

**Constitution and Bylaws
of the
Boone County Master Gardener Association**

ARTICLE I NAME, PURPOSE AND OBJECT

Section 1. Name

The name of this organization shall be the Boone County Master Gardener Association dba Boone County Master Gardeners, Inc.

Section 2. Purpose

The purpose of this non-profit Association shall be to promote research-based, sound gardening practices in cooperation with the Cooperative Extension Service of Boone County and Purdue University, and to abide by the State Master Gardener guidelines.

Section 3. Object

The object of this Association shall be to:

- A. increase members' knowledge of research-based and sound gardening techniques;
- B. provide information to the community on research-based and sound gardening techniques; and,
- C. assist members in fulfilling their volunteer commitment

ARTICLE II MEMBERSHIP

Section 1. Classes of Members

A. Master Gardener Interns

Persons who have completed the Master Gardener Course, but have not completed their certification.

B. Certified master Gardeners

Persons who have completed the Course and the minimum certification requirements of **40** volunteer hours

Section 2. Eligibility

- A. Interns shall have satisfactorily completed the Master Gardener Course and be working towards completing **40** hours of community/volunteer service.
- B. Certified Master Gardeners shall have completed the Master Gardener course and **40** volunteer hours. Individual must recertify each year to remain on the "active list" to maintain the Master Gardener title. Recertification is achieved by donating at least twelve (12) hours of volunteer service each year, and completing a minimum of six (6) hours educational training, yearly.
- C. Members who have not completed their training and community/volunteer service hours by December 31 of each calendar year may be dropped from membership. The Membership Committee will notify said members.
- D. Members must have paid their dues in accordance with Article II, Section 3.

- E. Persons who have been dropped from the membership rolls may be reinstated by meeting the hours and dues requirements the following year.
- F. Persons residing outside Boone County or transferring membership into Boone County must provide proof of certification through their County Extension Office.
- G. Persons must complete all annual requirements, sign the annual agreement, and successfully complete background checks.

Section 3. Dues

- A. Next year's dues will be determined and approved by the membership at the November meeting. Dues are payable by January 31st and are not transferable. Members whose dues are not paid by January 31st shall be dropped from membership and notified in writing by the Membership Committee.
- B. Dues for Interns are payable at the first business meeting of the Association following the end of completion of their internship. Interns whose dues are not paid by January 31st will not be considered members and notified in writing by the Membership Committee.

ARTICLE III. OFFICERS

Section 1. Officers of the Association shall be President, Vice President, Secretary and Treasurer.

Section 2. President – The President is required to have completed at least the two most recent years as an active Master Gardener (dues and hours). In addition, the President is required to demonstrate active support for the Association by attending at least 2/3 of the business meetings of the last 12 months.

Vice President – The Vice President is required to have completed at least the previous year as an active Master Gardener (dues and hours). In addition, the Vice President is required to demonstrate active support for the Association by attending at least 2/3 of the meetings during the previous 12 months.

Secretary - The Secretary should demonstrate active support of, and participation in, the Association by regular attendance at meetings and current with dues.

Treasurer – The Treasurer should demonstrate active support of, and participation in, the Association by regular attendance at meetings and current with dues.

Section 3. The officers shall be elected by a majority vote of those in attendance to serve for one year and shall assume their duties at the January meeting.

Section 4. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office unless a motion is presented and approved at a meeting by the membership.

Section 5. Duties of Officers

- A. The President shall preside over all business meetings, be authorized to sign checks in the absence of the Treasurer, and serve ex-officio on all committees except the Nominating Committee.
- B. The Vice President shall assume the President's duties as necessary and shall serve as Chairperson of the Education Committee.
- C. The Secretary shall attend all business meetings and be custodian of the minutes of meetings and other official records of the Association, record the proceedings of all Association meetings, and distribute the minutes of the previous meeting.
- D. The Treasurer shall collect all dues and oversee the Association's funds, keep an accurate record of receipts and expenditures, pay bills promptly, and other financial duties, as needed. The Treasurer shall also submit a written record of all transactions to the officers, give a verbal report to the membership at each meeting, and serve on the Membership Committee. The Treasurer will turn the books over to the Auditor to be audited at the end of each term before transferring them to the new Treasurer.

ARTICLE IV. MEETINGS

There shall be a minimum of six business meetings per year as called by the President.

ARTICLE V. ELECTIONS

Elections will be held yearly at the November meeting to take effect on January 1st of the following year.

The President shall appoint three members in good standing to the Nominating Committee no later than July 1. The single slate of officers shall be presented to the membership no later than the September meeting. Nominations from the floor shall be accepted. The slate of officers will be presented again at the November meeting, at which time elections will be held.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The officers of the Association and the Boone County Extension Educator – Agriculture & Natural Resources (hereinafter referred to as Extension Educator) shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Association between its business meetings, make recommendations to the Association, and shall perform such other duties as are specified in these bylaws.

Section 3. The Executive Committee shall meet at the discretion of the officers.

ARTICLE VII. POSITIONS AND COMMITTEES

Section 1. Newsletter Editor

The Newsletter Editor shall be responsible for the production of a bi-monthly newsletter and shall maintain copies of all newsletters.

Section 2. Education Committee

The Vice President shall serve as chairperson of the Education Committee along with 3 other members.

The Education Committee shall arrange additional field trips and programs for continuing education and keep membership informed of available opportunities for continuing education, by making meeting announcements and by providing this information to the Newsletter Editor.

Section 3. Grant Committee

The Grant Committee shall consist of three members. This committee shall recommend to the membership, grants to be awarded for worthwhile gardening and educational projects in Boone County.

Section 4. Bylaws Committee

The Bylaws Committee shall consist of a chairperson and 3 other members.

The Bylaws Committee shall review the bylaws a minimum of every 4 years and propose changes by the March meeting of said year and shall be knowledgeable regarding the Association's adherence to its bylaws.

Section 5. Membership Committee

- A. The Membership Committee shall consist of the Extension Educator, the Treasurer, who will serve as chairperson, and the Secretary. This committee will maintain an up-to-date listing of Association members and maintain a record of their volunteer hours.
- B. Volunteer hours shall be turned in to the Extension Educator by January 31.
- C. The Membership Chairperson shall provide a list of all members who have submitted approved hours annually at the March meeting, and inform those who have not turned in their hours that they may no longer be eligible for membership in the Association.

Section 6. Nominating Committee

The Nominating Committee shall present a single slate of officers no later than the September meeting. Nominations from the floor shall be accepted. The slate of officers will be presented again, at the November meeting, at which time elections will be held.

Section 7. Auditor

The President will appoint the auditor, who shall be a member of the Association but not part of the Executive Committee. It shall be the duty of the Auditor to audit the Treasurer's books at the end of each term, and to certify the books before transferring them to the new Treasurer.

ARTICLE VIII. DISSOLUTION

Upon the dissolution of the Association, the Officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code, as the officers shall determine.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE X. AMENDMENTS

The Constitution and Bylaws may be amended at any regular business meeting by a 2/3 vote of all members present provided that notice of such proposed amendments have been mailed to each member at least 10 days in advance of such meeting.