

Chapter Constitution & Bylaws

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ARTICLE I - DESIGNATION

101. The official designation of this chapter shall be the Cuyamaca College Student Affiliate Chapter of the American Society of Landscape Architects (hereinafter referred to as the Student Affiliate Chapter). The seal or logo of the American Society of Landscape Architects (hereinafter referred to as the Society) may be used with the official student chapter designation, or the abbreviated designation, Cuyamaca College Student Affiliate Chapter, ASLA, for club business and professional purposes such as student affiliate chapter stationery, documents, publications, directories, signs, and websites. Student affiliate chapter designations and the seal or logo of the society shall not be used to indicate that a firm, company, or any other group is a member of or has any standing in the Society.

ARTICLE II - PURPOSE

First To promote and conserve the best interests and true spirit of landscape design and landscape architecture.

Second To undertake activities consistent with the purpose of the Society, and participate in the programs and activities of the San Diego Chapter of the American Society of Landscape Architects (hereinafter referred to as the San Diego Chapter) as well as the Society in general.

Third To provide a means of introducing landscape designers and future landscape architects to other practicing professionals in the field.

Fourth To promote and foster among its members a closer bond for their mutual benefit.

Fifth To educate members about landscape design, industry-related regulations etiquette, horticulture, building materials, as well as design-build standards in order for members to learn the best management practices of the landscape design industry, and thereby become knowledgeable and reputable members of the design community.

ARTICLE III - SPONSORSHIP

301. The Executive Committee of the San Diego Chapter of the American Society of Landscape Architects shall sponsor the Cuyamaca College Student Affiliate Chapter. Furthermore, the Executive Committee shall designate the sponsoring representative.

ARTICLE IV - ADVISOR

401. The Student Affiliate Chapter shall have an advisor who is a full-time faculty member of the Ornamental Horticulture department of Cuyamaca College.

ARTICLE V - MEMBERSHIP

501. Membership shall be available to all landscape design majors of Cuyamaca College as well as those of other horticulture majors who wish to participate.

501.1 Enrollment in a minimum of one (1) class per academic year is required for sustained membership.

502. Membership is available without regard to race, sex, or national origin.

503. Membership is individual.

504. Any member of this organization who commits any act which discredits or endangers the club or its members, or shall refuse or neglect to comply with these provisions shall be subject to suspension or expulsion. Such member will be given ten (10) days written notice and the right to be heard by the club members. After these considerations, the member may be suspended or expelled by two-thirds vote of the club.

ARTICLE VI - DUES

601. The Student Affiliate Chapter shall consider membership in the Society as de facto payment for membership in the Student Affiliate Chapter. The Student Affiliate Chapter shall collect (on behalf of the Society) and disburse member dues and such other funds as are necessary for operations and accomplishing its purposes.

602. Annual membership shall run concurrent with the traditional academic year, that is, Fall through Spring term.

603. Society membership is nonrefundable.

ARTICLE VII - OFFICERS

701. The Student Affiliate Chapter shall elect the following officers: President, Vice President, Secretary, Treasurer, and one (1) Liaison.

701.1 The Student Affiliate Chapter shall appoint an Acting President, if needed, and a second Liaison to the San Diego Chapter.

702. All officers must be enrolled in the landscape design program of Cuyamaca College.

703. All officers except one Liaison shall serve a term of one (1) year.

President

704. The President shall: set the time, place, and agenda for meetings of the Executive Committee; call special meetings of the Student Affiliate Chapter; preside at meetings of the Student Affiliate Chapter and the Executive Committee; in consultation with the Executive Committee, appoint the chairs and members of committees, plus any special study groups or task forces; dismiss appointees for failure to act or other cause; oversee the management and

administration of Student Affiliate Chapter programs; appoint interim officers when vacancies occur midterm; report on the state of the Student Affiliate Chapter at the annual meeting of the San Diego Chapter; and perform such other duties as are customary for the office of chapter President, or as may be assigned or delegated by the Executive Committee.

Acting President

705. Should the President through illness, injury, or other cause become temporarily unable to perform the duties of the office of President, the Vice President or the immediate past President shall be designated as acting President. The designation shall be made either by the President or by a majority vote of the Executive Committee if the President is unable to act. The acting President shall perform the duties of the President until relieved by whoever made the designation.

Vice President

706. The Vice President shall: serve as liaison for the President to the committees and any special study groups or task forces; monitor the management and administration of Student Affiliate Chapter programs and budgets; represent and act for the Student Affiliate Chapter as directed by the President and consistent with the policies of the Society; serve as acting President when designated by the President or Executive Committee and perform such other duties as are customary for the office chapter Vice President or as may be assigned or delegated by the President.

