

BY-LAWS FOR Northwest Missouri Master Gardeners

Adopted (date)

Article I. NAME AND PURPOSE

- Section 1.01 The name of the organization shall be “Northwest Missouri Master Gardeners”
- Section 1.02 The purpose of this organization is to assist the University of Missouri Extension Center with the education of the general public pertaining to horticulture and gardening practices, in accordance with standards approved by the above mentioned university.
- Section 1.03 The Master Gardener Extension Coordinator will serve in an advisory position.
- Section 1.04 To engage in any or all additional activities which “General-Not-For-Profit” organizations may legally pursue, solely for charitable, educational, and scientific purposes within the meaning of Section 501 © (3) of the Internal Revenue Code.

Article II. MEMBERSHIP

- Section 2.01 The Master Gardener Program will operate under the guidelines and with the support of Buchanan County Extension Center and with the Master Gardener Coordinator.
- Section 2.02 Membership shall be limited to those who have successfully completed a Master Gardener training course.
- Section 2.03 Upon completion of the Master Gardener basic training course, the Master Gardener shall be awarded a “Provisional Master Gardener Certificate.”
- Section 2.04 Upon completion of a minimum of 30 hours of approved volunteer service within the year of training, the Master Gardener volunteer shall be awarded an “Active Master Gardener Certificate”.
- Section 2.05 Active membership continues after the first year, providing the individual member has contributed a minimum of 20 hours of approved volunteer work each year.
- Section 2.06 Membership will cease following one year of non-completion of volunteer service requirements, except for extenuating circumstances decided by the current Executive Committee.

- Section 2.07 All recognized members are voting members of the organization.
- Section 2.08 The membership shall be responsible for helping to select projects acceptable for individuals or groups within the organization, and for providing assistance in determining the resources and organizational procedures necessary to accomplish these projects.
- Section 2.09 Annual dues will be \$10.00 per year from the graduation date due at January meeting paid to Buchanan County Extension.

Article III. EXECUTIVE COMMITTEE

- Section 3.01 A nominating committee will identify, recruit and publicize a slate of executive officers representative of the general membership. Nominations will also be accepted from the floor. The nominating committee consisting of at least three members in good standing and will be elected at the September general meeting of each year. A nominating committee candidate must be present at the meeting or must have previously agreed to serve on the committee. The election can be by open nominations or by closed ballot. The Executive Committee shall consist of a President, Vice-President, Secretary, and Treasurer.
- Section 3.02 An Executive Committee candidate must be an active member in good standing. Officers will serve a one-year term, will be limited to two consecutive terms and are eligible for re-election after a one-term absence from the office. No officer shall hold more than one office simultaneously.
- Section 3.03 Election of officers will be scheduled for the November general meeting with resulting occupancy of the office beginning on January 1 and ending on December 31 of the following year. In the event of a tie vote, a run-off election will be taken between the tied candidates. Northwest Missouri Master Gardener year will run from January through December.
- Section 3.04 Members of the Executive Committee present at any scheduled or called executive meeting will constitute a quorum. Where votes are considered necessary, motions will be carried by a simple majority of member votes cast.
- Section 3.05 Any Executive Member Committee that misses more than three consecutive board meetings will be recommended for removal from the board by the organization at the next monthly meeting.

Article IV. EXECUTIVE OFFICE

- Section 4.01 The Executive Committee shall review the by-laws, Committee chair duties and service hour guidelines and present any recommended changes to the membership on an annual basis and preferably during the months of January-February. The Executive Committee will serve in an advisory role to the membership. All decisions for the organization will be made by the membership.

