

JOHNSON COUNTY IOWA MASTER GARDENERS

Bylaws



NAME. The name of this organization shall be the Johnson County Master Gardeners (JCMG). This local group is an integral part of Iowa State University Extension and Outreach and Iowa Master Gardeners and is affiliated with Johnson County Extension and Outreach. JCMG are governed by the Johnson County Extension Council and ISU Extension and Outreach and abide by the policies and procedures established by those entities. The official address of JCMG: 3109 Old Highway 218 S., Iowa City, IA 52246.

PURPOSE. The purpose of JCMG is to use research-based horticulture and gardening knowledge and practices to educate people and coordinate projects that promote healthy communities. The Master Gardener program is an educational and volunteer service organization of the Iowa State University (ISU) College of Agriculture and Life Sciences and ISU Extension and Outreach. Through the Iowa Master Gardener program, interested volunteers receive training in horticulture and environmental topics of special value to home gardeners.

In exchange for this training, JCMG share their time, knowledge and service on approved projects within Johnson County. Through leadership, instruction and hands-on assistance provided by Master Gardeners, the broad resources of Iowa State University are extended to benefit citizens in Johnson County and enhance the quality of life in our community.

JCMG bylaws follow the Iowa State University (ISU) Master Gardener (MG) volunteer manual and defines additional requirements and expectations that may differ from and exceed the ISU MG volunteer manual.

https://www.extension.iastate.edu/mastergardener/files/page/files/20180921_mg_volunteer_manual.pdf
Johnson County Extension and Outreach: <https://www.extension.iastate.edu/johnson/page/about-extension>
Iowa Extension Council Association <https://www.iaextensioncouncils.org/>

MEMBERSHIP. Master Gardener volunteers are representatives of Iowa State University and the Johnson County Extension program and serve at the discretion of ISU. Just as it is a privilege for Extension to work with volunteers who offer their time and talents, it is a privilege—not a right—to be an Extension volunteer. Participants must understand and accept responsibility for their actions, words and deeds when volunteering on behalf of ISU and Extension. JCMG are subject to a background check as required by ISU policy.

CERTIFICATION AND RECERTIFICATION. Following completion of 40 hours of instruction and successfully passing a post-instruction exam the volunteer becomes a JCMG intern. During the internship, the JCMG intern must complete 40 volunteer service hours, at least 20 hours must be for MG approved core projects (see Project Volunteer Opportunities). The volunteer receives a certificate, an official Master Gardener name badge and lapel pin with Iowa Master Gardener logo. Active status is valid for one calendar year. MG who have not maintained active status as a Master Gardener must complete the required continuing education and volunteer service hours by the end of the calendar year to be reinstated.

In subsequent years, in order to maintain membership, JCMG must provide 20 hours of volunteer service including a minimum of 10 approved core projects during the calendar year. All other service hours can be recorded as other and will be verified by Extension administration. An additional 10 hours

of continuing education (CE) training is also required per year (see Education Day). JCMG are encouraged to maintain up-to-date records of volunteer hours and report hours online in a timely manner. To allow for reporting to Iowa State, all volunteer hours must be submitted by Dec. 31. Hours reported after Dec. 31 of the calendar year may not be considered valid. Report hours online at <https://www.extension.iastate.edu/johnson/content/johnson-county-master-gardener-members-only>

CONTINUING EDUCATION. Johnson County Master Gardeners shall offer education programming during the winter months to provide continuing education (CE) training opportunities for local JCMG to meet certification requirements. JCMG are required to complete 10 continuing education hours each year. Educational opportunities to complete this requirement may include in-person presentations, webinars, online tutorials and videos and writing referenced articles for *Thymes* newsletter. Education sources must be considered reputable and research based. Refer to ISU Master Gardener guidelines for further details. Registration expense associated with CE training will be paid by individual JCMG unless other prior arrangements are made. JCMG may request assistance for CE registration.

