

**THE CENTER FOR PUBLIC HORTICULTURE
AT THE UNIVERSITY OF DELAWARE
Advisory Board Bylaws**

Article 1: Name

The name of this organization, referred to in these bylaws as The Center, is The Center for Public Horticulture at the University of Delaware.

Article 2: Mission

The Center aspires to be a national leader in professional education and research in the field of public horticulture. The Center will serve as an unbiased and vital resource for public gardens, professionals, students, and related decision makers.

Article 3: Purposes of the Board

- I. To provide the diverse competencies and viewpoints necessary to help guide The Center
- II. To foster support from The Center's stakeholders: public gardens and professionals, allied academic institutions, students, and the public
- III. To act as a liaison for The Center with the field of public horticulture, the University of Delaware (UD), other academic institutions, and representative groups
- IV. To help identify opportunities for The Center: funding, educational, research, and otherwise
- V. To lend additional legitimacy to The Center through a broad base of individual expertise

Article 4: Qualities of the Board

- I. Diverse
 - a. Geographic: includes representatives from across the United States
 - b. Academic: includes representatives from other public horticulture programs as well as diverse academic areas of UD, such as horticulture, art, education, history, and business, for example
 - c. Professional: includes representatives from a variety of professional positions within varied public horticultural institutions
- II. Recognized: each member will be a recognized expert within his or her field of expertise
- III. Knowledgeable & talented: proven contributions to public horticulture or one of its integral disciplines
- IV. Connected: well respected within specific constituent groups
- V. Progressive: knowledge of the needs in the field of public horticulture; optimistic and open

Article 5: Composition of the Board

The Board will be comprised of UD officials and leaders from public horticulture from throughout the United States. Consisting of no more than sixteen, the Board members include:

- I. The University of Delaware (7-8)
 - a. The Executive Director of The Center (1)
 - b. The Associate Director of The Center¹ (1)
 - c. The Director of the Longwood Graduate Program² (1)
 - d. The Dean of College of Agriculture and Natural Resources or her/his representative (1)

¹ The Associate Director will serve on the Board for 2008 and 2009. The position will be discontinued in FY 2010.

² Dr. Robert Lyons is the Director of The Center and the Longwood Graduate Program, therefore requiring only one seat on the Advisory Board. In the future, separate appointments will be given to the Program's Director and The Center's Director.

- e. The Director of the UD Botanic Garden or his/her representative (1)
- f. A representative from CANR Extension (1)
- g. Faculty and staff from other UD colleges, departments, and centers such as business, education, museum studies, and urban affairs and public policy, for example (2)

II. External Organizations (8-9)

- a. Leaders from varied positions at public horticultural institutions
 - 1. Executive director (1)
 - 2. Education (1)
 - 3. Horticulture, research, and conservation (1)
- b. A representative from The American Public Gardens Association (1)
- c. The Director of Longwood Gardens or his/her representative (1)
- d. Leader from an allied educational institution, such as Cornell or University of Tennessee, for example (1)
- e. Leader from allied professional organization, such as The American Society for Horticultural Science or Botanic Gardens Conservation International, for example (1)
- f. A Green Industry representative (1)

Article 6: Expectations and Duties

- I. Attend and actively participate in Advisory Board meetings
- II. Review succinct, relevant materials prior to meetings
- III. Assist Center staff outside of meetings when needed
- IV. Promote The Center to stakeholders and facilitate initial contact between Center staff and stakeholders
- V. Offer and support innovative ideas for public horticulture, including formal education, training, and research
- VI. Serve on Board committees, as applicable

Article 7: Officers and Responsibilities

- I. Chair
 - a. Promotes The Center's mission to the professional and academic communities; acts as a liaison to other organizations, when appropriate and needed
 - b. Oversees and coordinates all officers and committees of the Board
 - c. Chairs Board meetings and provides agendas
 - d. Works with The Center's leadership to accomplish goals and refine The Center's vision and mission
 - e. Responsible for orientation of new Board members
 - f. Provides input regarding future Board Members to nominations
- II. Vice Chair
 - a. Assists the Chair in general supervision of the Board
 - b. Performs all duties of the Chair in his / her absence
 - c. Chairs one committee
 - d. Eligible for the role of Chair upon departure of incumbent Chair
- III. Past Chair
 - a. Serves as a resource to the Chair and new Board members

Article 8: Nomination and Terms

Nominations for Advisory Board membership are coordinated by the Nominations Committee. Member terms will be staggered to ensure Board stability. For the first group of Board members, beginning in 2008, half of the members will be elected to one year terms, and the other half will be elected to two year terms. In 2009, the vacant seats will begin elections with two year terms.

Article 9: Meetings

- I. Frequency: One meeting will be held on October 23, 2008. Two meetings will be held in 2009, and the Board will reevaluate if more or fewer meetings are required annually.
- II. Site: All meetings in 2008 and 2009 will take place at the University of Delaware. The Advisory Board will decide if other sites would be appropriate hosts for future meetings.
- III. Quorum: Two thirds of the entire Board membership constitutes a quorum.
- IV. Voting: A simple majority of the Board members in attendance constitutes a vote for a recommendation, provided there is a quorum. The Dean of the College of Agriculture and Natural Resources and the Director of The Center consider all Board recommendations seriously, and provide final actions accordingly.

Article 10: Standing Committees

- I. Committee Operations
 - a. Standing committees may include Formal Education, Professional Education, Research, Advancement, and Nominations
 - b. Committee chairs for all standing committees must include only those members of the Board serving during the current year and shall be determined by the current members of the Board following election of the Board officers
 - c. Committee chair appointments shall be one year, to coincide with the Board year
 - d. Other Committee members need not be Board members but should be reviewed by the Board Chair in advance.
 - e. Any ad hoc, project-based, or special committee may be proposed by any Board member, and shall be approved by the Board, and chairs appointed with the charge established at the time of appointment
 - f. Committees are not required to meet in person
 - g. Committee chairs shall submit progress reports as requested by and at the discretion of the Board Chair and provide updates at Advisory Board meetings
- II. Committee Descriptions
 - a. Formal Education: Identifies and/or facilitates opportunities and provides recommendations for undergraduate and graduate education development. NOTE: I will explain later, but academic educational programs cannot be held accountable by the Center's mission, they answer to faculty within the college/university.....the academic members of this Board will be the "sounding board" for all the points you raised
 - b. Professional Education: Identifies and / or facilitates opportunities and provides recommendations and feedback for continuing and professional education, e.g. certification programs, online symposia, distance learning, and related learning opportunities.

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- c. Research: Identifies and/or facilitates opportunities and provides recommendations and feedback for faculty, graduate, and undergraduate research programs, and outside institutions in the private and public sectors
- d. Advancement and Budget: Identifies and/or facilitates opportunities and provides recommendations for securing funding, in-kind donations, and other resources to support The Center's operations, and advises on budgeting issues
- e. Nominations: Identifies, cultivates, and recommends potential members for the Advisory Board and coordinates the Officer elections on an annual basis