

**Bylaws**  
**Master Gardeners Association of Payne County**  
**As Amended (# 1) October 25, 2016**

**Article I**

Name

The name of this organization shall be **Master Gardeners Association of Payne 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.

The Oklahoma Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, gender, age, religion, disability, or status as a veteran, and is an equal opportunity employer.

**Article II**

Objectives

- Section 1. The primary purpose of the Association is to assist, as volunteers, the Horticulture Program of Payne County Extension Service in the following ways:
- A. Answering inquiries related to horticulture for the County Extension Service.
  - B. Serving as coordinators and counselors in the Master Gardener training program.
  - C. Providing County Extension personnel horticulture assistance, as requested.
- Section 2. The Association shall also provide continuing education and fellowship for members interested in horticulture.

**Article III**

Membership Classifications

- Section 1. The membership shall be limited to:
- A. **Master Gardeners in Training:** Master Gardener Candidates currently in Master Gardener Training Program.

- B. **Master Gardeners:** Master Gardeners require 25 recorded service hours per year and 20 recorded education hours per year.
- C. **Associate Master Gardeners:** Master Gardeners who do not meet the service and education hours will be granted a one year grace period. After the one year grace period, Master Gardeners who do not meet the service and education hours per year become Associate Master Gardeners. This status may be maintained for a maximum of two (2) consecutive years. Associates may re-certify by contributing the 25 hours service and 20 hours education required during one Activity Year (May 1st thru April 30th). They may not vote or serve as an officer. They may serve on committees, but not as chairperson.

## **Article IV**

### Officers

- Section 1. The officers shall consist of a President, Vice-President, Secretary and Treasurer. Only the position of President must be filled by a member who has been a MG for at least one year.
- Section 2. The officers shall perform the duties as prescribed by these bylaws and by the Parliamentary Authority (Article VIII) adopted by the Association.
- Section 3: Duties of officers:
  - A. The President:
    - 1) Shall be the official representative of the Association.
    - 2) Shall appoint all committee chairperson, except Bylaws committee.
    - 3) Shall be an ex-officio member of all committees, except the Nominating Committee.
    - 4) Shall preside over meetings of the Executive Board and meetings of the Association.
    - 5) Shall appoint Ad hoc Committees, such as Nominating and Finance. Finance committee to include an Extension Office employee.
    - 6) Shall perform such other duties as may be normally expected of the President of an Association.

B. The Vice-President:

- 1) Shall assist the President, and shall preside at meetings in the event the President is absent.
- 2) Shall be the Program Chairperson in collaboration with the General MG Coordination Committee for programs for monthly meetings and extracurricular activities (i.e. trips, tours, etc).
- 3) Shall perform such other duties as may be assigned by the President.
- 4) Vice-President will assume the position of President the following year. If declined or unable to assume the position of President, the position of President shall be open to nomination.

C. The Secretary:

- 1) Shall take the minutes of the Executive Board and Association meetings.
- 2) Shall be custodian of all records, except those of Treasurer. Upon completion of the term, the Secretary shall submit all records to the Custodian of Record at the Extension office.
- 3) Shall be Corresponding Secretary for the Association.
- 4) Shall be responsible for recording changes in Association organizational documents.
- 5) Shall keep an updated address list of members and disburse it to the group each year.
- 6) Shall record the number of Service and Education Hours in the minutes of monthly meetings. Members will use those to receive credit for meetings attended.

D. The Treasurer:

- 1) Shall be responsible for the collection, receiving, holding, managing, investing 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.
- 2) Shall pay all legitimate obligations of the Association in a timely manner. The checking account shall carry three (3) approved signers: Treasurer, Secretary, and one other Master Gardener. Checks will require only one (1) signature. All expenses must be pre-approved by a Committee Chair or

approved by the Executive Board. Expenditures over \$100 must be approved by the Executive Board. Committee Budget expenses may exceed \$100 if approved by the Committee Chair and are within the Committee Budget for the year.

- 3) Shall provide a Treasurer's report at regular meetings of the membership.
- 4) Shall keep books that will be examined at least once a year by the Finance Committee.
- 5) Shall fulfill state and federal tax requirements.
- 6) Shall submit all records to the Custodian of Record at the Extension office for safekeeping at the end of the fiscal year.

Section 4. The officers shall be elected by majority vote of the membership in April each year. The officers shall serve for one year, or until their successors are installed. The term of Office will begin May 1<sup>st</sup> of each year.

Section 5. No member shall hold more than one elective office at a time.

