

# **LAKE AREA MASTER GARDENERS CLUB BY-LAWS**

## **Article I Organization**

The name of the organization shall be: Lake Area Master Gardeners Club (referred to as LAMG), a nonprofit organization that operates under the direct supervision and authority of the University of Missouri Extension. Regular reports and annual financial information will be provided to the local Extension Coordinator and the overseeing Extension Council, currently the Miller County MU Extension Council.

## **Article II Objectives**

The LAMG shall be a volunteer association providing horticultural/gardening consultation, information, education, and service in support of the University of Missouri Extension Service. The objectives shall be:

- A. To assist the University of Missouri Extension Service by providing consultation/referral information and educational programs concerning good gardening practices to the community and region.
- B. To develop and increase horticultural knowledge for all Master Gardeners, thereby providing more effective expertise to the community and region.
- C. To assist Master Gardeners in completing their volunteer commitments.
- D. To provide opportunities for fellowship with other gardeners.

## **Article III Mission Statement**

The mission statement shall be “Helping Others Learn to Grow” and to have fun along the way!

## **Article IV Membership**

- A. Members of the LAMG shall include:
1. Active Master Gardeners. These are certified graduates of the University of Missouri Extension Master Gardener Program. These individuals have completed both the core course and the volunteer requirements.
  2. Master Gardener Transferees from other areas upon receipt of credentials from their previous Association or Cooperative Extension Service.
  3. Interns or Trainees who have completed classroom study and are working on volunteer hours needed to complete their certification.
  4. Members are in good standing so long as dues are current and re-certification requirements are met.
- B. Individual Members will pay a \$20.0 per calendar year membership fee. Couples will pay a \$30.00 per calendar year membership fee.

## **Article V Meetings**

- A. General membership meetings will be held monthly January through November. Meetings will be held at 6:30 p.m. on the 2<sup>nd</sup> Tuesday of each month, unless other arrangements are agreed upon.
- B. Special meetings may be called as needed at the discretion of the Executive Board.
- C. A quorum of at least two officers plus ten voting members must be present to conduct business.

## **Article VI Officers**

The elected officers shall be a President, Vice-President, Secretary, and Treasurer.

- A. The President will serve one calendar year and then continue to serve on the Executive Board in an advisory position for one additional calendar year.
- B. The Vice-President will serve as Vice-President for one year and then will advance to the position of President the following year.
- C. The secretary will serve for two years, starting in an odd-numbered year.
- D. The treasurer will serve for two years, starting in an even-numbered year.

## **Article VII Elections**

Elections of officers will be held at the October meeting each year. Elections shall be by a simple majority. Candidates for office may be selected by the Nominating Committee or from the floor. A nominating committee shall be selected in September of each year, and shall present a roster of candidates at the October meeting. In every even-numbered year an individual will be elected for the positions of Vice-President and Secretary. In every odd-numbered year an individual will be elected for the positions of Vice-President and Treasurer. New officers will take over their duties in January following the election.

## **Article VIII Officers Duties**

- A. President: Will preside at all local meetings and board meetings and have general supervision of the organization.

- B. Vice-President: Will preside at meetings in the absence of the President. Will coordinate the programs for the general meetings and field trips during the year.
- C. Secretary: Will record minutes of all general meetings. Will initiate and maintain records of official correspondence.
- D. Treasurer: Will maintain a permanent written record of all receipts and disbursements of Club monies. Will prepare an Annual Financial Report for the Fiscal Year ending December 31. **This report must be forwarded to the Extension Council that maintains the State sales tax exemption for the LAMG.** Will safeguard organizational funds and disburse funds only upon proper authorization. Will establish and maintain a checking account in an FDIC insured banking institution as authorized by the Executive Board.

## **Article IX Standing Committees**

- A. Executive Board. The Executive Board will be comprised of the President, Vice-President, Secretary, Treasurer, and immediate past President. The Executive Board will meet on a regular basis to coordinate club activities.
- B. Hospitality Committee. Coordinates provisions for refreshments for monthly meetings. The Chairman will be responsible for coordinating with the Vice-President to determine the location of the meeting place, what kitchen facilities will be available, and notifying the individuals who have volunteered to provide the refreshments. If there are no volunteers for any month, the chairman will contact Members to recruit volunteers.
- C. Newsletter Committee. Prepares the monthly newsletter and forwards to the local MU Extension Master Gardener Coordinator for distribution by e-mail and posting on the Miller County Extension web site. Coordinates with the Treasurer to maintain a list of Members who desire to receive printed newsletters and mails the copies to those individuals.

- D. Membership Committee. Maintains a list of Members with their name, address, telephone number and e-mail address. Will maintain attendance records, and contact Members who have missed two or more consecutive meetings to encourage their continued involvement.
- E. Ways and Means Committee. Will coordinate with the Treasurer to determine a budget for the club operations for the coming year and plan fund raising activities to meet those needs.
- F. Project Coordinator. Works with the local MU Extension Master Gardener Coordinator to assist with needs for the Master Gardener Class. Makes recommendations to the Executive Board for projects for the coming year. Will maintain a list of current projects with name, address and phone number of lead gardener for each project.
- G. Garden Tour. Responsible for overall planning and implementation of procedures to produce the annual garden tour.
- H. Publicity. Takes photographs of club activities. Writes press releases for the local newspapers. Makes contact with various local publications to determine what space is available and when releases must be submitted to meet the various printing deadlines.

## **Article X Parliamentary Procedure**

The Lake Area Master Gardener Club will follow the Robert's Rules of Order Newly Revised process for conducting meetings.

## **Article XI Amendment and Approval of By-Laws**

Any changes or amendments to these By-Laws must be approved by a two-thirds majority of the votes cast in a meeting of the General Membership, provided that written copies of the proposed changes or amendments to existing By-Laws are made available to all members of the Club at a prior

meeting of the General Membership at least 15 days prior to the date of the General Meeting at which the vote is to be taken.

**Article XII  
Dissolution**

In the event this club is dissolved, any monies held in the Treasury after paying outstanding obligations as approved by the Executive Board, shall be turned over to the University of Missouri Extension Council of Miller County, Missouri.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands on the day and year indicated below.

**Current board?**

Executive Board:	Signature	Date
Teri Loney, Past President	_____	_____

Glenda Hinrichs, President \_\_\_\_\_

Ginnie Boyle, Vice-President \_\_\_\_\_

Jean Henry, Secretary \_\_\_\_\_

JoAnn Gitchell, Treasurer \_\_\_\_\_

Miller County University of Missouri

Extension:

Council President \_\_\_\_\_

Ted Fry, LAMG MU Extension Coordinator \_\_\_\_\_