

## **Bylaws of Central Missouri Master Gardeners**

University of Missouri Extension  
Master Gardener Program  
Cole County Extension Center  
Jefferson City, Missouri  
Effective March 1, 2009  
Revised April 2019

### **ARTICLE I - NAME AND PURPOSE**

Section 1: Name: The name of this organization shall be Central Missouri Master Gardeners (CMMG).

Section 2: Mission Statement: The mission of the volunteer Central Missouri Master Gardeners is to provide to the public research-based horticultural training and information on local climate, soils, and plants through educational community projects and programs and for gardening enjoyment.

Section 3: Governance: CMMG is engaged primarily in activities carried out pursuant to agreements with the University of Missouri Extension and Jefferson City Parks, Recreation & Forestry. The organization shall be governed by the Bylaws and Policies and Procedures set forth by the University of Missouri Extension Master Gardener Program (UMXMG) and shall represent the interests of University of Missouri Extension. The local University of Missouri Extension Coordinator will serve in a non-voting, advisory position.

Section 4: Purpose: Central Missouri Master Gardeners is organized exclusively for educational purposes through the Master Gardener Program under the auspices of University of Missouri Extension. The purposes of CMMG are as follows:

- A. Conduct the Master Gardener core course of study; known as the Master Gardener Education Program (MG Program).
- B. Assist the Cole County Extension Center by promoting the MG Program throughout Central Missouri and by mentoring trainees in the MG Program.
- C. Act as a non-profit organization in its promotion of the MG Program under the umbrella of UMXMG and the Cole County Extension Center.
- D. Promote the joy of gardening by offering educational garden-related programs to the public.
- E. Maintain the CMMG Education Projects—the River City Gardens and Greenhouse in North Jefferson City and Cole County Extension Center grounds—as long-term training projects for volunteers in the MG Program.
- F. Conduct an annual plant sale with a public education focus to raise budgetary funds.
- G. Offer gardening-centered educational opportunities to MG volunteers with monthly programs, field trips, and activities.
- H. As part of community outreach, provide landscape and plant consultation and assistance in initial plant installation to non-profit organizations for short-term MG Community Projects approved by the CMMG Board.

I. Establish a MG Speakers Bureau on gardening topics to be available for requests received by CMMG and/or the Cole County Extension Center.

Section 5: Principal Office: The principal office of the organization shall be located in the Cole County Extension Center, 2436 Tanner Bridge Road, Jefferson City, Missouri 65101.

Section 6: Period of Duration: The period of duration of the organization is perpetual.

## **ARTICLE II - MEMBERSHIP**

Section 1: Voting Members: Membership in this organization consists of Certified Master Gardeners who have completed both the core course of study and the volunteer requirements, and are identified as Active Master Gardeners in the Policies and Procedures for CMMG. Active Master Gardeners are voting members of the organization and may be elected to the CMMG Board and serve as an officer, while Inactive Master Gardeners are non-voting members.

Section 2: Transfer of Membership: Certified Master Gardeners may transfer their membership to CMMG from another state if they can substantiate their certification and volunteer hours from their previous coordinator. The determination of further training or performance of volunteer hours, as in the case of inactive transfers or out-of-state transfers, shall be at the discretion of the CMMG Education Program Committee in consultation with the CMMG Board.

Section 3: Use of Name: The designation of University of Missouri Extension Master Gardener is to be used exclusively by trained and certified Missouri Master Gardeners in CMMG Board-approved educational programs and projects that provide gardening information. Only those individuals currently certified in the program may call themselves Master Gardeners.

Section 4: Commercial Use of Name: University of Missouri Extension Master Gardeners are not to advertise as Master Gardeners in their names or places of business, nor be listed as such in business advertising. Association with commercial activity or products, or the giving of implied University of Missouri Extension endorsement to any product or place of business, is a violation of UMXMG policies. Master Gardener training and experience may be given as qualifications when seeking employment; however, once employed, Master Gardener credentials may not be displayed. Membership may not result in financial gain for any CMMG volunteer member.

## **ARTICLE III - MEETINGS**

Section 1: Membership Meetings:

A. Open Monthly Meetings: Meetings of the CMMG are held on the 4th Tuesday of each month, except December, at 6:00 pm. Meeting dates, times, and locations may be modified at the CMMG Board's discretion, giving notice of any changes. Public guests are welcome at CMMG programs.

B. Proper Notice: All voting members of CMMG shall be notified of the time, date, place, and agenda of monthly membership meetings. The public shall be notified of monthly meetings by local media notices.