VOLUNTEER PROJECT OPPORTUNITIES. The focus of all Master Gardener projects is education and outreach. Projects receive the support of ISU Extension and Outreach and the Johnson County Extension Council. Project selection is based on community need, availability of volunteers and educational impact. The opportunities for Master Gardener involvement are as varied as the individuals who are trained.

JCMG may volunteer to serve two types of projects – approved core and other individual projects. Approved core projects have been reviewed and approved by the steering committee. Approved core projects may be budgeted financial resources and qualify for reimbursement of expenses. Project leaders should coordinate reimbursement requests with the treasurer (see reimbursement form in the Appendix A). Receipts for reimbursement must be turned in within 30 days of purchase.

JCMG may work on other individual, noncore projects. Other projects are community projects that may serve the public but have not been reviewed by the steering committee and do not meet requirements for approved core hours or may qualify for expense reimbursement if requested and approved by steering committee in advance.

JCMG volunteers may submit a request to have a project reviewed as an approved core project (see Approved Core Project Application in Appendix C). Projects are reviewed annually by the steering committee. JCMG must be involved in a project for a minimum of two years before a project can be reviewed by the steering committee for designation as an approved core project.

VOLUNTEER RECOGNITION. Master Gardener intern volunteers are recognized with name badges and pins to reflect their commitment and service. Master Gardeners receive milestones recognition including total hours (i.e. 500, 1000, 2000, & 3000 hours), and years of service consistent with Iowa State Master Gardeners Volunteer Manual. JCMG with 10 years of service and 1,500 service hours or more qualify as a Lifetime Master Gardener in Johnson County. These awards are determined by the hours reported online by volunteers for each calendar year. Local MG coordinators are responsible to track milestones and request the recognition certificates and pins from the state Master Gardener office for presentation to individuals. Lifetime members are encouraged to report hours as able.

STEERING COMMITTEE DUTIES. The Steering Committee shall support and supervise the business affairs, budget and activities of the JCMG. Project leaders are automatically designated to serve on the steering committee and encouraged to attend monthly meetings. The meetings are open, and all Master Gardeners are welcome. As a public entity, JCMG meetings follow Iowa's Open Meetings Laws. Project leaders are encouraged to submit brief monthly project updates.

MEETINGS. There shall be at least 10 regular meetings of the steering committee during the calendar year. Absentee or proxy voting is not permitted at these meetings. Steering committee meetings are open to all Master Gardeners. The chair or vice chair may call special meetings. Two semi-annual meetings of the membership shall be held. The purpose of semi-annual meetings is to foster social interaction and a cooperative relationship among JCMG.

- A social gathering for the entire membership shall be held each fall near the completion of the gardening season to plan for the upcoming year.
- An annual winter awards meeting and potluck shall be held every year to recognize MG interns who have met the requirements to be a JCMG, acknowledge JCMG milestones, present the budget; introduce officers and consider other additional business.

ELECTRONIC MEETING PARTICIPATION. Routine business may be conducted by e-mail, telephone conference call, video conferencing or other electronic means acceptable to the steering committee in lieu of a face-to-face meeting.

QUORUM. Members present at a steering committee meeting may conduct routine business. A quorum is needed for expenditures of more than \$500, budget approval, an election of officers or bylaw amendments. A vote for approval requires a majority of steering committee project leaders. (See Appendix B.2 PROJECT LEADERS / STEERING COMMITTEE members.)

OFFICER ELECTION AND TERMS. The officers of the JCMG shall include a chair and vice chair. Officers shall be steering committee voting members and shall serve a two-year term in their position. Officers who have completed a two-year term are not eligible to serve as an officer in that position for a two-year period of time. In addition, an Extension employee may serve as secretary. The treasurer must possess accounting skills and may serve indefinitely. Officer terms follow the calendar year, January to December and shall be announced at the annual Awards Recognition (winter) meeting.

In the event the chair is unable to complete their term, the vice chair shall assume the position and a replacement vice chair will be elected at the next scheduled steering committee meeting. If the vice chair is unable to complete their term, including transitioning to the chair, the steering committee shall vote to fill the vacant position at the next scheduled meeting.

