

Master Gardeners Association of Rogers County

Bylaws Effective October 19, 2020

Article I Name

The name of this organization shall be Master Gardeners Association of Rogers County, referred to herein as "Association," a nonprofit Association that operates under the direct supervision and authority of the Oklahoma State University Cooperative Extension Service.

Article II Objectives

- Section 1.** The primary objectives of the Association are: To assist as Master Gardener volunteers, disseminating researched/proven horticultural information to individuals and groups within the community, expanding the capabilities of the Rogers County Cooperative Extension Services by;
- A. Developing community programs related to horticultural needs and requests;
 - B. Developing a Master Gardener volunteer network that is administratively self-sufficient;
 - C. Providing horticultural education, community service and fellowship for Association members;
 - D. Generating funds for the purpose of supporting Association programs; and
 - E. Utilizing the Teaching Garden as a tool to fulfill the objectives of the organization and a support for its programs.

Article III Membership Classifications

- Section 1.** The membership shall be limited to persons who have completed the Master Gardener training course, the required volunteer service hours, and continuing education hours as stated in the Standing Rules.
- A. **Master Gardeners in Training:**
Persons presently enrolled in the Master Gardener course will be non-voting members but may participate in meetings and activities of the organization.
 - B. **Master Gardener Interns:**

Persons who successfully complete the Master Gardener Course, and are working toward completing the required hours for certification, as stated in the Standing Rules. Intern Master Gardeners are non-voting members but may serve on Standing Committees and participate in meetings and activities of the organization.

C. Certified Master Gardeners:

Persons who annually pay dues and satisfy the service and education requirements as stated in the Association's Standing Rules. Certified members are entitled to vote on Association matters. They may also serve on committees, and serve as a committee chairperson.

D. Senior Certified Master Gardeners:

Certified Master Gardeners with over 5 years and 125 hours of continuous qualified volunteer service.

E. Associate Master Gardeners:

Persons who pay their membership dues but have not met the service and education hours per year. Associate Master Gardeners are non-voting members and may not serve on the Board or hold elective office. Associates may recertify by contributing the required service and education hours as stated in the Association's Standing Rules.

Section 2. Non-discrimination statement – as stated in MGARC Handbook.

Article IV

Officers of the Association

Section 1. Elected Officers:

The elected officers shall be two (2) Co-Presidents, a Vice President, a Secretary, and a Treasurer. The elected officers shall serve from January through December of the designated calendar year.

- A. Co-Presidents shall be elected for a term of two (2) years. Co-Presidents shall have overlapping terms.
- B. Vice President shall be elected for a term of one (1) year. After serving for one (1) year, the Vice President may be asked to run for Co-President.
- C. Secretary shall be elected for a term of one (1) year.
- D. Treasurer shall be elected for a term of two (2) years.

- E. The officers shall be elected by majority vote by ballot of the membership. The term of office will begin with the regular January meeting.
- F. No member shall hold more than one elective office at a time.

Section 2. The officers shall perform the duties as prescribed in these bylaws and the Parliamentary Authority (Article VIII) adopted by the Association.

Section 3. Duties of the Officers

A. Co-Presidents:

1. The Co-Presidents shall be the official representatives of the Association and shall preside over all Board and Association meetings.
2. Responsibilities shall include the implementation and adherence to the Association's Bylaws, formulation of Board and Association meeting agendas and shall be ex-officio members of all committees except for the Audit and Nominating Committees.
3. The Co-Presidents shall serve as an authorized signatory on the Association's bank account.
4. The Co-Presidents shall appoint all Standing and Special Committee Chairpersons except for the Audit and Nominating Committee Chairpersons.

B. Vice President:

1. The Vice President shall assist the Co-Presidents and shall preside at meetings in the absence of both Co-Presidents, and when one of the Co-Presidents must temporarily vacate the chair.
2. The Vice President will also take the minutes of a meeting if the secretary is absent.
3. The Vice President will work with the treasurer, recorder and Master Gardener Coordinator creating an annual membership roster no later than the March general membership meeting to provide to the membership.
4. The Vice President will update the Master Gardener organizational chart and distribute to membership by January of the current year.
5. The Vice President will fill the vacancy of a standing committee chairperson, and perform other duties as requested by Co-Presidents.

C. Secretary:

1. The Secretary shall record the proceedings of all Board and Association meetings and, in addition, serve as the Association's official corresponding secretary.
2. The Secretary shall electronically distribute the minutes of all Board meetings to board members, prior to each board meeting, as well as

all Association meeting minutes to the membership, before general membership meetings.

3. The Secretary shall assure that the Association's records, the minutes of prior meetings, a current list of Standing and Special Committee Chairpersons, committee reports, membership rolls, Bylaws, Standing Rules, policies and other related documents be stored and maintained at the Extension Office and on the Association's computer.
4. The Secretary shall also make the above materials available to members upon written request.
5. The Secretary shall preside at Board and Association meetings in the absence of the Co-Presidents and Vice President.