C. Closed Meetings: On a majority vote, CMMG member bodies may vote to close a portion of a future meeting to discuss content specifically related to a statutory exception or to close a vote; for example, specifications for competitive bidding. The specific reason for closing the

meeting must be entered into the minutes and added to the agenda. Upon completion of the closed portion of the meeting, the body must return to the open-meeting agenda.

**D. Quorum:** A majority of one-fourth of Active Master Gardeners, as defined in the CMMG Policy & Procedures and determined by the most recent membership list, shall constitute the quorum which must be present before business may be transacted with motions and voting.

**E. Voting:** Voting may be verbal; however, a vote by show of hands or by secret ballot may be requested by any CMMG member. Approval of motions, except revisions to the CMMG Bylaws (reference Article VII), requires a simple majority of voting members present.

**Section 2: Annual Meeting:**

The annual meeting for year-end reporting shall be the January meeting.

**ARTICLE IV - BOARD OF DIRECTORS**

**Section 1: Board of Directors:**

**A. Elected Voting Members:** The CMMG Board of Directors (Board) shall consist of twelve Nominated and elected Active Master Gardeners, who constitute the voting members. Of these twelve, the four nominated and elected officers of the CMMG Board consist of Chairperson, Vice Chairperson, Secretary, and Treasurer

**B. Non-Voting Members:** The Outreach Committee Chair, the Newsletter Editor, the local University Extension Coordinator, and other CMMG Master Gardeners requested by the CMMG Board, attend the Board of Directors meetings as non-voting members. The Outreach Committee Chair and the Newsletter Editor promote the purpose and activities of the CMMG Education Program, the educational projects, and the community projects.

1. The Outreach Committee Chair is responsible for coordinating all CMMG publicity in local media (i.e., newspaper, radio, television) and on the internet (i.e. websites such as Extension Center, MOMGA, and social media) with the Board of Directors and Committee Chairs.
2. The Newsletter Editor distributes information as specified in the CMMG Bylaws to active CMMG members on a timely basis through the monthly CMMG newsletter.

**Section 2: Full Board Responsibility:** The CMMG Board of Directors is responsible for overall policy and direction of the organization, and delegates responsibility for day-to-day operations to the Chairperson, Officers, and Committees. CMMG Board members shall be familiar with the CMMG Bylaws and CMMG Policies and Procedures.

The full Board of Directors' responsibilities include, but are not limited to:

- A. Presenting the proposed budget to CMMG members for comment prior to approving the annual budget (reference ARTICLE V, Section 3, D.5.).
- B. Approving CMMG Community Projects as proposed on the CMMG Project Approval Form.
- C. Approving changes to the CMMG Education Program.
- D. Recommending expenditures over \$500 not included in the annual budget for discussion with general membership prior to approval.

E. Ensuring that CMMG Bylaws and CMMG Policy & Procedures are adhered to in all CMMG activities.

**Section 3: Individual Board Member Responsibilities:**

A. Monthly Meetings: Each CMMG Board member is responsible for organizing one of the gardening related programs at a monthly meeting each year of his/her term. Board members are asked to present their tentative meeting topics at the September Board meeting.

B. Newsletter Articles: The responsible board member shall submit a brief article about the program to the CMMG Newsletter Editor by the editor's deadline and to the Outreach Committee Chair to inform general membership.

C. Support the CMMG Program: Each CMMG Board member shall help to promote the MG Education Program and Projects. He or she will help to fairly distribute the responsibilities of the MG Program and the related projects among the membership at large, encouraging Master Gardeners to act as mentors to new members and to volunteer for the MG Program and CMMG Educational and Community Projects.

**Section 4: Terms of Assignment:**

A. Board Year: A board year as applied to membership and officers is from September 1 to August 31.

B. Election and Term of Office: CMMG Board members are elected for a term of two (2) years, not to exceed a maximum of two (2) consecutive terms, unless modified at the CMMG Board's discretion. After an absence of one (1) year, a Master Gardener may be nominated for another term. Each year, half of the full Board of Directors of twelve members are elected. Nomination and election of CMMG Board members shall follow procedures outlined in CMMG Bylaws, Article VI Section 7.

C. Vacancies: Nominations for a Board vacancy may be received by the Secretary from present CMMG Board members at least two weeks in advance of a regular Board meeting and voted on at the next board meeting. These vacancies will be filled only to the end of the particular CMMG Board member's term.

D. Resignation, Dismissal, and Absences: Resignation from the CMMG Board must be in writing to the Secretary. Any CMMG Board member with unexcused absences from two (2) regular CMMG Board meetings shall be subject to dismissal from the board, but extenuating circumstances will be considered before recommending dismissal. A CMMG Board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining board members.

