

**By-Laws
Of
Master Gardeners of the Ozarks**

Adopted on April 9, 2007

The mission of the University of Missouri Extension Master Gardener volunteer program is to provide Horticultural information and training to the gardening public based on proven research specific to the local climate, soils, and plants.

Article 1: Name

The name of this organization shall be Master Gardeners of the Ozarks.

Article 2: Purpose

The purpose of this organization is to assist the University of Missouri Extension Program with the education of the general public pertaining to horticulture and gardening practices in accordance with standards approved by the above-mentioned University. Master Gardeners will disseminate research-based information through the local Extension Program while serving as unpaid University of Missouri trained and certified volunteers.

Article 3: Non-Profit Status

The Master Gardeners of the Ozarks is a non-profit organization. Any funds received for carrying out its purposes shall not benefit individual members or officers. All funds raised shall be used to support the educational activities of the organization. The organization may 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 4: Membership

- A) The Master Gardener Program will operate under the guidelines and with the support of University Extension.
- B) A Master Gardener Trainee is an individual accepted into the Master Gardener Core Course and is currently attending classroom-training sessions.
- C) Membership shall be limited to those who have successfully completed a University Extension Master Gardener training course.
- D) Upon completion of the Master Gardener basic training course, the Master Gardener shall be recognized as a Master Gardener Intern for 1 year.
- E) Upon the completion of Master Gardener requirements during the Intern Year, the Master Gardener will receive an Active Master Gardener Certificate.

Requirements include:

- 1) Completion of a minimum of 30 hours of approved volunteer service within the year of training.
 - 2) Completion of a minimum of 20 hours of approved volunteer service each year thereafter.
 - 3) Completion of a minimum of 6 hours of approved continuing education hours each year.
 - 4) Membership will cease following two years of non-completion of requirements.
- F) All intern and active members are voting members of the organization.
- G) The membership in accordance with University Extension and with collaboration with the Extension Master Gardener Coordinator shall be responsible for helping to select projects acceptable for individuals or groups within the organization. Members will provide assistance in determining the resources and organization procedures necessary to accomplish these projects. Individual projects will be approved by the Extension Master Gardener Coordinator.
- H) Membership is open to all individuals regardless of race, color, national origin, sex, religion, age, disability or status as a Vietnam era veteran.
- I) The Extension Master Gardener Coordinator will have the authority to waive/modify volunteer requirements to assure an inclusive membership.
- J) Certification is restrictive in nature and is valid only when the individual is actively participating in the Master Gardener of the Ozarks Program and for the contract period.
- K) It is expected that each Master Gardener will contribute to the advancement of the Master Gardener objectives by completion of the Master Gardener Volunteer Agreement.
- L) It is possible to transfer membership from one Master Gardener Program to another within the state of Missouri with the approval of the Extension Master Gardener Coordinator. The local Coordinator may require additional education hours if appropriate.
- M) A Master Gardener who has been an active Master Gardener for ten years will be granted Emeritus Status upon request. There will be no volunteer requirements, however, participation in the program is encouraged.
- N) If the Tri-Lakes Master Gardener of the Ozarks policy is violated, the certification of the Master Gardener involved may become void as determined by the Extension Master Gardener Coordinator in collaboration with the executive board.
- O) A former Master Gardener of the Ozarks may become reinstated by Completion of a re-certification program prescribed by the Extension Master Gardener Coordinator.
- P) An active master gardener may submit a written request for a Leave of Absence from the Master Gardener Coordinator. A leave shall not exceed two consecutive years.
- Q. At no time shall there be association with commercial activity or products,

or the giving of implied University endorsement to any product or place of business.

- R. Master Gardeners of the Ozarks are not to advertise as Master Gardeners in their place of business, nor be listed as such in business advertising.

Article 5: Executive Board

The executive board shall consist of the President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties as prescribed in these By-laws and by the parliamentary authority adopted by this organization.

