

# Bylaws

## Master Gardeners of Stark County OSU Extension

### ARTICLE I Purpose

**Section 1. Mission.** The mission of the Master Gardeners of Stark County is to teach environmentally sound, research-based horticultural practices and promote gardening for the citizens of Stark County under the auspices of The Ohio State University Extension.

**Section 2. Objectives.** The objectives of the Master Gardeners of Stark County are to support the mission of the OSU Extension Master Gardener Program, increase members' knowledge of research-based gardening practices, and provide the highest quality educational programming and service to the community.

### ARTICLE II Principle Office

The office of the Master Gardeners of Stark County is located at 2650 Richville Drive SE, Suite 100, Massillon, Ohio 44646-8337.

### ARTICLE III Membership

**Section 1. Members.**

- a) Master Gardener interns (voting) are those who are in their first year of training to become certified Master Gardeners.
- b) Certified Master Gardeners (voting) are those who have completed the OSU required training, have completed the specified volunteer hours, and have been certified by OSU Extension.
- c) Transfer Master Gardeners (voting) from other Master Gardener programs may become members of the Stark County organization by providing proof of active status from the previous program, by having a review by the Master Gardener coordinator, by paying the membership dues, and by meeting the requirements of active Master Gardener status as stated above.
- d) Inactive Master Gardeners (non-voting) are those certified members who have requested inactive status. Inactive status can be maintained by submitting a written request to the Master Gardener Coordinator to continue such status. These members will pay annual dues and will receive the newsletter. To reinstate active status, he or she must complete the volunteer hours and continuing education for the current year. After three years of inactive status, recertification will be at the discretion of the Master Gardener Coordinator.

**Section 2. Annual Dues.** The amount of the annual dues will be determined by the membership. Dues will be submitted to the treasurer and made payable to the Master Gardeners of Stark County on or before November 1 of each year. Members whose dues are in arrears will be notified. If dues are not paid within sixty days, those members will be automatically dropped from active membership. Members may be reinstated at anytime during the fiscal year by paying back dues, providing that all other membership criteria have been met.

**Section 3. Membership Year.** The membership year will begin on November 1 and end on October 31.

**Section 4. Resignation of Members.** The resignation of a Master Gardener member will be made in writing to the Master Gardener Coordinator.

**Section 5. Grievances.** Grievances can be addressed and solved on a local level. A Master Gardener with a grievance can first take the grievance to the person relative to the circumstances (i.e. project coordinator, committee chair). If the grievance is not resolved to the Master Gardener's satisfaction, the grievance procedure will follow this sequence: grievance addressed to 1) the organization president, followed by 2) the extension Master Gardener Coordinator 3) the Extension Educator, and finally 4) the county Extension Director.

**Section 6. Dismissal.** Disregard for any policies and guidelines of the OSU Extension Master Gardener Program can lead to loss of the Master Gardener's right to participate in certain activities, possible loss of membership in the association, or dismissal from the program. Refer to the policy statement of the OSU Extension Master Gardener Program.

## **ARTICLE IV Membership Meetings**

**Section 1. Annual Meeting.** The meeting of members will be held annually. At the meeting officers will be elected, the financial report will be presented, and any other business presented will be transacted.

**Section 2. Special Meetings.** Special meetings may be called by the officers or the members provided that notice is given to the membership. Such special meetings will be called within 10 days of receipt of a written request to the president by no fewer than ¼ of the present membership or the executive committee, specifying the purpose for which the special meeting is requested.

**Section 3. Regular Meetings.** Regular meetings will take place as designated by the membership.

**Section 4. Quorum.** A quorum will be the voting members present.

## **ARTICLE V**

### **Executive Committee**

**Section 1. Members.** The Executive Committee will consist of the president, vice-president, secretary, treasurer, and Master Gardener Coordinator.

**Section 2. Duties.** The Executive Committee will:

- a) Advise and assist the president in conducting the affairs of the organization.
- b) Attend to any situations needing quick decisions.
- c) Administer the business of the organization including the establishment of an agenda, a budget, and project committees.
- d) Promote the purpose of the organization.
- e) Establish the annual budget and provide that information to the membership for approval by March 1.
- f) Approve expenses. Any outside of budget expenses under \$50.00 may be approved by the President or vice-President. Any outside of budget expenses over \$50.00 must be approved by a majority of the executive committee.

