

# ***ISU SCOTT COUNTY EXTENSION MASTER GARDENERS - BYLAWS***



## **Article I: Name**

The name of this organization shall be ISU Scott County Extension Master Gardeners.

## **Article II: Purpose**

The purpose of this organization is to:

1. Provide home horticulture information and education to the citizens of Scott County consistent with Iowa State University recommendations.
2. Increase members' knowledge of horticulture through educational opportunities.

## **Article III: Membership**

1. Membership is open to any Scott County resident who has:
  - a) satisfactorily completed the ISU Extension Master Gardener training program and completed the required internship.
  - b) met the annual requirements of the ISU Scott County Extension Master Gardeners of 20 hours of volunteer service and 10 hours of continuing education.
  - c) completed ISU-required background check.
2. Categories of membership:

Active: A member who has met the requirements of (1) above and is therefore entitled to the full benefits of membership.

Intern: A Master Gardener Intern has completed the Master Gardener Training class, but has not yet completed the required 40 hours of volunteer service. An Intern is not eligible to vote or serve on the Board of Directors except as an ex-officio member.

An Intern must complete the 40 hours of volunteer service, of which 9 hours must be in the Hort Clinic, within the first full calendar year following the end of the training class. If the required 40 hours of volunteer service is not completed, the intern's training shall be considered incomplete and the intern will not be eligible to become an active member. An intern may request an extension from the Board of Directors to complete his/her 40 hours of volunteer service.

Inactive: A member who has not met the ISU Extension Service annual recertification requirements, or who has requested inactive status for personal reasons. Inactive members will be kept on the mailing list for one year, but are not entitled to any of the other benefits of membership. A member who has been inactive for more than one year and does not seek reinstatement shall be dropped from membership and shall no longer be considered a (certified) ISU Extension Master Gardener.

Lifetime Master Gardener: Lifetime Master Gardener status may be conferred on a Master Gardener who falls into any of the below categories:

Category 1.

Has been an active Master Gardener for 20 years or more.

**Or** has contributed more than 2000 hours of volunteer service to the Master Gardener program.

**Or** as been nominated for such status based on special circumstances (i.e., a Master Gardener who has been inactive for a year for personal reasons.)

Category 2.

Has been an active Master Gardener for 10 years or more.

**And** has contributed more than 1500 hours of volunteer service to the Master Gardener program.

The Master Gardener Board of Directors has the authority to approve *Lifetime Master Gardener* status. Once a Master Gardener has attained *Lifetime Master Gardener* status, the Master Gardener is no longer required to meet volunteer service nor the continuing educational requirements to be entitled to the full benefits of membership.

However, Master Gardeners with *Lifetime Master Gardener* status are encouraged to continue to seek continuing education and to continue volunteer service.

If Master Gardeners with *Lifetime Master Gardener* status complete either volunteer hours and/or continuing educational hours, these hours need to be reported.

3. Reinstatement:

An inactive member may seek reinstatement by the Board of Directors as an Active member upon completing the annual requirements of the Scott County Extension Master Gardeners for the current year, completing and background check and passing an ISU assessment.

**Article IV: Board of Directors**

1. The Board of Directors is responsible to the Scott County Extension Council and shall abide by all applicable Extension Council policies and procedures.

2. Board of Directors:

- a. The Board of Directors shall consist of eight (8) members.
- b. Terms shall be two years and staggered so that half of the Board is elected each year.
- c. Each member may serve no more than two consecutive terms.
- d. A member who has served two consecutive terms will be eligible for re-election after a one year absence as a voting member of the Board.
- e. In case of death, disability, resignation, or removal from office of a member of the Board of Directors for any cause, the Board shall appoint a successor for the remainder of the term. This appointment will not be considered one term if the remaining term is one year or less.
- f. The County Extension Director Volunteer Coordinator, and a Master Gardener intern shall be ex-officio (non-voting) members of the Board. The Master Gardener intern shall be selected by the members of the current year's training program class and serve until the end of the following calendar year.
- g. The Board may create other ex-officio positions as it deems appropriate.
- h. The Board may adopt policies as necessary to implement these Bylaws. These policies shall be communicated to all members.