The executive board shall review the by-laws, committee functions, committee chair duties, and service hour guidelines. The executive board may appoint committees to perform these reviews. Any recommended changes will be submitted to the membership on an annual basis for approval. By-law changes should be voted on no later than January of each year. The executive board will serve in an advisory role to the membership. All decisions for the organization will be made by the membership with the advisement of the Extension Master Gardener Coordinator. The executive board meetings are open to the membership except when it is deemed necessary for the board to go into executive session when dealing with confidential matters.

Article 6: Officers and their Election

The Stone County Extension Master Gardener Coordinator shall be responsible for the Master Gardeners of the Ozarks' program and serve in an advisory role in all organizational functions. Approval of volunteer and educational hours and all matters regarding Master Gardener Certification are the sole responsibility of the Extension Master Gardener Coordinator. The Coordinator will ensure that activities of the Master Gardeners of the Ozarks are consistent with the policies and procedures of that state organization.

Officers shall be as follows: President, Vice-President, Secretary, and Treasurer. These officers will perform the duties outlined in these By-laws and by the parliamentary authority adopted by this organization.

- A) 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 will be elected by the membership at the September general meeting of the year. A nominating committee candidate must be present at the meeting or must have previously agreed to serve on the committee. The election will be by closed ballot.
- B) The nominating committee shall present their slate of officers at the October meeting. The committee will attempt to have representation from all geographic areas of the membership as they seek officers for the organization.

- C) Election shall take place annually at regular meeting in November. Voting shall be by closed ballot and a majority vote shall elect. In the event there is but one candidate for any office, the voting may be voice vote.
- D) The term of office shall be one year and begin at the January meeting for President, Vice-President, and Secretary. The term of office shall be two years for the Treasurer.
- E) No officer may be eligible to serve in the same office more than two consecutive terms but may serve in another office.
- F) Should a vacancy occur in the office of President, the Vice-President shall automatically assume that office for the duration of its term and another Vice-President shall be elected. This and other vacancies occurring during the term of office shall be filled by the vote of the members at the next regular meeting. The nominating committee will be reactivated to present a recommendation for vacancies.
- G) Non-compliance with University of Missouri Extension policies may require an officer to terminate that office and be ineligible to hold another office.

Article 7: Duties of Officers

- A) President: The president shall preside at all organizational meetings, appoint the Chairperson of all standing and special committees, and perform such other duties as are outlined in these By-laws or as directed by the membership. The president will also coordinate projects and organizational business with the Extension Master Gardener Coordinator.
- B) Vice-President: The Vice-President shall perform the duties of the President when that officer is absent. This officer shall serve as chair of the Education Program committee and work closely with the President to operate the total Extension Master Gardener Program.
- C) Secretary: The Secretary shall be both Recording and Corresponding Secretary. The minutes shall be published and all records made available to membership. The Secretary shall keep a current copy of the By-laws, Standing and Special Committees' written duties, and a roster of the membership. The secretary will take attendance at each meeting.
- D) Treasurer: All funds shall be deposited in the name of the Master Gardeners of the Ozarks with the Stone County National Bank. Funds will require two signatures on checks in order to pay bills, etc. Members who are approved to sign checks will be determined by the executive board at

the beginning of the fiscal year. The treasurer is responsible for keeping signature cards up to date along with the articles of incorporation required by the bank. All bills must have prior approval by the board before payment/reimbursement is made. All reimbursements require receipts. Bills will be paid following the monthly board meeting.

The treasurer is responsible for maintaining the tax-exempt status filing and For securing, filing, and keeping the insurance policy up to date.

The accounting records will be kept in the Stone County University of Missouri Extension Office. The treasurer shall present a report of receipts and disbursements at each monthly meeting as well as a complete financial report at the January meeting. Financial reports shall be made at board meetings as well. The fiscal year shall be from the first day of January to the last day of December of the current year. The treasurer shall have books closed by February1 each year. An annual audit will be done by the Stone County University Extension Council. The audit report should be presented at a board meeting and to the membership at the following membership meeting.