## **Article V**

### The Executive Board

Section 1. The President, Vice-President, Secretary, Treasurer, immediate Past President and, as an ex officio member, the Extension Horticulture Educator shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, shall fix the date, hour and place of meetings, make recommendations to the Association and perform such other duties as are specified herein. The Board will be subject to the instructions of the Association. The selection, training, placement, removal, supervision and evaluation of the Master Gardeners will remain under the jurisdiction of the Payne County Extension Horticulture professional staff.

Section 3. All expenses must be pre-approved by a Committee Chair or approved by the Executive Board. All requests for expenditures over \$100 must be approved by the Executive Board. Committee Budget expenses may exceed \$100 if approved by the Committee Chair and are within the Committee Budget for the year. Committee Chairs (appointed by the current President) shall present a Budget to the Executive Board at the start of each Activity Year for approval.

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

Section 5. The Executive Board shall appoint a Bylaws Review Committee composed of a chairperson and at least three (3) other members, if a review is necessary.

## **Article VI**

### Meetings

Section 1. The regular meeting of the Association shall be held monthly, unless otherwise ordered by the Membership or the Executive Board. Fifty (50) percent plus one of voting members shall constitute a quorum.

Section 2. Special Meetings of the Association may be called:

- A) By the President;
- B) By the Executive Board: or
- C) By written request signed by one third (1/3) or more of voting members, indicating the purpose of the special meeting. A written notice shall be emailed or mailed to the membership at least 10 working days before the special meeting.

## **Article VII**

### Standing Committees

Section 1. **General MG Coordination Committee.** Composed of a Chairperson and as many members as necessary to fully implement MG policies. The Chairperson shall be a Master Gardener. The OSU Extension Horticulture Educator will act as an adviser to this committee.

Responsibilities include:

- A. Assisting the OSU Extension Horticulture Educator in implementation of recruitment, education programs and preparation of required books and other materials for MG training.
- B. Overseeing education hours of all members. Counsel and assist students in meeting the qualifications and standards of the Master Gardener program through completion of contract service hours. Coordinate new and active members meeting education requirements. Oversee service hours and re-certification of all members.
- C. Overseeing mentoring program.
- D. Maintaining supply of appropriate fact sheets for public events.
- E. Overseeing the Master Gardener's collection of books, tapes, videos, and other written, printed, or recorded matter at the Master Gardener office.
- F. Overseeing all aspects of the Master Gardener's handling of Extension Office horticulture questions.
- G. Coordinating educational speakers for specified monthly MG meetings with the Vice-President.
- H. Work with Extension Office to maintain MG records and files.

Section 2. **Special Projects Committee:** Composed of a Chairperson and members as necessary. The Chairperson shall be a Master Gardener. Actively seek Payne County public project opportunities.

Section 3. **Adult Education Committee:** Composed of a Chairperson and other members as necessary. The Chairperson shall be a Master Gardener. Responsibilities include organizing and coordinating public events and education programs for the Payne County community.

Section 4. **Children Education Committee:** Composed of a Chairperson and other members as necessary. The Chairperson shall be a Master Gardener. Responsibilities include creating, maintaining, and presenting the children's horticultural educational programs in Payne County.

Section 5. **Fund Raising Committee:** Composed of a Chairperson and other members as necessary. The Chairperson shall be a Master Gardener. Responsibilities include creating and implementing fund raising projects for the Association. All such projects shall be referred to the Executive Board first for review, then brought before the Association for a vote. Keeps the inventory of items being sold by Master Gardeners for fundraisers.

Section 6. **Public Relations Committee:** Composed of a Chairperson and other members as necessary. The Chairperson shall be a Master Gardener. Responsibilities include publicizing Master Gardener programs and events and overseeing publications, maintaining the website, and maintaining historical records.

### **Article VIII**

#### Parliamentary Authority

Section 1. 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.

Section 2. **Custodian of Records.** Upon completion of the term, the Secretary and Treasurer will submit all records from the previous term to the Custodian for safekeeping. The Custodian of Record's duties will be the responsibility of the OSU Payne County Extension staff.

### **Article IX**

#### Amendment to Bylaws

These Bylaws may be amended, with the exception of Article I, at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment(s) has been submitted in writing at three previous regular meetings.

We do hereby certify that the above constitutes a true and correct copy of the Bylaws approved by the members of the Association at the regular monthly meeting held on the 25<sup>th</sup> Day of October, 2016.

This Amendment shall be Amendment 1 to the Original By-Laws approved on 9-22-09.


  
PRESIDENT, Pam Shepherd

  
VICE-PRESIDENT, Rebecca Bennett

  
SECRETARY, Randy Freeland

  
TREASURER, Bill Erwin

Approved on this day by the Oklahoma State University Extension Educator Horticulture.

  
10-25-16

Date