

BY-LAWS Of  
HEART OF MISSOURI MASTER GARDENERS  
Adopted November 18, 1997  
Reviewed/Approved April 17, 2018

ARTICLE I - NAME AND PURPOSE

- A. The name of the organization shall be "Heart of Missouri Master Gardeners."
- B. The purpose of this organization is to assist the University of Missouri and Lincoln University with the education of the general public pertaining to horticulture and gardening practices, in accordance with standards approved by the above-mentioned universities.
- C. 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.
- D. In order to ensure consistency and continuity, the Heart of Missouri Master Gardeners will follow the Policies and Procedures of the University of Missouri Extension Missouri Master Gardener Program.

ARTICLE II – MEMBERSHIP

- A. The Master Gardener Program will operate under the guidelines and with the support of University of Missouri Extension.
- B. Membership shall be limited to those who have successfully completed a University of Missouri Extension Master Gardener training course and have paid Heart of Missouri Master Gardener Chapter Dues and Missouri Master Gardener Association dues.
- C. Definitions:
  - 1) Master Gardener Trainee is an individual accepted in the Master Gardener Core Course and is currently attending classroom-training sessions and is in the process of completing the first-year volunteer requirement of at least 30 hours.
  - 2) Certified Master Gardener is an individual who has completed both the core course and the volunteer requirements.
  - 3) An Active Master Gardener must report annually at least 20 hours of volunteer service in approved programs plus a recommended 6 or more additional hours of continuing education within the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Exception may be granted by Extension Program Coordinator.
  - 4) An Inactive Master Gardener is one who has not completed their annual volunteer requirement of at least 20 hours each year and is not classified as an Emeritus Master Gardener. Inactive Master Gardeners remain as such until they complete a volunteer requirement of at least 20 hours in one calendar year. As soon as 20 hours of approved volunteer service have been recorded, the status will be changed to Active. Inactive Master Gardeners will not receive the newsletter nor be invited to special events.
  - 5) A Master Gardener who has been an Active Master Gardener for a total of ten (10) years will be granted Emeritus Master Gardener status **upon request** to the local, regional, or state program coordinator. There will be no volunteer requirements. However, a Master Gardener Emeritus is encouraged to continue to participate in Master Gardener programs. He or she will receive Master Gardener mailings and may attend any continuing education programs offered to Master Gardeners.
  - 6) An Uncertified Master Gardener is:
    - a. A Certified Master Gardener may be uncertified by the local, regional, or state coordinator with concurrence of the State Advisory Board if the conditions under the volunteer agreement are not fulfilled.
    - b. One who may no longer use the Master Gardener title or participate in Master Gardener programs and activities.
    - c. A Master Gardener Trainee will not be certified if they fail to complete the training course

and/or annual volunteer service hour's requirement within one year.

- D. All active members are voting members of the organization.
- E. The membership in accordance with **University of Missouri Extension (UOE)**, the local Master Gardener Extension Coordinator and the HMMG Executive Committee shall select projects acceptable for individuals or groups within the organization, and determine the resources and organizational procedures necessary to accomplish these projects.

#### ARTICLE III – ELECTION OF OFFICERS

- 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 **active** members will be recruited 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.
- B. The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. An Executive Committee candidate must be an **active** Master Gardener. Officers will serve a one-year term, will be limited to two consecutive terms in the same office, and are eligible for re-election after a one-term absence from that office. No officer shall hold more than one office simultaneously.
- C. Election of officers will be scheduled for the November general meeting with term of office to begin on January 1<sup>st</sup> of the following year. In the event of a tie vote, a run-off election will be taken between the tied candidates.

#### ARTICLE IV - EXECUTIVE COMMITTEE

- A. The Executive Committee shall appoint a committee to review the by-laws, committee chair duties, and service hour guidelines, and present any recommended changes to the membership on an annual basis. The Executive Committee 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 Master Gardener Extension Coordinator.
- B. These officers shall be elected:
  - 1) 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, and call and conduct a planning meeting with the Executive Committee prior to the January meeting. At the end of the President's term, this individual shall serve as an advisor to the Executive Committee until a new President is elected.
  - 2) Vice-President will act as president pro-tem during the absence of the president, will coordinate programs for monthly meetings, will encourage all members to participate in community service and education projects, and will act as a liaison with other community organizations for the development of Master Gardener programs.
  - 3) Secretary will take minutes and attendance at general membership meetings and meetings of the Executive Committee. All minutes will be published to the Chapter website and records will be open to members at all times. Will maintain current and past meeting minutes, a copy of current and past by-laws and see that general correspondence of the organization is issued in a timely manner.
  - 4) Treasurer will be responsible for **all funds** received and invested by the organization and perform the following duties:
    - a) Maintain a bank account for the purposes of the organization.
    - b) Keep an exact accounting of all income and expenditures, bank deposits, and other financial matters and maintain an accurate record of the organization assets.
    - c) As part of the local Extension program, the Chapter is subject to the policies and procedures of Extension. Money raised by the Chapter will be handled in the following way: The Chapter will

