

By-Laws for the Boonslick Master Gardeners

Adopted November 7, 2018

Article I. Name and Purpose

Section 1.01 The name of the organization shall be “Boonslick Master Gardeners”.

Section 1.02 The purpose of this organization is to assist the University of Missouri Extension Center with the education of the general public pertaining to horticulture and gardening practices, in accordance with standards approved by the above-mentioned university.

Section 1.03 The Master Gardener Extension Coordinator will serve in an advisory position.

Section 1.04 To 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 501C(3) of the Internal Revenue Code.

Article II. Membership

Section 2.01 The Master Gardener Program will operate under the guidelines and with the support of Cooper County Extension Council and with the Master Gardener Coordinator.

Section 2.02 Membership shall be limited to those who have successfully completed a Master Gardener training course and signed the Volunteer Code of Conduct.

Section 2.03 Upon completion of the Master Gardener basic training course, the Master Gardener shall be considered a “Master Gardener Trainee”.

Section 2.04 Upon completion of a minimum of 30 hours of approved volunteer service within a year of training, the Master Gardener volunteer shall be considered an “Active Master Gardener”.

Section 2.05 Active membership continues after the first year, providing the individual member has contributed a minimum of 20 hours of approved volunteer work each year and payment of annual dues is up to date.

Section 2.06 Membership will cease following one year of non-completion of volunteer service requirements, except for extenuating circumstances decided by the current Executive Officers.

Section 2.07 All active master gardener members are voting members of the organization.

Section 2.08 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.

Section 2.09 Annual dues, to be paid in January to Cooper County Extension, will be \$10.00 per person. Of this amount \$2.00 will be submitted to the Missouri Master Gardeners Association (MOMGA) for annual MOMGA membership dues.

Article III. Executive Officers

Section 3.01 The executive Officers (hereinafter the "Officers") shall consist of the President, Vice-President, Secretary and Treasurer. Each position shall have one vote. Where votes are considered necessary, motions will be carried by a simple majority of member votes cast. Executive Officers who miss more than three consecutive board meetings will be recommended for removal from the board by the organization at the next membership meeting.

Section 3.02 The Officers shall review the by-laws, committee chair duties and service hour guidelines and present any recommended changes to the membership on an annual basis, preferably during the months of January and February. The Officers will serve in an advisory role to the membership. All decisions for the organization will be made by the membership.

Section 3.03 These officers shall be elected by the membership:

- a) President – will create an agenda for the membership meetings; will be responsible for calling all meetings and notifying the membership in due time; will chair all meetings; will fill an officer vacancy by calling for an open election at the next membership meeting.
- b) Vice President – will act as president pro-tem during the absence of the president; will act as a liaison with other community organizations.
- c) Secretary – will take minutes and attendance at membership meetings and meetings of the Officers; will maintain a current roster of membership; will maintain present and past meeting minutes; will see that the general correspondence of the organization is issued in a timely manner. Membership meeting minutes will be e-mailed to the University of Missouri Extension Center Office Manager within two weeks after the meeting. The Office Manager will post the minutes to the regional Master Gardener website and other sites as appropriate. The minutes and records will always be available to members.
- d) Treasurer – Will take dues payments from members to the Extension Center Office Manager and return receipts to the payees; will present a monthly report documenting transactions and the Master Gardener funds balance (as provided by the Office Manager) to the membership. Any funds should be submitted to the University of Missouri Extension Center on a timely monthly basis by individuals or the Treasurer. Funds will be deposited by the Office Manager into the Extension Council's checking

account under the Master Gardeners' funds. Deposits should be received at the Extension Center by the 20th of the month. At the beginning of the following month, the Office Manager will provide a monthly report to the Master Gardener Treasurer documenting any transactions that have occurred and the Master Gardener funds balance. No purchases or reimbursements are allowed without prior membership approval (see elaboration in Section 6.04.)

Article IV. Nominating Committee

Section 4.01 A nominating committee consisting of at least three members in good standing will be elected at the September membership meeting of each year. A nominating committee candidate must be present at the membership meeting or must have previously agreed to serve on the committee. The election can be by open nomination or by closed ballot.

Section 4.02 The nominating committee will identify, recruit and publicize a slate of names of candidates to fill the open positions. Nominations will also be accepted from the floor.

Section 4.03 An Executive Officer candidate must be an active member in good standing. Officers will serve a one-year term, will be limited to two consecutive terms and are eligible for re-election after a one term absence from the office. No officer shall hold more than one office simultaneously.

Section 4.04 Election of officers will be scheduled for the November general meeting with the term beginning on January 1 and ending on December 31. In the event of a tie vote a run-off election will be taken between the tied candidates by coin toss done by an officer.

Article V. Meetings

Section 5.01 The date, time and place of the membership meeting shall be determined by the membership and announced by the President. A minimum of six meetings will be held each year.

Section 5.02 Meetings of the Executive Officers shall be scheduled when determined necessary by the President or a majority of the Officers.

Article VI. Projects

Section 6.01 Group or individual projects approved by the membership may include anything consistent with the by-laws and purposes for which this organization exists.

Section 6.02 The Officers may coordinate selection of project chairpersons or they may be selected by the membership at large.

Section 6.03 Every member will make project selections at the beginning of the year so that committees can be formed.

Section 6.04 No purchases or reimbursements will be made without prior project costs approval from the majority of the Boonslick Master Gardener organization. The exception to this is the Children’s Learning Garden (CLG) project. Purchases for the CLG project out of the CLG funds need only the approval of the CLG committee. Once an approved purchase has been made, a master gardener may submit a “Request for Reimbursement” to the Extension Center for any expenses he/she incurred. Requests for Reimbursement forms should be submitted to the Extension Center by the 20th of the month. Master Gardeners are encouraged to use Extension’s tax-exempt number when making project purchases. Copies of the official tax-exempt letter are available from the Extension Center.

Section 6.05 Chairpersons of the projects are expected to report to the membership on a regular basis regarding activities of the committee.

Article VII. Activity Reporting

Section 7.01 Members shall report annual service hours, preferably online, no later than December of each year,

Section 7.02 Information from these reports will be used by University of Missouri Extension reporting system to provide a basis for recognition and credit for members within this organization.

Article VIII. Committees and Positions

Section 8.01 Committees can be formed from the membership at large. The committee, by a majority of its number, shall elect a chairperson. The name of the chairperson and names of the committee members will be submitted to the membership in a timely fashion.

Section 8.02 In the event there are standing committees, the chairperson shall serve a one-year term. When a co-chair is available they may assume the role of chairperson in the following year.

Section 8.03 Project committee assignments will be made once proposed projects are approved by the membership.

Section 8.04 Committees are expected to report on their activities at the membership meetings.

Section 8.05 The Historian will maintain records, including photos, of all activities and prepare the annual report for the Extension Council.

Section 8.06 The Member Services Coordinator will 1) mentor new members, helping them to achieve full participation in Master Gardener activities, 2) arrange for additional training of members; and 3) oversee the recording of volunteer service hours.

Section 8.07 The Council Representative will prepare a report of monthly activity and present the report at the monthly Extension Council meeting.

Section 8.08 The Program Coordinator will collect program ideas and arrange for programs to be presented at regular membership meetings.

Article IX.

Section 9.01 The general membership is to be notified in writing by mail or e-mail of any proposed changes not less than 30 days prior to the next membership meeting, during which the change will be discussed and voted upon.

Section 9.02 Amendments must receive a two-thirds majority of the votes cast to carry.