

BY-LAWS OF PHELPS COUNTY, MISSOURI MASTER GARDENERS

Adopted September 6, 2005, last revised March 2019

ARTICLE I. NAME AND PURPOSE

- A. The name of the organization shall be “Phelps County Master Gardeners”.
- B. The purpose of this organization is to assist the University of Missouri with the education of the general public pertaining to horticulture and gardening practices, in accordance with the standards approved by the above mentioned university.
- C. The Organization may 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 501 c (3) of the Internal Revenue Code.

ARTICLE II. MEMBERSHIP

- A. The Master Gardener Program will operate under the guidelines and with the support of University of Missouri Extension.
- B. Membership shall be limited to those who have successfully completed a University Master Gardener training course.
- C. Upon completion of the Master Gardener basic course, the Master Gardener shall be awarded a provisional “Master Gardener Certificate”
 - 1) Upon completion of a minimum of 30 hours of approved volunteer service within a year of training, the Master Gardener volunteer shall be awarded an “Active Master Gardeners Certificate”.
 - 2) Active membership continues after the first year, providing the individual member has contributed a minimum of 20 hours of approved volunteer work and 6 hours or more of education credits each year.
 - 3) Membership will cease following two years of non-completion of volunteer service requirements, except for extenuating circumstances. Re-instatement can be requested, but will require 20 hours of volunteer service the first year.

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- 4) Amendment to the volunteer service credits policy. Voted August 6, 2013. Once a Master Gardener has completed the first 30 hours of subsequent 20 hours of volunteer service, they may count travel time to and from meetings and events, unless they are an instructor who can still count travel time for volunteer hours.
- D. All Provisional and active members are voting members of the organization.
- E. The Membership in accordance with University of Missouri and with the Master Gardener Extension Specialist 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 organization procedures necessary to accomplish these projects.

ARTICLE III. ELECTION OF OFFICERS

- A. A nominating committee will identify, recruit and publicize a slate of Executive Officers representative of the general membership. Nominations will also be accepted from the floor. The nominating committee consisting of at least three members in good standing will be appointed at the May general meeting of each year. A nominating committee candidate must be present at the meeting or must have previously agreed to serve on the committee.
- B. The Executive Committee shall consist of the President, First and Second Vice-president, Secretary, and Treasurer. 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-year absence from the office. No officer shall hold more than one office simultaneously.
- C. Election of officers will be scheduled for the July general meeting with a resulting occupancy of the office beginning in August. In the event of a tie vote, a run-off election will be taken between the tied candidates.
- D. Members of the Executive Office present at any scheduled or called executive meeting will constitute a quorum. Where votes are considered necessary, motions will be carried by a simple majority of member votes cast.

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ARTICLE IV. EXECUTIVE OFFICE DUTIES

A. The Executive Officers shall:

- 1) Review the by-laws, Committee Chair duties, and service hour guidelines and present any recommended changes to the membership on an annual basis.
- 2) The Executive Officers will serve in an advisory role to the membership.
- 3) All decisions for the organization will be made by the membership with the advisement of the Master Gardener Extension Specialist.

B. These officers shall be elected to:

- 1) President will chair all meetings; will be responsible for calling all meetings and notifying the membership in due time; will act as a mentor to the membership or will delegate the mentoring responsibilities; and serve as an ex-officio member on all committees, except for the nominating committee.
- 2) First Vice-President will act as president pro-tem during the absence of the President; and will coordinate programs with the Education/Speakers Bureau Committee Chairperson.
- 3) Second Vice-President will act as president pro-tem during the absence of the President and the First Vice-President; will encourage all members to participate in community service and education projects; and act as liaison with other community organizations for the development of the Master Gardener programs.
- 4) Secretary will take minutes and attendance at general membership and meetings of the Executive Committee. All minutes will be published and records will be open to members at all times. Will maintain present and past meeting minutes and see that general correspondence of the organization is issued in a timely manner.
- 5) Treasurer will be responsible for reporting all funds received and paid by the organization; coordinate payments; will act as financial liaison between Extension Center bookkeeper and Phelps County Master Gardeners. No major purchases or reimbursements will be made without prior project costs approval from the majority of the membership present at the meeting.

C. An officer vacancy will be filled by the President by appointing one to the vacancy.

ARTICLE V. MEETINGS

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- A. The date, time and place of the general meetings shall be determined by the membership and announced by the President. A minimum of six meetings will be held each year.
- B. Meeting of the Executive Officers shall be scheduled when determined necessary by the President or the majority of the Executive Officers.
- C. Two-thirds of the voting members present at a general meeting will constitute a quorum.
- D. Motions from the floor will pass based upon a simple majority of the votes cast except for changes to the bylaws.

ARTICLE VI. PROJECTS

- A. Group or individual projects may include anything consistent with the State Policies and Procedures and the By-Laws and purposes for which this organization exists.
- B. The Executive Officers may coordinate selection of project chairpersons and they may be selected from the membership at large.
- C. Every member will be encouraged to make project selections at the beginning of each year so that committees can be formed.
- D. Chairpersons of the projects are expected to report to the membership regarding a budget request and activities of their committee on a regular basis and the written report given to the secretary.
- E. New projects may be added during the year.

ARTICLE VII. ACTIVITY REPORTING

- A. Every member shall post their service hour activity report at least quarterly to the Master Gardener web site.
- B. Information from these reports will be used by University of Missouri Extension to provide a basis for recognition and credit for members within the organization.

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ARTICLE VIII. AMENDMENT TO THE BY-LAWS

- A. The general membership is to be notified in writing of any proposed changes no less than 30 days prior to the next general meeting during which the change will be discussed and voted upon.
- B. Amendments must receive a two thirds majority of the votes cast in order to carry.