**Section 5: Operation of the Board:**

A. Open Meetings: The CMMG Board shall meet monthly, establishing at the September meeting a specific date and time for the year.

B. Proper Notice: All CMMG Board members and CMMG voting members shall be notified of the time, date and place of CMMG Board meetings. Meeting dates, times, and

locations may be modified at the board's discretion, notifying CMMG membership of the change 24 hours (excluding weekends and holidays) prior to the meeting. This information will also be included in the monthly newsletter.

C. Closed Meetings: To close a portion of a CMMG Board meeting to discuss content specifically related to a statutory exception, the CMMG Board shall follow policy as described in CMMG Bylaws, Article III Section 1.

D. Special Meetings: Special CMMG Board meetings, those deemed essential to timely business conduct, shall be called upon at the request of the Chairperson or one-third of the CMMG Board. Notices of special meetings shall be emailed to CMMG Board members at least 24 hours in advance.

E. Quorum: A quorum must be attended by a majority of elected CMMG Board members, as attested by the roll call, (majority being more than half), before business can be transacted or motions passed.

F. Voting: Voting may be verbal. Voting policy follows CMMG Bylaws, Article 3, Section 1.

G. Representation of CMMG: No member of CMMG, except for the Chairperson, shall represent the CMMG Board of Directors or the CMMG Program in making any statement, written or oral, without prior authorization of the CMMG Board.

H. Referral to Full Membership: On the request of one CMMG Board member, any matter brought before the CMMG Board may be referred to the full CMMG membership for consideration.

## Section 6: Limited Liability of Directors

A. A director shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless the director has breached or failed to perform the duties of his or her office under applicable Missouri State Law; and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provision of this section shall not apply to the responsibility or liability of a director pursuant to any criminal statute; or the liability of a director for the payment of taxes pursuant to local, State and Federal Law.

## ARTICLE V: BOARD LEADERSHIP

Section 1: Officers: Elected Officers of the CMMG Board shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 2: Election and Term: The CMMG Board Officers are elected for a term of two (2) years, not to exceed two (2) consecutive terms, unless modified at the Board's discretion. Election of officers shall take place at the August membership meeting.

Section 3: Duties and Responsibilities: The duties and responsibilities of the officers of the CMMG Board are as follows:

A. Chairperson of the Board:

1. Be the contact spokesperson for CMMG to the UMXMG, to the local University Extension Coordinator, to the news media, as well as public and private community agencies.

2. Prepare and communicate to all members the time, date, location, and agenda of scheduled and/or special meetings of the CMMG Board and of CMMG membership.
3. Preside at scheduled and special meetings of the CMMG Board and of CMMG membership.
4. Meet with the Standing Committee Chairs to prepare monthly agendas and reports for membership meetings and to conduct business transactions approved by the CMMG Board.
5. Call special meetings of the CMMG Board when deemed essential.
6. Prepare and follow scheduled order of business at CMMG meetings, starting and stopping meetings on time.
7. Work with Committee Coordinator in carrying out the duties and responsibilities of the organization, keeping Project Chairs informed of Board decisions affecting their committee or project;
8. Notify the Project Coordinator of pertinent information as received from the local University Extension Coordinator.

**B. Vice Chairperson of the Board:**

1. Assume the duties and responsibilities of the CMMG Chairperson in his or her absence.
2. Reserve facilities for scheduled/special meetings and check details ahead of scheduled/special meetings.
3. Perform other duties as requested to assist the CMMG Chairperson.

**C. Secretary:**

1. Record member attendance and minutes, to include a synopsis of the educational program, at scheduled and special meetings of the CMMG membership and CMMG Board meetings. Closed meeting minutes are recorded but not publicized.
2. Publish the minutes of general membership meetings and the CMMG newsletter for members' revision and/or approval.
3. Distribute by email minutes of each scheduled and special CMMG Board meeting to Board members for revision and/or approval. After approval, submit the minutes to the CMMG Newsletter Editor for publication to members.
5. Attend to all official correspondence.
6. Perform other duties and responsibilities as deemed necessary and appropriate as custodian of CMMG records.

**D. Treasurer:**

1. Keep an accurate written account of all monies and separate fund accounts.
2. Make timely payments of bills, reimbursing members' expenditures from a receipt of payment and after written approval by a Committee Chair or Board member.
3. Provide a monthly written Treasurer's Report of income, expenses, and balances.
4. Provide an annual summary report of income, expenditures, and fund balances for the Board at the January Board meeting.
5. With Finance Committee, develop an annual budget in June to be submitted to the CMMG Board at the July meeting, with submission for comment to the CMMG membership at their July meeting. Final Board approval occurs at August Board meeting with approved budget distributed to membership at the August monthly meeting.