EXECUTIVE COMMITTEE. The chair, vice-chair, secretary, treasurer and past chair shall constitute the executive committee. The executive committee may transact business of an emergency nature or business delegated to it by the steering committee and shall report to the steering committee on all actions taken by it between regular meetings of the board. The chair, vice chair and treasurer may accrue service credit hours to accomplish duties of their positions.

NOMINATIONS: The vice chair shall succeed the chair at the end of the chair's term. At such time, the vice chair shall recruit and nominate a Master Gardener to serve as vice chair. The steering committee shall vote to approve the nomination.

TREASURER. The treasurer shall perform such duties as customarily pertain to the office; arrange for an annual audit or examination of the books; present an annual report at the annual meeting; and, at the direction of the steering committee, maintain deposits in authorized financial institutions. The treasurer shall coordinate planning to prepare an annual operating budget. The treasurer will report financial information in a timely fashion to officers and project leaders and may accrue service credit hours to perform all duties related to the position.

BUDGET. The budget shall be prepared annually by the treasurer and members of the executive committee. The proposed budget for the next fiscal year shall be approved by the steering committee in advance of the annual winter awards meeting. Project leaders may submit requests in advance of the meeting.

PROJECTS, PROJECT LEADERS AND CO-LEADERS. Project Leaders are in charge of all aspects of their respective project including recruiting volunteers to maintain the approved core project. Leaders may recruit a co-leader(s) to assist and be available when the project leader is absent.

Each project leader is a steering committee voting member (See Appendix B.2). A project leader has one vote. Members must be present to vote. Leaders and co-leaders do not have term limits. They are responsible for maintaining a list of activities performed in a typical year, which shall be maintained online at JCMG members-only page. Leaders may submit a project work schedule to post on the JCMG Volunteer Opportunities calendar. As project leaders change Appendix B.2 PROJECT LEADERS / STEERING COMMITTEE member listing will be updated, which does not require a change in bylaws.

Project leaders must adhere to a project budget and provide a written list of expenses for the upcoming year. They may qualify for reimbursement according to the annual planned budget (see reimbursement form in Appendix A). Project leaders must submit an annual report via a template on the JCMG members-only page (see Appendix D).

Leaders are strongly encouraged to attend all steering committee meetings but are required to attend a minimum of two steering committee meetings a year a) to set a budget and b) give a final annual project report.

Project Leaders determine at their discretion when they will step down with the exception of a steering committee vote of no confidence should there be a lack of leadership for their project. A new leader will be appointed by the steering committee. If a project leader isn't available, the project will be declared inactive and dropped from the listing of approved core projects and notification will be sent to appropriate parties.

FISCAL YEAR. The JCMG fiscal year shall run from January 1 to December 31.

FEES. Individual JCMG must pay \$15 annually for a state required background check every three years. Any member who fails to complete a background check may be removed from JCMG membership.

AMENDMENTS. These bylaws may be amended at any time by a majority vote of a steering committee quorum provided the proposed amendments were submitted to members in writing at least two weeks in advance of an annual or membership meeting.

APPENDIX A – REIMBURSEMENT FORM

Johnson County Master Gardener Reimbursement Form

ITEMIZED STATEMENT OF EXPENSE REIMBURSEMENT

NAME _____
 Address _____
 City, State, Zip _____
 DATE _____



Receipt Date	Vendor	Cost	Account Line	Project Line	Summary of Items
TOTAL					

 Master Gardener Signature

 Verified Correct

Account Lines:

Master Gardener General	Master Gardener Plum Grove
Master Gardener Butterfly House	Master Gardener Growing Together Grant

Project Lines:

Attended Displays	Firefighters' Memorial	Speakers Bureau
Butterfly House	Plant Sale/Flea Market	Thymes Newsletter
Coralville Historical School House	Hortline	Plum Grove-Gardens
Ecumenical Towers	Hospice Garden /Willow Creek Park	Plum Grove-Heritage Party
Demo Garden	Oaknoll Garden Project	Plum Grove-Tomato Taste
Downtown City Gardens	Raptor Center Gardens	
Fair Grounds Rain Garden		
Fair Grounds Flower Beds	Other: (Specify) Classes/Training, Social Events, Jo. Co. Fair / 4-H Buckets of Flowers, Scarecrow	