D. Treasurer:

1. Shall be responsible for the collection, receiving, holding, managing, and expending of all monies of the Association which include, but are not limited to, dues (as assessed), monies from gifts, monies earned through Association participation in activities, and monies from other fund-raising activities in which the Association may participate, as appropriate. This position does not collect or manage funds relating to the Teaching Garden. A separate bank account will be established and maintained for fundraising and expenditures related to The Teaching Garden.
2. Shall keep all financial records of the Teaching Garden account and General account on the Association's designated computer. The computer will be kept in the Treasurer's possession until the end of his/her elected term.
3. Shall pay all legitimate obligations of the Association in a timely manner.
4. A checking account shall be established with three (3) signatures (the Co-Presidents and the Treasurer). One of the above signatures is required on each check.
5. Shall serve as a liaison to the Promotion chairperson.
6. Shall provide a Treasurer's report at regular meetings of the membership.
7. Shall keep books that will be examined at least once a year by an audit committee that is selected by the Board.
8. Shall fulfill city, state and federal tax requirements and filings.
9. Shall submit all records to the incoming Treasurer for safekeeping at end of the fiscal year.
10. Shall submit a proposed budget in February for the upcoming calendar year to the Association Board.

Article V

The Association Board

Section 1. The Association Board, referred to herein as “Board”, shall manage the affairs of the Association. This Board shall be comprised of five (5) elected officers, Co-Presidents, Vice President, Secretary and Treasurer, and those individuals who chair the Association’s Standing Committees.

The Master Gardener Coordinator shall serve as an ex-officio member of the Board.

Each elected officer, Standing Committee Chairperson and Master Gardener Coordinator is entitled to vote on Board issues (the Co-Presidents and Standing Committee Co-Chairs, which are shared positions, shall have one (1) vote). The Board shall perform the expected duties as prescribed by these Bylaws, and by the parliamentary authority adopted by the Association. This shall include the preparation of an annual operating budget, the monitoring of revenues and expenditures, and assurance of the overall financial welfare of the Association. The Association Board shall review and finalize the proposed budget in February for that calendar year.

The Board shall adopt such rules and regulations for the conduct of business as deemed advisable, within limits of the Bylaws, and may appoint such agents and ad-hoc groups as considered necessary. The Board shall also establish Standing and Special Committees to assist in the management of Association affairs. No member of the Board shall receive compensation for service to the Association.

Section 2. The selection, training, placement, removal, supervision and evaluation of the Master Gardeners will remain under the jurisdiction of the Rogers County Extension Horticulture Coordinator.

Section 3. The Board must approve all requests for expenditures not specified in the budget over \$150. The Teaching Gardens account shall be exempted from this requirement.

Section 4. Fifty (50) percent plus one member shall constitute a quorum for a Board meeting.

Section 5. The Board at the regular September meeting shall appoint a Nominating Committee. It shall be the duty of this committee to nominate candidates for each office to be elected at the regular November meeting. Additional nominations from the floor shall be permitted. Prior consent to serve, if elected, must be obtained from all nominees.

Section 6. The Board, at the regular November meeting, shall appoint an Audit Committee composed of a Chairperson and two (2) members, which includes one staff member from Rogers County Extension Office, to examine the Treasurer's books by February 15 of the following year.

Section 7. The Board shall appoint a Bylaws Review Committee composed of a chairperson and at least three (3) other members if a review is necessary.

Section 8. Committee Chairpersons may succeed themselves if approved by the incoming elected officers.

Section 9. There will be an informal transitional meeting held in December for all out-going and incoming officers, and those members participating on the Board.

Article VI

Meetings

Section 1. The regular meeting of the Association shall be held monthly, unless otherwise ordered by the membership, the Board, or the Master Gardener Coordinator. Eleven members shall constitute a quorum for all Association meetings.

Section 2. Special meetings may be called:

- A. By the Co-Presidents;
- B. By the Association Board;
- C. By the Master Gardener Coordinator; and
- D. By written request signed by one third (1/3) or more of the voting membership, indicating the purpose of the special meeting. A written notice and agenda shall be distributed to the membership at least ten (10) days before the special meeting.

Article VII

Standing Committees

Section 1. Education Committee
Composed of a Chairperson and as many members necessary to fully implement education policies. The Master Gardener Coordinator will act as an advisor to this committee.

Responsibilities include:

- A. Oversee educational programs within schools such as *Master Gardeners in the Classroom*;
- B. Maintain a supply of appropriate fact sheets for office use and all Master Gardener events and other events, as needed;

- C. Oversee the Association's collection of books, and other written, printed, or recorded matter at the OSU Extension Office;
- D. Maintain a list of members who are willing to share their expertise on a specific horticultural topic;
- E. Hold Plant Clinics to educate the public and/or education programs as requested; and
- F. Coordinate 4-H gardening event with the Master Gardener Coordinator.

Section 2. Events Committee

Composed of a Chairperson and other members as necessary. Responsibilities include organizing and coordinating Association events.