6. Make financial transactions over \$500 not in the approved budget, only with approval of the CMMG Board and CMMG Membership.
7. Co-sign with the Chairperson and one CMMG Board member the financial forms for the CMMG bank account, requiring the Chairperson's and Treasurer's two signatures on every payable check, utilizing the third Board member's signature if necessary.
8. Perform other duties and responsibilities as deemed necessary and appropriate for financial control of CMMG funds.

## **ARTICLE VI: STANDING AND PROJECT COMMITTEES**

### **Section 1: Standing Committees:**

Standing Committees organize, direct, and maintain the CMMG membership organization and report to the CMMG Board of Directors. At least one CMMG Board member shall be on each Standing Committee. The CMMG Board may create Standing Committees and sub-committees from membership rules-of-order motions. Standing Committees include Finance, Nominating, and Education Program, Garden Steering Committee, Historical Committee, and Outreach Committee.

### **Section 2: Project Committees:**

**CMMG Educational Projects:** The MG River City Gardens and the MG Greenhouse in North Jefferson City and the Cole County Extension grounds serve as the primary long-term volunteer training projects for both MG Trainees and Active Master Gardeners.

**CMMG Community Projects:** The short-term volunteer community projects serving non-profit organizations is part of the CMMG education outreach effort.

CMMG members may propose Community Projects by submitting the Volunteer Project Approval Form to the CMMG Board for approval. Community Projects are renewable every two years through the Volunteer Project Approval Form to re-evaluate both goals of the project and CMMG member responsibilities.

**Committee Organization:** Both Educational and Community Projects are organized by Committee with a Project Chair, who reports to the Project Coordinator.

**Section 3: Project Coordinator:** The CMMG Board selects a Project Coordinator from the CMMG general membership at the September meeting to serve for two (2) years. The Project Coordinator attends board meetings as a non-voting member:

- A. Solicit Project Chairs and volunteers at monthly membership meetings, appointing Project Chairs as needed.
- B. Meet with Project Chairs to coordinate calendar activities and publicity; notifies members of committee meetings through email or the newsletter.
- C. Review the CMMG Bylaws and CMMG Policy & Procedures with Project Chairs.
- D. Notify appropriate Project Chairs of pertinent information as received from the CMMG Chairperson or local University Extension Coordinator.
- E. Receive budget requests from Project Chairs by June 1 and meet with Finance Committee in July to prepare a budget by August 1.
- F. Report progress of Community Projects to the CMMG Board from committee minutes.

G. Act as liaison between CMMG Board and Project Chair(s) to resolve conflicts if so desired by pertinent Project Chair.

**Section 4: Project Committee Meetings and Members:** Project Chairs serve a minimum two-year term. CMMG members may volunteer for Committees at monthly membership meetings. CMMG members are welcome to attend Project Committee meetings, but are asked to contact the Project Chair prior to the meeting. A committee member shall keep minutes of committee meetings, including attendance, sending a copy to the CMMG Project Coordinator.

**Section 5: Committee Chair Responsibilities:**

- A. Recruit members and notify members of meetings and activities.
- B. Present to the Project Coordinator by June 1 a Project Budget Form request for committee needs for the next year.
- C. Inform CMMG members of their project's major activities by reporting at monthly meetings.
- D. Keep a file of Project Committee reports, publicity, and activities to pass on to the Project Coordinator for future Project Chairs.
- E. Submit original receipts and Reimbursement Request form to the CMMG Treasurer for reimbursement of project expenses, retaining a copy for the Project Committee file.
- F. Submit a written explanation to the CMMG Finance Committee for board approval to overspend the allocated project budget. The Finance Committee reserves the right to refuse reimbursement for any expenses over the approved budget.

**Section 6: Finance Committee:**

- A. Members: The Finance Committee includes the CMMG Treasurer, the Project Coordinator, the Education Program Committee Chair, and the CMMG Chairperson. The CMMG Treasurer shall be the Chair of the Finance Committee. The CMMG Board may assign other members.
- B. Responsibilities: The Finance Committee is responsible for
  1. Developing and reviewing fiscal procedures;
  2. Developing a fundraising plan as needed with Committee Chairs;
  3. Assisting in the preparation and review of the annual budget;
  4. Present annual budget to the CMMG Board at the July Board meeting with submission for comment to the CMMG membership at their July meeting.
  5. Communicating the proposed budgets to the Project Chairs by July 15. Project Chairs will have the opportunity to appeal the decision of the Finance Committee. The decision of the CMMG Board will be final.
  6. Final Board approval occurs at August Board meeting with approved budget distributed to membership at the August monthly meeting
- C. Budget Guidelines: All expenditures must be within the annual budget. All budget requests shall be due June 1. Any proposed major changes to the budget must be recommended by the CMMG Finance Committee and approved by the CMMG Board.