Secretary

707. The Secretary shall: maintain a record of the proceedings of the business meetings of the Student Affiliate Chapter and the Executive Committee; prepare and issue notices of meetings of the Student Affiliate Chapter and the Executive Committee; update and maintain the webpage of the Student Affiliate Chapter; send regular emails to the general membership regarding Student Affiliate Chapter activities; administer elections; prepare, issue, and collect election ballots; notify candidates of election results; maintain the Constitution and Bylaws of the Student Affiliate Chapter; and perform such other duties as are customary for the office of chapter Secretary or as may be assigned or delegated by the President.

Treasurer

708. The Treasurer shall: collect all dues and other funds due the Student Affiliate Chapter; be the custodian of all Student Affiliate Chapter funds, and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Student Affiliate Chapter that shall be open at all times to inspection by the Executive Committee; present quarterly reports on the financial condition of the Student Affiliate Chapter, and year-end financial statements to the Executive Committee; determine and recommend reserve needs; and perform such other duties as are customary for the office of chapter Treasurer or as may be assigned or delegated by the President.

Liaisons To The San Diego Chapter

709. The Liaisons to the San Diego Chapter shall: represent the Student Affiliate Chapter at San Diego Chapter Meetings; report San Diego Chapter activities to the Student Affiliate Chapter; submit a quarterly report for use on the webpage; and perform such other duties as are customary to the office or as may be assigned by the Executive Committee. The Student Affiliate Chapter Executive Committee may appoint a second Liaison to the San Diego Chapter, and it is recommended that the second seat be filled by the current past President.

709.1 The primary Liaison must be a landscape design major elected for a term of two (2) years.

709.2 The secondary Liaison shall be appointed by the Executive Committee from either one of the Vice President, the immediate past President, or the President.

710. No officer, except one (1) Liaison, shall hold the same office for more than one (1) academic year.

ARTICLE VIII - ELECTIONS

Annual Elections

801. In March of each year, the Secretary shall issue a call for nominations to the general membership of the Student Affiliate Chapter.

802. Having received the nominations, the Secretary shall prepare and distribute the ballots via email to the members in April of each year.

803. Student Affiliate Chapter members shall bring their completed ballots to the Election Meeting in May of each year to cast their votes. The Secretary shall count the votes and announce the new officers.

Vacancies and Special Elections

804. The Executive Committee shall make interim appointments of officers to fill vacated positions as the occasion may arise. Then, as soon as practical, an on-the-spot election may be held at the next occurring monthly meeting to select an official replacement among the full membership of the Student Affiliate Chapter.

ARTICLE IX - COMMITTEES

901. In consultation with the Executive Committee, the President shall appoint the chairs and members of committees as well as any special study groups and task forces.

902. Appointees may be dismissed by the President at any time for failure to act or other cause.

ARTICLE X - BYLAWS

1001. Student Affiliate Chapter bylaws and any amendments thereto shall be subject to approval by Cuyamaca College and the San Diego Chapter Executive Committee. Copies of these documents shall be kept in the Ornamental Horticulture department office of Cuyamaca College, and shall be accessible to anyone upon request.

ARTICLE XI - MEETINGS

1101. Monthly meetings shall be held in the second week of each month in the Cuyamaca College Student Center.

1102. The annual meeting to elect officers shall be the last monthly meeting of the academic year, that is in May.

1103. Additional meetings may be convened throughout the calendar year as needed.

ARTICLE XII - PUBLIC STATEMENTS

1201. The Student Affiliate Chapter may issue public statements in the name of the student affiliate chapter. However, such student affiliate chapter statements shall not be contrary in any way to the public policies of the Society.

1202. Any proposed public statement must first be approved by the Student Affiliate Chapter Advisor, followed by the Office of Student Activities before being processed and issued by the Associate Vice Chancellor of the Grossmont Cuyamaca College District.

1203. The Student Affiliate Chapter shall refrain from issuing any public statement purporting to have the approval of the Society or the San Diego Chapter without first obtaining the written consent of the executive vice president of the Society or the president of the San Diego Chapter, except in the case of a direct quote from an officially adopted and published public policy of the Society.

ARTICLE XIII - CHARTER REVOCATION

1301. The Executive Committee of the Society may revoke the Student Affiliate Chapter charter on the recommendation of the sponsoring San Diego Chapter Executive Committee provided the Student Affiliate Chapter is duly notified of the charges against it, given a fair hearing of the charges, and a fair opportunity to respond.

