BY-LAWS of
THE CLINTON COUNTY MASTER GARDENER CLUB
Adopted 00/00/0000

ARTICLE I - NAME AND PURPOSE
A. The name of the organization shall be the Clinton County Master Gardener Club, hereinafter called the “organization”.
B. The purpose of this organization is to assist the University of Missouri Extension 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 Master Gardener Program will operate under the guidelines and with the support of University of Missouri Extension (UM/E).
D. This organization may engage in any or all activities which, “General-Not-for-Profit” organizations may legally pursue, solely for charitable, educational, and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code

ARTICLE II - MEMBERSHIP AND DUES
A. Membership shall be limited to individuals who have successfully completed a UM/E Master Gardener Core Course and have paid the dues stipulated by the organization.
B. Conditions of membership include the following:
   1. Upon completion of the Master Gardener Core Course (Level I), the individual becomes a Master Gardener Intern and is obligated to fulfill the requisite hours of volunteer service in approved programs.
   2. Upon completion of a minimum of 30 hours of approved volunteer service within the first year of training, the individual becomes an active certified Master Gardener.
   3. Active Master Gardener membership continues after the first year, providing that the volunteer has contributed a minimum of 20 hours of approved volunteer service each year and has paid the dues stipulated by the organization.
   4. Eligibility for membership ceases after two years of failure to complete the minimum annual volunteer service requirements, except for extenuating circumstances.
C. All members in good standing are voting members of the organization.
D. 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.
E. Dues for maintenance of membership may be initiated or changed by the recommendation of the Executive Council, and with the consent of a simple majority of members voting at a general meeting.

ARTICLE III - EXECUTIVE COUNCIL
A. The Executive Council shall consist of the elected officers of the organization.
B. The Executive Council, working jointly with the Master Gardener Coordinator, shall provide leadership and serve in an advisory role to the membership. All decisions for the organization will be made by the membership.
C. Executive Council Meetings
   1. Meetings of the Executive Council shall be scheduled when determined necessary by the President or a majority of the Executive Officers, without requiring notification of the general membership.
   2. A voting quorum for the Executive Council shall consist of a majority of the executive officers.
D. The Executive Council shall review the club’s by-laws, officers’ duties, and volunteer service guidelines on an annual basis. Any recommended changes will be presented to the membership.
ARTICLE IV - EXECUTIVE OFFICERS

A. Qualifications of executive officer candidates
   1. Officers of the organization will be elected from current members.
   2. To be eligible for an executive office, a candidate must have completed the required volunteer service
      hours and paid all dues to achieve and maintain active membership.

B. Terms of office
   1. Officers will serve a term of one year.
   2. No officer can serve more than two consecutive terms in the same office. They are eligible for re-
      election after a one-term absence from the office.
   3. No officer shall hold more than one elective office at a time.

C. Election of officers
   1. Election of officers will be scheduled for the November general meeting, with resulting occupancy of
      the office beginning on January 1 of the following year.
   2. Nominations may be made from the floor.
   3. Voting for officers will be by paper ballot. Election results will be verified by the Master Gardener
      Coordinator or a designee.
   4. In the event of a tie vote, a run-off election will be conducted between the tied candidates.

D. Vacancies among the executive officers that may occur during their term may be filled by special election
   called by the President (or in vacancy of the President, by the Vice-President).