Section 4.02 These officers shall be elected by the membership:

- (a) President - will chair all meetings; will be responsible for calling all meetings and notifying the membership in due time; will act as a mentor to the membership or will delegate the mentoring responsibilities.
- (b) Vice-President - will act as president pro-tem during the absence of the president; will record hours of service reported by the members at June and December meetings; will record hours of additional training received by the members; will review the activities of the newest class in an attempt to identify inactive graduates; will contact those who have been identified as not participating and try to encourage them to obtain their required service hours; will make periodic reports concerning these activities to the membership; will encourage all members to participate in community service and education projects; will coordinate programs for monthly meetings; and will act as a liaison with other community organizations for the development of Master Gardener programs.
- (c) Secretary - will take minutes, and attendance at general membership meetings and meetings of the Executive Committee. All minutes will be published and records will be open to members at all times. Will maintain a current roster of membership and present and past meeting minutes; and see that general correspondence of the organization is issued in a timely manner. Monthly meeting minutes will be e-mailed to the University of Missouri Extension Center Office Manager by the last Wednesday of the month. The Office Manager will then include the minutes in the monthly e-mail announcing the next monthly meeting details. In addition, the Office Manager will post the minutes to the regional MG web site and other site as appropriate.
- (d) Treasurer – will be responsible for all fund activity of the organization regardless of source. All funds should be submitted to the University of Missouri Extension Center on a timely monthly basis with a written detail description. Funds will then be deposited by the Extension Center Office Manager into the Extension Council's checking account under the Master Gardeners' funds. Deposits should be received at the Extension Center by the 20th of the month. At the beginning of the following month, the Office Manager will provide a monthly report to the Master Gardener Treasurer documenting any transactions that have occurred and the Master Gardener funds balance. No purchases or reimbursements will be made without prior project costs approval from the majority of the Northwest Master Gardener organization. Once a purchase has been made, a master gardener may submit a "Request for Reimbursement" to the Extension Center seeking reimbursement for any expenses they have occurred. Requests for Reimbursement forms should be submitted to the Extension Center by the 20th of the month. Master Gardeners are encouraged to use Extension's tax exempt number when making purchases. Copies of the official tax exempt letter are available from the Extension Center or any of the officers.

Article V. VACANCIES

Section 5.01 An officer vacancy will be filled by the President calling for an open election at the next monthly meeting.

Article VI. MEETINGS

Section 6.01 The date, time, and place of general meetings shall be determined by the membership and announced by the President. A minimum of six meetings will be held each year.

Section 6.02 Meetings of the Executive Committee shall be scheduled when determined necessary by the President or a majority of the Executive Officers.

Article VII. PROJECTS

Section 7.01 Group or individual projects approved by the membership may include anything consistent with the by-laws and purposes for which this organization exists.

Section 7.02 The Executive Committee may coordinate selection of project chairpersons or they may be selected by the membership at large.

Section 7.03 Every member will make project selections at the beginning of each year so that committees can be formed.

Section 7.04 Chairpersons of the projects are expected to report to the membership regarding activities of the committee on a regular basis.

Article VIII. ACTIVITY REPORTING

Section 8.01 At June and December meetings, each member shall submit a service hour activity report to the Vice-President who will advance it to the Master Gardener Extension Coordinator. If service hour activity is submitted on line, then a copy of that submission should be submitted to the Vice-President.

Section 8.02 Information from these reports will be used by University of Missouri Extension reporting system to provide a basis for recognition and credit for members within this organization.

Article IX. COMMITTEES

Section 9.01 Committees can be appointed by the membership at large. The committee then, by a majority of its number, shall elect a chairperson. The name of the chairperson and names of all committee members shall be submitted to the Executive Committee.

Section 9.02 Chairpersons of standing committees shall serve a one year term. When a co-chair is available, they may assume the roll of chair in the following year.

Section 9.03 Committee assignments will be selected by all members at the beginning of each year.

Section 9.04 Chairpersons of the standing committees are expected to report to the membership regarding activities of the committee by April and August meeting of each year.

Article X. AMENDMENT TO THE BY-LAWS

Section 10.01 The general membership is to be notified in writing by mail or e-mail of any proposed changes not less than 30 days prior to the next general meeting during which the change will be discussed and voted upon.

Section 10.02 Amendments must receive a two-thirds majority of the votes cast in order to carry.