A. Home and Garden Show:

Composed of a Chairperson and members as required. Oversee all aspects of the Association's annual participation in the local home and garden show.

B. Spring Plant Sale:

Composed of a Chairperson and members as required. Oversee all aspects of the plant sale from intake, organization and pricing of plants, to staffing the sale event and collecting the monies.

C. Garden Tour Committee:

Composed of a Chairperson and other members as required. Oversee all aspects of the Association's involvement in the Safenet Services' annual garden tour.

E. Rogers County Fair Committee:

Composed of a Chairperson and members as required. Oversee all aspects of the Association's involvement in the Rogers County Fair.

F. Fall Festival Fundraiser:

Composed of a Chairperson and members as required. Oversee all aspects of the Fall Festival Fundraiser. The proceeds from this fundraiser are designated to the Teaching Garden.

Section 3. Communications and Public Relations Development

Composed of a Chairperson and other members as necessary. Responsibilities include:

- A. Website content and development;
- B. Publicizing Master Gardener programs and events;
- C. Overseeing publication of Association newsletter and member directory; and
- D. Managing and monitoring all social media accounts with oversight from Master Gardener Coordinator.

Section 4. Volunteer Development Committee

Composed of a Chairperson and members as required. Oversee all aspects of Association's volunteer development including:

- A. Securing monthly education speakers;
- B. Organizing new class mentors;
- C. Recognizing members;
- D. Offering care/concern for members and their families in need;

- E. Setting up/taking down for monthly meeting;
- F. Calling members about general membership meeting or other announcements that the Board or Master Gardener Coordinator deem essential;
- G. Retaining and recruiting members;
- H. Organizing social events and food for general membership meetings;
- I. Organizing and up keep of the Association's history including articles and photos; and
- J. Maintaining a current graduate list.

Section 5. Garden Development Committee

Composed of a Chairperson and other members as necessary. Responsibilities include Teaching Garden, Hoop House operations, Rogers County Building beautification, Rogers County Courthouse landscape, and other community gardens.

- A. The Teaching Garden Steering Committee shall be a permanent Standing Committee. It shall be composed of such members as provided for under Article VII Section 8. The Master Gardener Coordinator shall be an advisor to this Committee.
 - a. The Chairperson of the Garden Development Committee shall have overall responsibility and accountability for all actions and activities of the Teaching Garden and the Teaching Garden Steering Committee.
 - b. A separate bank account will be established and maintained for fundraising and expenditures related to the Teaching Garden. A checking account will be established with three signatures. One of the above signatures is required on each check.
 - c. The Teaching Garden Steering Committee is responsible to prepare a monthly financial report. This report includes: receipts for expenditures, beginning and ending account balances, account movement, copies of checks, bank statements, and activities related to the Teaching Garden. The financial report is provided to the Treasurer at the board meeting following the month just ended, and reported at the monthly meeting of the board and monthly membership meeting.
 - d. All records of expenditures and revenues shall be included in the annual audit as provided for in Article V Section 6.
 - e. The Teaching Garden account shall reimburse the general account for city, state and federal tax expenses, and any other expenses paid by the general account on behalf of the Teaching Garden, and reimburse the general account for any revenue generated for activities related to the Association, other than those specific to the Teaching Gardens.
 - f. Minutes of the Teaching Garden Steering Committee shall be made and provided to the Association Board. These minutes shall also be

posted in the same fashion as the Association Board and General Membership meeting minutes on the Association website.

- g. Oversight for this Committee will be provided by the Association Board.

Section 6. Recorder

Composed of a Chairperson and other members as necessary. The committee is responsible for assisting members and students with recording on-line education and service hours. The committee is responsible for submitting, to the Association's Co-Presidents and the Master Gardener Coordinator, a year-end report containing members' service and education hours, certification status and those members entitled to a new membership classification. The Chairperson is responsible for acknowledging any new Master Gardener designation. The Chairperson will also ensure that current and adequate backup data is available.

Section 7. Promotion Committee

Composed of a Chairperson and other members as necessary. The Promotion Committee will coordinate the:

- A. Soliciting of donations;
- B. Developing of fundraising projects;
- C. Creating promotional materials for Association events;
- D. Partnering with Events Chairperson;
- E. Working with Chairperson of Spring Plant Sale and Fall Festival Fundraiser; and
- F. Researching and writing grants for the Association.

Section 8. Steering Committee

May be formed for specific projects, as needed, by Master Gardener Coordinator. The Steering Committee operates independently and separately from the Association for the purpose of ensuring organizational concepts and direction for future projects. This committee provides insight on long-term strategies and ensures project objectives are addressed and managed.

**Article VIII
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases where they are applicable and which are consistent with these Bylaws and any Special Rules of Order the Association may add.

**Article IX
Amendment to Bylaws/Standing Rules**

These Bylaws/Standing Rules may be amended, with the exception of Article I, in accordance with Robert's Rules of Order Newly Revised.