E. Each outgoing officer and committee chairperson must deliver to his or her successor within fifteen days after the expiration of office term, all books, records, and papers pertaining to that office.

F. Members of the executive board who miss three consecutive board meetings or five total shall be considered as having resigned from the executive board and a replacement will be recommended to the membership by the nominating committee. Attendance will be recorded by the secretary. Absences may be excused for exceptional circumstances following a request and subsequent approval of the executive board and the Extension Master Gardener Coordinator. The President will be responsible for ensuring the duties of that office are completed.

G. The Extension Master Gardener Coordinator will keep a record of all group and individual projects as well as individual members volunteer and education hours. The Coordinator will notify individual members of current status within the organization.

Article 8: Committees

Standing and/or Special Committees shall be those deemed necessary to promote the mission and purpose of the organization. Lists of such committees and their membership will be maintained by the secretary and in the Master Gardeners of the Ozarks handbook. Each committee shall prepare a written standard operating procedure and proposed budget to be approved by the membership and the Master Gardener Coordinator prior to implementing a project or incurring expenses.

Article 9: Meetings

Monthly general meetings will be held and will consist of a short business meeting and an educational program or tour.

Board meetings (elected officers and committee chairpersons) will be held each month or as needed. All board meetings are open to the membership. Committee chairs should attend board meetings whenever possible. The Executive board (elected officers) will meet in executive session as needed.

Advance notice will be given to the membership of scheduled changes for meetings and events. Project chairpersons may call committee meetings as needed in addition to regular monthly meetings of the organization.

A majority vote of members in attendance is necessary to conduct organizational business. Critical issues should be advertised ahead of time to give all members an opportunity to vote.

Article 10: Amendments

These by-laws may be amended at any regular meeting, by a majority vote of the membership, provided the proposed change was submitted in writing at the previous meeting. Amendments presented must be consistent with 501 © 3 not-for-profit status. Amendment changes must receive a two-thirds majority of the votes cast by the members in attendance in order to carry.

Article 11: Parliamentary Authority

Robert's Rules of Order (current edition) shall govern the conduct of this organization's meetings.

Article 12: Projects

Group or individual volunteer projects may include anything consistent with the mission and purpose for which this organization exists. The president will coordinate selection of project chairpersons when deemed necessary. Members will make project selections at the beginning of each year when possible so that committees can be formed, if needed. All group and individual projects must receive prior approval by the Extension Master Gardener Coordinator.

Article 13: Activity Reporting

On December 1 of each year, each member shall submit a service hour activity report to the Master Gardener Coordinator. Information from these reports will be used

by the University Extension Office to provide a basis for recognition and credit for members within in organization.

Article 14: Disposition of Assets

The officers of the Master Gardener Association are directed, in case of dissolution of the organization, to assign all assets of the organization to the Stone and Taney County Extension Councils. Assets are to be divided equally between the two groups.

Article 15: Stone County Extension Master Gardener Coordinator

The Stone County Master Gardener Extension Coordinator shall act as trainer, advisor and facilitator to this organization and have the right to question and/or nullify any action of this organization not in compliance with the objectives and policies of University of Missouri Extension office.

The Master Gardeners of the Ozarks hereby agree to adopt these By-Laws as stated on this 9th day in the month of April in the year of 2007.

**Kathryn Kufahl
President,
Master Gardeners of the Ozarks**

**Tim Schnakenberg
Master Gardener Coordinator,
County Program Director, Stone County
Extension
University of Missouri Extension**

The current copy of Policies and Procedures for the Missouri Master Gardener Program provide the foundation for these by-laws. In the case of any unintended inconsistencies with the state policy, the University of Missouri Extension Policies and Procedures are to be followed and will always take precedence over local policies. If any inconsistencies are discovered, these by-laws are to be amended to be consistent with state policy.