

# **Webster County Master Gardener Association By-Laws**

(Enacted April 27, 2006)

## **Article I. Objective**

The purpose of this Association is to provide service to the community by promoting good horticultural practices in accordance with policies set by the University of Missouri Extension (MU) and its Master Gardening Program and to foster communication, education, volunteerism, leadership development and fellowship among its members.

The Association shall not be conducted or operated for profit and no part of any profit or remainder or residue from dues, projects, or donations to the Association shall inure to the benefit of any member or individual.

## **Article II. Membership**

Section 1. Any person who has completed the MU Master Gardener Program, or meets the M.U. Master Gardener Program criteria, or is a MU Master Gardener Intern is eligible for membership. All members in good standing are eligible to vote and hold office.

Section 2. A member in good standing is one who has completed the requirements as set forth in Section 3.

Section 3. A member shall:

- a. pay dues as set by the Association by the second meeting of each year
- b. attend a minimum of three Association meetings or activities a year
- c. assist with projects
- d. give twenty volunteer hours per year as set by MU after the completion of initial service requirements of 30 hours per year for interns

Section 4. Inactive members may reactivate their membership at any time upon completion of the following:

- a. pay dues as set by the Association
- b. attend a minimum of three Association meetings or activities a year
- c. assist with projects
- d. give twenty volunteer hours per year as set by MU after the completion of initial service requirements of 30 hours per year for interns

## **Article III. Officers**

Section 1. The Officers for the Association must include, but are not limited to, the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Historian

Section 2. The supporting Chairpersons for the Association include, but are not limited to, the following:

- a. Communications Chairperson
- b. Publicity Chairperson
- c. Programs Chairperson
- d. Budget Chairperson
- e. Project Chairperson

Section 3. The length of term for the Officers of the Association shall be:

- a. President shall serve for one year
- b. Vice President shall serve for two years. One year as the President elect and one year as President
- c. Secretary shall serve for one year
- d. Treasurer shall serve for one year
- e. Historian shall serve for one year

Section 4. The Officers of the Association shall be able to repeat themselves by re-elections of the membership.

Section 5. In the event an officer or chairperson cannot complete their term, a replacement will be appointed by the Executive Committee.

#### **Article IV. Duties of Officers**

Section 1. The President shall preside at all general meetings of the Association and shall appoint all supporting Chairpersons.

Section 2. The Vice President shall serve as Parliamentarian and shall preside in the absence of the President.

Section 3. The Secretary shall record and maintain all the minutes of the Association meetings; maintain a copy of committee minutes; and attend to other correspondence as necessary.

Section 4. The Treasurer shall have charge of all funds of the Association and shall receive all money due the Association. The Treasurer shall also make an annual report and serve on the budget committee. Accounting duties may be delegated to the Webster County Extension center.

Section 5. The Historian shall be guardian of documents such as newspaper articles, photographs and other memorabilia sufficient to record the yearly activities and history of prior activities of the Association.

#### **Article V. Duties of Supporting Chairpersons**

Section 1. The Communications Chairperson and standing committee will be responsible for providing a current member list, keeping members informed of special events, such as upcoming tours, maintaining a members only website used to notify members of meeting dates, times and places, and maintaining the Association's portion of the University of Missouri Extension Master Gardener website.

Section 2. The Publicity Chairperson and standing committee will be responsible for submitting articles to area newspapers concerning Association activities, placing ads, making fliers for special events, and planning and organizing exhibits for fairs and festivals.

Section 3. The Program Chairperson and standing committee will be responsible for planning the programs for general meetings of the Association and the Graduation ceremony, when necessary.

Section 4. The Budget Chairperson and standing committee will be responsible for the yearly plant sale, presenting a proposed budget to the general membership, reviewing the annual report of the Treasurer, and organizing, conducting and reporting on fundraising events.

Section 5. The Project Chairperson and standing committee will be responsible for organizing and overseeing any and all community service projects.

## **Article VI. Elections**

Section 1. Elections shall be held annually at the January meeting. Twenty-five percent of the members in good standing will constitute a quorum for an election.

Section 2. Nominations may be made from the floor by any member in good standing.

Section 3. The officers shall serve until their successors are installed.

Section 4. Installation of new Officers will take place during the February meeting.

Section 5. Nominated Officers must receive a simple majority of the votes cast to be elected.

## **Article VII. Executive Committee**

Section 1. The Executive Committee will consist of the following members:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. The Executive Committee may authorize the commitment of Association funds for business calls, stationery, postage and any expenditure necessary to carry on the Association's objectives in accordance with the approved budget.

Section 3. Documentation must accompany any request for funds noting date, amount, event involved, and be submitted to the Treasurer.

Section 4. All supporting Chairpersons will present to the Budget Chairperson their estimated expenses each fiscal year no later than the November meeting.

Section 5. The Budget Chairperson will present a proposed budget at the January meeting for approval by the general membership present.

### **Article VIII. Meetings**

Section 1. Regular meetings will be held each month, except December, at a date, time, and place selected by the general membership.

Section 2. The Association will hold the annual graduation each year at a time and place determined by the MU and program committee.

Section 3. Twenty-five percent of the members in good standing will constitute a voting majority for the purpose of carrying on business at Association meetings.

Section 4. An honorarium, determined by the members of the Association, will be paid to all presenters of programs, except when the program is presented by a member of the Association.

### **Article IX. Dues**

Section 1. The amount of the Association dues will be set by the general membership of the Association.

### **Article X. Parliamentary Authority**

Section 1. Roberts Rules of Order, current edition, will govern the Association in all cases in which they are applicable and in which they are consistent with these By-Laws.

### **Article XI. Committees**

Section 1. Ad-hoc committees may be formed at the direction of the President or Executive Committee.

### **Article XII. Amending the By-Laws**

Section 1. Any member in good standing may submit a proposed amendment to the By-Laws in writing to the Executive Committee. Each submission shall be in written form.

Section 2. The Executive Committee shall present the proposed amendment and its recommendation(s) to the general membership at a regularly scheduled Association meeting.

Section 3. At the next regularly scheduled Association meeting a vote on the amendment to the By-Laws shall be held. Amendments to the Association By-Laws will require:

- 50% of members in good standing must be present at the meeting
- The amendment must receive a simple majority of the voting members