E. Duties of officers
   1. President
      a. In conjunction with the Master Gardener Coordinator, will call all general meetings, set the agenda,
         and notify the membership in due time.
      b. Will chair all general meetings and Executive Council meetings.
   2. Vice-President
      a. Will serve as president pro-tem in the absence of the president.
      b. Will keep track of designated activities and service projects of the organization.
   3. Secretary
      a. Will take minutes and attendance at all general meetings and Executive Council meetings. All minutes
         and attendance records will be open to all members and the Master Gardener Coordinator at all times.
      b. Will keep a current roster of membership.
      c. Will see that official correspondence of the organization is issued in a timely manner.
   4. Treasurer
      a. Will receive and disburse the funds of the organization and keep records of all transactions. All
         funds received by the organization shall be deposited in the Master Gardener Account of the Clinton
         County Extension office. All withdrawals from such account shall be made only after the approval of
         a simple majority of the members present at a general meeting.
      b. Will present a financial report at each business meeting of the general membership and the
         Executive Council.
ARTICLE V - MASTER GARDENER COORDINATOR
A. The local Master Gardener Coordinator representing UM/E will be the Horticulture Specialist for the Northwest Region or the assigned specialist.
B. The coordinator's responsibilities shall be as an ex-officio (non-voting) member of the organization to provide advice on questions of membership, basic and continuing training, volunteer service projects, and state Master Gardener programs.
C. The local coordinator will represent the state Master Gardener Coordinator and the state Master Gardener Program to the local organization. The state and local coordinators will make final interpretations on membership, training, service projects and activities.
D. The coordinator will direct basic training for new Master Gardener volunteers and continuing education for active Master Gardener volunteers.

ARTICLE VI - GENERAL MEMBERSHIP 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. A meeting may be called or canceled by the President.
C. A quorum shall consist of all members present at any general meeting presided over by the President.

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

ARTICLE VIII - ACTIVITY REPORTING, ADVANCEMENT AND RECOGNITION
A. At the end of the calendar year each member shall be responsible for submitting a record of their volunteer service activity using forms provided by the Master Gardener Coordinator. Information from these reports will be used by the UM/E system to provide a basis for recognition and credit for members within this organization.
B. A certified Master Gardener is eligible to apply for Advanced Master Gardener Training (Level II).

ARTICLE IX - COMMITTEES
A. The executive officers shall establish committees as needed.
B. Chairpersons of committees shall serve on an annual basis and will be selected by members of the committee. They are expected to report to the general membership regarding activities of the committee.
C. Committee membership will be voluntary.
D. Special or temporary committees may be appointed by the president, who may also appoint the chairperson.
E. All committee meetings are open to the general membership.

ARTICLE X - AMENDMENTS TO THE BY-LAWS
A. The general membership must be notified of any proposed by-law change at least thirty (30) days prior to the next general or special meeting during which the change is to be discussed and voted upon.
B. Amendments must receive a two-thirds majority of all votes cast in order to carry.
ARTICLE IV - EXECUTIVE OFFICERS

E. Duties of officers

5. Historian
   a. Will keep records of all accumulated hours by the group and individual members.
   b. Will keep brief record of all local Master Gardeners activities.
DUTIES OF OFFICERS

President
A: In conjunction with the Master Gardner Coordinator, will call all general meetings, set the agenda, and notify the membership in due time.
B: Will chair all general meetings and executive council meetings.

Vice President
A: Will serve as president pro-tem in the absence of the president.
B: Will keep track of designated activities and service projects of the organization.

Secretary
A: Will take the minutes and attendance at all general meetings and Executive Council meetings. All minutes and attendance will be open to all members and the Master Gardner Coordinator at all times.
B: Will keep a current roster of membership.
C: Will see that official correspondence of the organization is issued in a timely manner.

Treasurer
A: Will receive and disburse the funds of the organization and keep the records of all transactions. All funds received by the organization shall be deposited in the Master Gardener Account of the Clinton County Extension Office. All withdrawals from such account shall be made only after the approval of a simple majority of the members present at a general meeting.
B: Will present a financial report at each business meeting of the general membership and the Executive Council.

Historian
A: Will keep records of all accumulated hours by the group and individual members.
B: Will keep brief record of all local Master Gardeners activities.

Project Committee
Duties of this committee are to identify and coordinate what projects the MG's are to be involved in.

Education Committee
Duties are schedule educational programs for the MG's. Example; speakers at regular meetings or field trips.

Social Committee
Duties are schedule any social events for MG's. Example; meetings outside of the normal time and place.

Fund Raising Committee
Duties are schedule any money making projects for the MG's.