maintain outside checking and savings accounts managed by the Chapter Treasurer. The Chapter Treasurer shall provide Chapter officers and members with a monthly Treasurer's Report that includes funds in the outside checking/savings account(s) plus funds retained in Council and/or Extension accounts at the Chapter's regular monthly meeting. A copy of the monthly Treasurer's Report will be sent to the Boone County Extension Office Manager and the Extension Program Director. Copies of Chapter bank statements will be available upon request.

- d) Pay authorized expenses of the chapter.
  - e) Collect and receive membership dues and maintain a current membership roster.
  - f) Keep a record of membership certification and status along with current contact information.
  - g) Pay all applicable dues and submit the membership roster to the Missouri Master Gardener Association.
  - h) Prepare all state and federal financial forms and reports as needed, including maintaining the non-profit registration with the State of Missouri.
  - i) Report at each meeting of the general membership the amount in the treasury (including the receipts and disbursements).
  - j) Provide information to an audit committee appointed by the President to facilitate an annual audit of Chapter finances.
- C. 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.

#### ARTICLE V – VACANCIES

- A. In the event of an officer vacancy, the President shall call for an open election at the next meeting after vacancy.

#### ARTICLE VI – MEETINGS

- A. 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.
- B. Meetings of the Executive Committee shall be scheduled when determined necessary by the President or a majority of the Executive Officers.

#### ARTICLE VII- PROJECTS

- A. Group or individual projects may include anything consistent with the by-laws and purposes for which this organization exists.
- B. The Executive Committee may coordinate selection of project chairpersons or they may be selected by the membership at large.
- C. Every member will make project selections at the beginning of each year so that committees can be formed.
- D. Chairpersons of the projects are expected to report to the membership regarding activities of the committee on a regular basis and submit a written report to the MG Coordinator by December 1 of each year.

#### ARTICLE VIII - ACTIVITY REPORTING

- A. By December 31<sup>st</sup>, each member shall submit a service hour activity record on the University of Missouri Master Gardener web page or for members needing assistance, alternately report to the Master Gardener Extension Coordinator or designated individual. Members are encouraged to submit

hours quarterly on the web site.

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

#### ARTICLE IX –BY-LAWS

- A. The general membership is to be notified in writing 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.
- B. Amendments must receive a two-thirds majority of the votes cast of members present in order to carry.
- C. Standing Rules and Volunteer Service Projects are not by-laws and may be changed at any meeting with approval of majority present.
- D. By-laws shall be reviewed every five (5) years or as needed by a committee appointed by the current President.

#### ARTICLE X- DISSOLUTION

- A. Upon dissolution of this Chapter net assets shall be distributed to the Boone County Extension Building and Grounds Fund.

#### ARTICLE XI-PRIVACY POLICY

- A. Personal information collected may include, but is not limited to, your name, email address, postal address, and phone number(s) (personal information). While it may seem like a lot of personal information is collected about you when you enroll for membership, much of this helps us customize or direct content to you that is personally interesting or pertains to your membership. We do not sell, rent, give or lend personal information about our members to any third party outside of the Master Gardener program. All photos of children 18 and under must have written and signed permission by parents or guardian. All other photos taken must have verbal or written permission before use in any Master Gardener publication. For ease of reference, permission slips are to be kept by chapter taking photo or their local Extension Office.

#### **STANDING RULES**

- A. The Golden Trowel Award winner will be selected by the previous winner and awarded annually to an active Master Gardener exhibiting outstanding participation in the MG program.
- B. Each Volunteer Service Project is allotted \$25 annually, if needed for operating costs.
- C. The Heart of Missouri Master Gardeners will make a donation in the month of January to the Boone County Extension Center for use of the facility. A \$25 donation will be made for each month or occasion the facility is used.
- D. An annual membership directory will be available from the Extension Master Gardener Coordinator upon request.