- * Use multiple lines for receipts that have items that go towards different account or project lines.
- * Items on receipt are to be Master Gardener items. No personal items are to be included. Please ask for a separate receipt for JCMG items at time of check out.
- *A receipt is required. No handwritten notes will be accepted without a signature, date, & phone number from the vendor.
- *Reimbursement requests are subject to rejection if proper documentation is not provided.

APPENDIX B.1 – APPROVED (Core) PROJECTS (2020)

- 1876 Coralville Schoolhouse Gardens
- Attended Displays
- Butterfly House
- Demonstration Garden
- Downtown City Gardens
- Ecumenical Towers
- Fairgrounds Flower Gardens
- Fairgrounds Rain Garden
- Firefighters Memorial
- Hortline
 - Consultation via Extension Office
- Iowa Raptor Project (IRP) Gardens at Macbride Nature Recreation Area
- Oaknoll Gardens
- Plant Sale & Flea Market (event)
- Plum Grove Gardens
- Plum Grove Taste of the Heritage Garden (event)
- Plum Grove Taste of Heirloom Tomatoes (event)
- Speakers Bureau
- Steering Committee
- Thymes Newsletter
- Willow Creek Hospice Garden

Other Projects in Consideration with review of past minutes

- JCMG Memorial Garden at Extension Office (other, noncore project) ~2014
- Kirkwood Elementary School Garden ~2012
- Shelter House & Fairweather Lodge ~2016

Appendix B.2 PROJECT LEADERS / STEERING COMMITTEE members

1. Sharon Jeter – Chair (2020-2021), Demo Garden
2. Doug Geraets – Vice-Chair (2020-2021), Thymes
3. Melissa Serenda - Thymes
4. Jean Holzhammer – Treasurer
5. Lavon Yeggy –Rain Garden, Plum Grove
6. Cindy Parsons – Coralville Schoolhouse
7. Doug Parsons – Coralville Schoolhouse
8. Carolyn Murphy – Butterfly House, Plum Grove
9. Mike Murphy – Butterfly House
10. Linda Schreiber - Downtown City Gardens
11. Open Position Co-Leader – Ecumenical Towers
12. Michael Hesseltine – Ecumenical Towers
13. Open Position - Fairgrounds Gardens
14. Barb Schintler – Firefighters Memorial, Plum Grove Taste of the Heritage Garden
15. Esther Retish – Hortline
16. Alice Linhart (Co-Leader) – Iowa Raptor Project (IRP) Gardens at Macbride Nature Recreation Area
17. Ann Tvedte – Iowa Raptor Project (IRP) Gardens at Macbride Nature Recreation Area
18. Vickie Siefers – Oaknoll Retirement Residence (Deb Cassell, Marilou Gay)
19. Emil Rinderspacher – Plant Sale & Flea Market
20. Darlene Clausen – Plant Sale & Flea Market, Plum Grove Vegetable Garden, Plum Grove Taste of the Heritage Garden
21. Beth Fisher – Social Events, Plum Grove Taste of the Heritage Garden
22. Jackie Wellborn – Speakers Bureau, Attended Displays
23. Chris Sedrel – Demo Garden (Co-Leader), Attended Displays
24. Ann Ruppenkamp - Demo Garden (Co-Leader)
25. Melanie Hauptert – Willow Creek Park Hospice Garden
26. Open Position – Attended Displays

*Betty Kelly

*Joanne Leach

JCMG - quorum equals 12. Votes of the steering committee are based on the rule of democracy – one person, one vote. Master Gardeners who serve as a project leader for more than one project will have one vote only. The steering committee is composed of 23 project leaders (Winter 2021). The membership of steering committee is fluid based on active project leaders. Appendix B.2 will be updated as necessary.