3. Responsibilities of the Board of Directors:

- a. Implement programs and procedures for Master Gardeners as specified by Iowa State University Extension and the Scott County Extension Council;
- b. Determine priorities in home horticulture educational programming;
- c. Plan programming;
- d. Appoint and /or remove committee chairs;
- e. Oversee the activities of all committees;
- f. Coordinate and evaluate volunteer activities;
- g. Oversee the annual Master Gardener training program;
- h. Provide for educational and social events for Master Gardeners;
- i. Provide for volunteer recognition;
- j. Adopt an annual budget;
- k. Advise the County Extension Education Director on matters concerning the Master Gardener program;
- l. Fill any vacancy occurring during the term of any member of the Board.
- m. Address any business that comes before it.

4. Meetings of the Board of Directors:
  - a. Meetings shall be held monthly at the time and place designated by the Board.
  - b. A quorum shall be five (5) voting Board members.
  - c. The Chair shall vote only to break a tie vote.
  - d. All meetings are open to members, who may attend as observers.
5. **Board Policy on Board member attendance.**
  - a. A Board member who is absent for three consecutive regularly scheduled Board meetings, or for three meetings in any six-month period beginning with the first absence, will no longer be considered a member of the Board and shall be replaced according to Article IV, Sec 2(e) of the Bylaws. Exceptions to this policy due to unusual personal circumstances may be made at the discretion of the Board.
  - b. This replacement appointment will not be considered one term if the remaining term is one year or less. If the appointment is for more than one year, it will be considered a full term.

#### **Article V: Officers**

1. The officers shall be the Chair, Vice-chair, Secretary, and Treasurer.
2. The Board shall elect its officers at the first Board meeting after the annual meeting. Officers shall be elected for a one-year term and may be elected to a second term.
3. Duties of officers: The duties of the officers are described in the Master Gardener Management Manual.

**Article VI: Committees.** The Master Gardener Board of Directors in consultation with the County Extension Director may establish and / or dissolve committees on an as-needed basis to fulfill the mission of the MG program.

#### **Article VII: Annual Meeting and Election of Board of Directors**

1. The Annual Meeting of the Scott County Extension Master Gardeners shall be held in January to elect the Board of Directors and conduct other business as necessary. A slate of candidates shall be proposed by the Nominating Committee. The Nominating Committee may adopt criteria it deems reasonable to obtain a good slate of officer candidates. Nominations also may be made from the floor at the annual meeting.
2. A quorum shall consist of those present at the meeting. Election to the Board of Directors shall require a simple majority of eligible voters.

#### **Article VIII: Financial Procedures**

1. Master Gardener funds are a part of the Scott County Extension Council Trust Fund. Therefore,
  - a. The Master Gardener Board of Directors is fiscally responsible to the Scott County Extension Council and must follow the County Fiscal Policy;
  - b. All financial records shall be kept by the Extension staff accountant;
  - c. Only the County Extension Council Treasurer or Chairperson shall have authority to sign checks. The County Extension Director, as their designee may enter into contracts.
2. The fiscal year shall be January 1 to December 31.
3. Any expenditure of Master Gardener funds not budgeted over \$25 requires Board approval. The MG Board Chair may authorize expenditures up to \$100 if an item not already authorized by the Board must be purchased prior to the next Board meeting.

#### **Article IX: Amendments to Bylaws**

1. These Bylaws may be amended at any time by the Members provided that any proposed amendment has been submitted in writing to the Board of Directors and the Extension Council. The Board of Directors shall schedule a meeting of the members at which a vote shall be taken. The membership must be notified 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.

#### **Article X: Parliamentary Authority**

All meetings at which business is conducted shall be conducted in accordance with the latest version of *Robert's Rules of Order Newly Revised* unless otherwise specified in these Bylaws.

Approved on November 14, 1996

Amended on November 17, 1998

Amended on January 10, 2005

Amended on January 15, 2008

Amended on January 16, 2013

Amended on January 14, 2015

Amended on January 12, 2016