D. Financial Reports: The fiscal year shall be from September 1 to August 31. Treasurer and Committee Annual reports are to be submitted to the CMMG Board for the October Board meeting, showing the previous year's income, expenditures, and balances. The annual reports will be presented at the January general membership meeting.

E. The CMMG Board appoints a Financial Oversight Committee consisting of two (2) board members, who are not members of the Finance Committee, and two (2) Active Master Gardeners. The responsibility of the Financial Oversight Committee will be to oversee the books annually and report to the CMMG Board by November 1 each year.

**Section 7: Nominating Committee:**

A. Members: By the May membership meeting, the CMMG Board shall appoint the Nominating Committee of at least four (4) general members and a Board member, for a two year term, selecting CMMG members who are familiar with responsibilities of various nominating positions and who are familiar with membership.

B. Responsibilities:

1. In July, the Nominating Committee Chair shall publicize Board and Officer nominations in the CMMG newsletter. CMMG voting members may volunteer and/or nominate voting members.
2. At the July meeting, the Nominating Committee shall present to the full membership a slate of vacant Board and officer positions, when nominations may be taken from the floor.
3. At the August membership meeting, the Nominating Committee shall hold the election for CMMG Board members and officers, elected by a majority of the voting members present.

**Section 8: CMMG Education Program Committee:**

A. Members: The CMMG Education Program Committee consists of the three positions who are appointed for two year terms by the CMMG Board: The Education Program Committee Chair; The Level I Program Training Coordinator, who is the director(s) of the MG core course of study; and the Level II Program Training Coordinator, who is the director of the MG Level II course of study. Additional members of the Committee are the Educational Projects Chairs; the CMMG Chairperson; and two (2) CMMG Board members. The local University Extension Coordinator may attend in a non-voting advisory position.

B. Responsibilities:

1. Considers and makes recommendations to the CMMG Board with regard to the maintenance, needs, and growth of the CMMG Program.
2. Creates continuing education programs and tours for Active CMMG members that augment and reinforce the Master Gardener core course training.
3. Coordinates proposed changes and growth of the three CMMG Educational Projects (reference ARTICLE I, Section 4, E).
4. Creates educational outreach programs for the public that follow the mission and purposes of CMMG.
5. Develops, organizes, and monitors the Master Gardener Mentor program, pairing an Active or Emeritus Master Gardener with a MG Trainee.
6. Directs the MG Speakers Bureau.

## **ARTICLE VII. REVISION OF THE BYLAWS**

The CMMG Bylaws shall be reviewed annually by the CMMG Board, but changes may be proposed at any membership meeting by any voting member. If Bylaws changes are in order, the CMMG Board shall appoint a Bylaws Committee. Proposed revisions to the bylaws will be distributed to all members and voted on at the next general meeting. Approval of Bylaws revisions requires a two-thirds (2/3) majority of all attending voting members.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall be the parliamentary authority of all matters of procedure not specifically covered by the CMMG Bylaws or by the CMMG Policy and Procedures.

## **ARTICLE IX: DISSOLUTION**

In the event this organization is dissolved, any monies held in the Treasury after paying the outstanding obligations as approved by the Board of Directors and any other tangible assets, with exceptions as noted, shall be turned over to the University of Missouri Master Gardener Endowment Fund. The Central Missouri Master Gardeners' Greenhouse and River City Gardens located on city property in North Jefferson City, Missouri, shall be turned over to City of Jefferson Parks , Recreation, and Forestry.

Bylaws of Central Missouri Master Gardeners Revision Log:

Bylaws originally adopted 1996, Revisions Adopted 1/23/2007;

Reviewed 10/25/2007, Revised 8/14/08;

Revised 01/12/2009, Revisions Adopted 2/24/09;

Revised 8/2011, Revisions Adopted 9/2011;

Revised 8/2014, Revisions Adopted 9/2014

Revised 4/2016, Revisions Adopted 5/2016

Revised 3/2019, Revisions Adopted 4/2019

Substantive Revisions: Changed (1) "corporation" to "organization," (2) "public relations editor" to "outreach committee chair," (3) "demonstration gardens" to "river city gardens," and (4) added internet and social media as forms of communication and outreach.