*Honorary emeritus steering committee members (based on longevity). Votes count toward steering committee quorum if present.

APPENDIX C – Johnson County Master Gardeners Approved Core Project Application Process

Approved core project application, requirements and evaluation.

Master Gardeners may submit a request to the Johnson County Master Gardener Steering Committee to review a project to become an approved core project by submitting a project application and description of the project before the end of the calendar year.

JCMG Steering Committee will report the results of an approved application to the members at the annual awards recognition meeting held during the winter months. This announcement will provide opportunities for JCMG volunteer signup.

JCMG Steering Committee members are responsible for reviewing the list of approved core projects annually throughout the calendar year.

Project Leader(s) are responsible for completing an annual project report (see Appendix D).

Project Name

Presented by

Provisional Approval Date

Anticipated Project Effective Date

APPENDIX C continued: Johnson County Master Gardeners Approved Core Project Application

Name of Project:

Name(s) of Project Leader(s):

What is the project's minimum requirement and expectations, i.e., planning, supplies?

What resources are provided by the project's partners, i.e., funding, supplies?

Average number (yearly) of JCMG involved with this project:

Provide a description of need or value this project and any partners involved:

Provide a list of project activities occurring throughout the calendar year.

Project Leader

Date

Date reviewed by JCMG Steering Committee

JCMG Steering Committee comment summary: _____

APPENDIX D: Johnson County Master Gardener Project Leader Annual Report

Name of Project:

Name(s) of Project Leader(s):

Provide a brief statement of the project:

Number and names of Master Gardeners Involved:

Please include a description of project impact:

Provide a summary of project activities conducted throughout the calendar year and the results of the project (include data of the success(es) of the project and or partner(s)).

Statement of what you consider the greatest success of this project:

What are the needs to help this project continue? What changes would you consider making for the future?

Project Leader

Date

APPENDIX E: JCMG Steering Committee meeting calendar

Black = Organizational Items Red = Preparation Items Blue = Event

January

- Annual meeting (publicize date and alternate date in advance)
 - Report budget
 - Announce officers
 - Discuss interim volunteers and Master Gardener service
- Prep for Annual Winter Awards Meeting & Potluck
- Prep for Plant Sale/Flea Market – meeting
- Prep for Plum Grove Gardens Seed Selection-meeting date

February

- Review approved core applications
- Annual Winter Awards Meeting & Potluck
- Yearly Reports & Past Year Summary Notes; Roster; Project Hours Summary, JCMG State Rank, Project Report Yearly Summary (Extension staff responsibility)
- Prep for Seed Share (March)
- Prep for Education Sunday (March)
- Plum Grove Gardens Seed Selection Meeting

March

- Education Sunday
- Kirkwood Scholarship Request
- Seed Share
- Prep for project clean-up days (April)

April

- Prep for JC Fair; project schedules, 4-H County Fair Award Sponsorships & Fairbook Section review (July)
- Spring garden clean ups
- Prep for Taste of Plum Grove (July) Pan 25th anniversary party
- Prep for Taste of Plum Grove planning meeting set date for meeting in May

May

- Taste of Heritage Garden at Plum Grove menu planning meeting
- Plant Sale & Flea Market meeting
- Plan party for 25th anniversary at Plum Grove (July 8, 2020)

June

- Prep for Tomato Taste (August)

July – no steering committee meeting

- Johnson County 4-H & FFA Fair
- Taste of Plum Grove
- Prep for Fall Harvest Meeting & Potluck (September or October)

August

- Tomato Taste

September

- Plan fundraising for upcoming year
- Finalize dates for MG activities in the coming year, create JCMG event bookmark

- [Fall Harvest Social & Potluck \(September or October\)](#)

APPENDIX E: JCMG Steering Committee meeting calendar continued

October

- Nominate steering committee officers
- Develop fiscal budget with project leaders
- Review Bylaws

November

- Approve fiscal budget
- Approve steering committee officers
- MG project brochure review
- Reporting hours reminder

December – no steering committee meeting