

As voted by Allamakee Master Gardeners on October 24, 2019

Iowa State University Extension & Outreach – Allamakee County Master Gardeners—Bylaws

Article I: Name

The name of this organization shall be ISUEO – Allamakee County Master Gardeners.

Article II: Purpose

The purpose of the organization is to:

- Provide home horticulture information and education to the citizens of Allamakee County consistent with Iowa State University Extension & Outreach guidelines at www.mastergardener.iastate.edu.
- Increase members' knowledge of horticulture through educational opportunities.

Article III: Membership

1. Master Gardener (full membership) – is an active member who:

- a. has satisfactorily completed the ISU Extension & Outreach Master Gardener training program and completed the required internship.
- b. has met the annual requirement of the Allamakee County Master Gardeners of 20 hours of volunteer service and 10 hours of continuing education.
- c. has paid their prescribed dues for the current year, as applicable.

2. Master Gardener Intern – is an active member who:

- a. has completed the Master Gardener Training class, but has not yet completed the required 40 hours of volunteer service.
- b. All members in good standing are able to vote and hold office.
- c. Allamakee County Master Gardeners will pay half (1/2) of the fee to complete the ISU Extension and Outreach Master Gardeners program as long as they join the Allamakee County Master Gardeners and are an active member. The first twenty-five percent (25%) will be paid after successful completion of the educational requirement and the second 25% after successfully completing the 40 hours of Master Gardener volunteer hours.

3. Associate Master Gardener – is an active member who:

- a. wants to support the work of the Allamakee County Master Gardeners.

- b. will need a minimum of half the educational and volunteer hours required of the Master Gardeners to have the status of an active Associate Master Gardener member. Example: Master Gardeners are required to have 10 continuing education hours (CEUs) annually and 20 volunteer hours annually. Associate Master Gardeners are required to have 5 (CEUs) annually and 10 volunteer hours annually.
- c. volunteer hours for associates will be reported to the ISU Extension and Outreach Allamakee County Office.
- d. attends Master Gardeners' regular meetings, programs, educational events, social activities, and participates in furnishing refreshment at bimonthly meetings.
- e. pay an annual dues of \$10.00.
- f. is eligible to vote or hold office.
- g. will be accepted into full membership in Allamakee County Master Gardeners upon completion of the ISU Extension Master Gardener training program.
- h. volunteer hours completed the year of the ISU Extension Master Gardener Training would be included in the required 40 hours.

Article IV: Fiscal Year and Meetings

1. The **fiscal year** of the Allamakee County Master Gardeners shall be from July 1 to June 30.
2. **Meetings** will be held on the fourth Thursday of even months unless notified differently.

Article V: Officers

1. The officers shall be the President, Vice-President, Secretary, and Treasurer.
2. Officers shall be elected for two-year terms at the February meeting.
3. Duties of Officers:
 - a. The President shall call all meetings in accordance with the Bylaws, prepare the meeting agenda and preside at such meetings.
 - b. The Vice-President shall act for the President in his/her absence.
 - c. The Secretary shall keep minutes of all meetings and shall deliver such records to the incoming Secretary and the Extension office at the conclusion of his/her term of office.
 - d. The Treasurer shall work with the Extension staff, present a bi-monthly financial report, collect dues, responsible for fundraiser monies and any other Master Gardener project that involves money.

Article VI: Financial Procedures

Master Gardener funds are part of the Extension District Operating Account. The Extension staff shall keep all financial records in cooperation with the Master Gardener treasurer. Checks are subject to approval by the Extension Council and are signed by the Extension Council Treasurer. Only the Extension Council President has the authority to enter into contracts.

Article VII: Amendments to Bylaws

1. The Bylaws may be amended at any time by the Members provided that any proposed amendment has been submitted in writing to Extension Staff and Members at least 15 days before a vote is to be taken.
2. Passage of any amendment to these bylaws requires a favorable vote by a majority of eligible voters present.
3. The bylaws will be reviewed a minimum of once every five (5) years.

Article VIII: Parliamentary Authority

All meetings at which business is conducted shall be conducted in accordance with the latest version of Simplified Robert's Rules of Order Newly Revised.