on web initiatives in cooperation with Marketing Coordinator.

Optional:

Marketing Coordinator: Seeks out opportunities to participate in volunteer projects within the community to facilitate recognition of the club. Also writes press notices, and fundraising marketing materials for review by the Advisor. This person will also assure that club marketing materials are up to date or are produced as needed for example: letterhead, pamphlet, posters and similar items. This position will also work on web initiatives in cooperation with Secretary.

Recreation Chair - Organizes outings for members.

Section 4: A quorum for conducting business will consist of a majority vote of the members present.

Section 5: In the event of a vacancy in the office of President, the Vice-President shall assume the Presidency. Other vacancies among the other officers shall be fulfilled by appointment by the President, subject to confirmation by a majority vote of the organization.

Section 6: The organization shall approve, by a majority vote of those present and voting at a meeting at which a quorum is present, all MCCGA activities, i.e., financial, social and civic. All committees and their chairpersons shall be appointed by the President subject to confirmation by a majority vote of those present and voting at an organization meeting at which a quorum is present.

Section 7: Each meeting of the MCCGA will be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE IV: VIOLATIONS

Section 1: Any student, officer or member who is found to be in violation of the student code of conduct in any way will be summarily dismissed from his/her appointment and club membership for the balance of his/her term and in the case of general members for the balance of the semester in which the violation occurred. Depending on severity future membership may be denied.

Section 2: Any student, officer or member who happens to remain in possession of materials belonging to the organization shall return them without delay. Said material belongs to the MCCGA and Mott Community College. Upon request from the Advisor or any of the Officers of this organization, said materials must be returned to the club within seven (7) days of the request.

Section 3: **Executive Decisions** must be approved unanimously by the Club's Advisor, President, Vice-President, Secretary and Treasurer. The Executive Decisions are to be

applied only when an immediate decision needs to be made and a club quorum is unable to convene in a timely manner.

Section 4: In the event that the Officers of the organization cannot be contacted, the Advisor may come to an *Executive Decision* in matters related to the safety of the organization, or in accordance with the policies herein defined.

ARTICLE V: FUNDRAISING EVENTS

Section 1: Before any special events are to be discussed with the general membership, a *proposal sheet* must be completely and accurately filled out and presented before the organization before any final determination can be made on the event.

Section 2: A committee must be formed with each fundraising event. Voting members will be required to participate in at least one event per semester.

Section 3: All fund-raisers must be approved by the club by a majority vote of the general membership present and the Office of Student Life in accordance with the policies and guidelines governing MCC student clubs.

Section 4: All purchases that are not budgeted for at the beginning of the year must be approved by the club by a majority vote of the members present.

Section 5: Advertising for any club-sponsored event must be done at least three (3) months prior to the event when utilizing the services of Student Life.

ARTICLE VI: AMENDMENTS

Section 1: Amendments to this constitution shall be made in the following manner:

1. The proposed amendment shall be submitted in writing at least two weeks (14) days prior to the general meeting at which voting is to take place.
2. The exact text of the proposed amendment shall be sent by the Secretary to all members in good standing at least ten (10) days prior to the general meeting at which voting is to take place.

Section 2: All amendments to this constitution become effective immediately upon adoption by the general membership as outlined in this constitution.

ARTICLE VII: TELEPHONE PROCEDURES

Section 1: These are the phone procedures for using the MCCGA voice mail system.

[1] To contact the MCC Gardening Association's Advisor, Rebecca Gale-Gonzalez, please call 810-762-5003. Or if you are using a campus telephone dial 25003.

[2] To contact the Student Life office directly, call 762-0247 or 20247 if you are on a campus phone.

ARTICLE VIII: PROPOSAL FOR SPECIAL EVENTS

A specially designed proposal sheet has been created to serve this purpose, and to save the time of the MCC Gardening Association's club advisor.

[1] Fill out the information contained on the proposal sheet included with this copy of the constitution. Additional copies of the proposal can be obtained through the club's office.

[2] Present this proposal before the club at the next general membership meeting.