

BYLAWS

POPLAR BLUFF MASTER GARDENERS

Adopted April 25, 2000; Revision March 2, 2004

ARTICLE I – NAME AND PURPOSE

- A. The name of the organization shall be Poplar Bluff Master Gardeners.
- B. The purpose of this chapter of the Missouri Master Gardener Program shall be 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 the 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.
- D. To 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 © (3) of the Internal Revenue Code.

ARTICLE II – MEMBERSHIP

- A. Master Gardener membership will not be influenced by considerations of race, color, national origin, sex, religion, age, disability or status as a Vietnam era veteran.
- B. Membership qualifications:
 - 1. Membership shall be limited to those who have successfully completed a University of Missouri Extension Master Gardener basic training course.
 - 2. Upon completion of the Master Gardener basic training course the Master Gardener volunteer shall be awarded a “provisional Master Gardener certificate”.
 - 3. Upon completion of a minimum of 30 hours of approved volunteer service plus at least 10 hours of continuing training within the year of taking the basic Master Gardener training course, the Master Gardener volunteer shall be awarded an “active Master Gardener certificate”.
 - 4. Active Master Gardener membership continues after the first year, providing that the Master Gardener volunteer contributes a minimum of 20 hours of approved volunteer service and 10 hours of approved continuing education each year.
 - 5. Membership ceases after two years of non-completion of the minimum hours of annual volunteer service, except for extenuating circumstances.
 - 6. Each Master Gardener volunteer shall be responsible for submitting records by a designated time each year of hours given to Master Gardener service and continuing education.

7. The vice-president of the organization shall be responsible for keeping the list of members and maintain records of members' volunteer service and continuing education activities.
 8. The executive officers and the Master Gardener Program coordinator of the chapter, following state guidelines, will recommend to the membership's vote which service and educational activities qualify for membership.
- C. All recognized members in good standing are voting members of the organization.

ARTICLE III – GENERAL MEMBERSHIP MEETINGS

- A. Date, time and place of general meetings of the chapter shall be determined by the membership and announced by the President.
- B. A quorum shall consist of all present at any properly called and announced meeting presided over by the President (or the Vice-President in his stead).
- C. An Annual Meeting of the chapter shall be held to install new Executive Committee members and install new officers.

ARTICLE IV – EXECUTIVE OFFICERS

- A. The responsibilities of the executive officers are:
 1. To promote participation in the Master Gardener Program and provide leadership on service and continuing education activities of the organization.
 2. To set the meeting times for the organization, direct the business meetings, respond to all correspondence, receive income and pay all bills as directed by the membership, and keep records of membership, finances, official correspondence and activities.
 3. To recommend to the vote of the membership which service and continuing educational activities will qualify for membership.
- B. Qualifications of executive officer candidates.
 1. Executive officer nominees are to be selected from among the members in good standing at a specifically designated meeting, given four weeks written notice to the membership.
 2. Executive officers will each serve no more than two consecutive one-year terms. They will be eligible for re-nomination after one year.
- C. Election of officers.
 1. Election of officers will take place at the annual meeting. The meeting shall be announced to the membership in writing at least four weeks in advance.
 2. The membership may choose to vote for officers by voice or raised hand or by secret ballot.

3. Executive officers assume their responsibilities at the end of the annual meeting.
- D. Executive officer meetings.
1. The executive officers will meet at frequency, date, time and place selected by the executive officers.
 2. The president shall call and announce the meetings in a timely manner and preside over the meetings.
 3. A voting quorum for the executive officers shall consist of at least three of the four officers.
- E. 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).

ARTICLE V – EXECUTIVE OFFICERS

A. PRESIDENT

1. Will call all meetings, set the agenda and notify all members in due time.
2. Will chair all meetings of the chapter.
3. Will serve as ex-officio member on all committees.
4. Will be responsible with the Master Gardener Program Coordinator for writing a regular letter or newsletter to the membership, announcing meetings, activities and other news pertinent to the members.

B. PRESIDENT-ELECT (*replaces the office of Vice President as of March 2, 2004*)

1. Will serve as president pro-tem in the absence of the president.
2. Will contact inactive members to encourage their participation and share news and concerns between the Executive Committee and the members.
3. Will keep records the hours of service and continuing education of the members. Will share the records of membership and activities with the Executive officers and Master Gardener Program Coordinator.
4. Becomes President at the time a new President-Elect is elected.

C. SECRETARY

1. Will take minutes and attendance of all general membership and Executive Committee meetings. All minutes and attendance records will be open to all members and to UO/E coordinators at all times.
2. Will keep a current roster of membership.
3. Will see that official correspondence will be issued in a timely manner.
4. Will assist the president in publishing a regular letter or newsletter to the membership, announcing meetings, activities and other news pertinent to the members.

D. TREASURER

1. Will receive and disburse the funds of the chapter with the approval of the membership and keep records of all transactions.
2. Will present a financial report at each business meeting of the general membership and the Executive Committee.
3. Will assist the Executive Committee in developing an annual budget to present to the membership for approval at the beginning of the fiscal year.

E. STATE MASTER GARDENER ADVISORY BOARD REPRESENTATIVE

1. The executive officers will select a local member in good standing to represent this chapter on the State Master Gardener Advisory Board.

ARTICLE VI – PROGRAM COORDINATOR

- A. The local Master Gardener Program coordinator representing University of Missouri Extension will be the local extension agronomy or horticulture specialist, as agreed upon by the state Master Gardener Program Coordinator, University of Missouri Extension Regional Director and the membership of this organization.
- B. The coordinator's responsibilities shall be as ex-officio (non-voting) member of the Executive Committee to advise the Executive Committee on questions of membership, basic and continuing training, volunteer service projects and state Master Gardener programs.
- C. The coordinator will represent the state Master Gardener coordinator and the state Master Gardener Program to the local chapter. The state and local coordinator will make final interpretations on membership, training, service projects and activities.
- D. The coordinator will direct the basic training for new Master Gardener volunteers and continuing education for acting Master Gardener volunteers.
- E. The coordinator shall as much as possible make the local University of Missouri Extension facilities and services available for training, continuing education and volunteer activities of the chapter. Availability of office and staff facilities and time will be determined by the county University Extension Council.

ARTICLE VII – COMMITTEES

- A. The executive officers or the general membership may name committees, their membership and chairpersons as they see the need.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

- A. The general membership must be notified in writing of any proposed bylaw changes at least thirty (30) days prior to the next general or special meeting in 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.

University Outreach and Extension does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or status as a Vietnam era veteran in employment or programs.