## **ARTICLE VI**

### **Notices**

At least 10 days written notice will be given of the annual and regular meetings of the membership. At least 10 days written notice will be given of any special meeting and will specify the purpose of the meeting. Notices will be sent by electronic mail unless other arrangements are made.

## **ARTICLE VII**

### **Officers**

**Section 1. Officers.** The officers of the organization will be president, vice-president, secretary, treasurer. Officers must be active Master Gardeners.

- a) President. The president will preside at all meetings of the executive committee and the membership, will be an ex officio member of all committees, and will perform additional duties required by the membership.
- b) Vice-president. The vice-president will perform the duties of the president in his or her absence, assume the duties assigned by the president, assume the office of the president for the remainder of the term in the event the office is vacated, maintain contact with the project committee chairpersons, and chair the nominating committee.
- c) Secretary. The secretary will keep the minutes of the meetings, attendance records, any correspondence of the organization, be the custodian for all records and reports, and be responsible for the keeping and reporting of accurate records of all meetings of the organization.
- g) Treasurer. The treasurer will collect all funds due to the organization and place them in the depositories designated by the executive board, disburse

funds, maintain a full and accurate account of receipts and disbursements and make it available to the membership upon request, submit an annual report of the organization's financial status in writing to the membership at the annual meeting, and present the checkbook and bank statements to the executive committee annually for auditing.

**Section 2. Terms of Office.** Each term of office will be one year. An officer is eligible for reelection for no more than two additional terms served consecutively.

**Section 3. Vacancies.** Vacancies of an office can be filled by appointment by the executive board.

## **ARTICLE VIII Elections**

**Section 1. Nominating Committee.** The nominating committee will be made up of the vice-president, at least one certified Master Gardener, and at least one Master Gardener intern and the Master Gardener Coordinator.

- a. The nominating committee will send notice to the membership requesting nomination of officers. Members may nominate themselves or others. The committee will also make nominations.
- b. All nominees must be contacted to verify that they are willing to serve.

**Section 2. Notification of Slate.** The membership will be notified of the slate of officers at least 10 days prior to the annual meeting.

**Section 3. Voting.**

- a. All elections will be by ballot.
- b. Members may request an absentee ballot. Ballots must be received by mail before the annual meeting.
- c. A majority vote of members submitting ballots will constitute the election.
- d. The nominating committee will oversee the tabulation of ballots and notify the membership of results.

## **ARTICLE IX Committees**

**Section 1. Standing Committees.** Standing committees will be created by the executive committee to manage and conduct on-going activities and responsibilities of the organization. Current standing committees are: audit, nominating, and budget.

- a) Appointment. Standing committee chairpersons and members may be appointed by the executive committee.
- b) Term. Standing committee chairpersons' and members' terms may expire at the end of their terms of office or they may be reappointed by the executive committee.

- c) Responsibilities. Committee chairpersons will be responsible for organizing and implementing projects, reporting any updates to the membership through the newsletter and general meetings, and maintaining contact with the executive committee.

**Section 2. Special Committees.** Special committees will be created to manage and conduct special activities that are one-time events of short duration, or have a specific task to accomplish.

- a) Appointment. Special committee chairpersons and members may be appointed by the executive committee.
- b) Term. Special committees' terms of service will continue until the activity or task for which they were appointed has been completed or terminated.
- c) Responsibilities. Committee chairpersons will be responsible for organizing and implementing projects, submitting budgets, reporting any updates to the membership through the newsletter and general meetings, and maintaining contact with the executive committee.

**Section 3. Committee Meetings.** Each committee will have a regular meeting determined by the members of the committee. A quorum will be the members of the committee in attendance.

## **ARTICLE X Fiscal Year**

The fiscal year of the organization will begin on November 1 and end on October 31.

## **ARTICLE XI Administration of Funds**

**Section 1. Gifts and Contributions.** Voluntary gifts, donations, and contributions may be made to the organization to enable the organization to carry out its purpose. All donations may be subject to acceptance by the executive committee.

**Section 2. Accounts.** The executive committee will keep an adequate and correct record of the affairs of the organization including accounts and records of its assets, liabilities, receipts, disbursements, gifts, and donations. These accounts and records will be open to inspection by the members. The treasurer's records can be audited at the time of change of officers.

**Section 3. Authorized Signatures.** All checks, drafts, or other orders for the payment of money issued in the name of the organization will be signed by the president, vice-president, or treasurer.

**Section 4. Depositories.** All funds of the organization will be deposited to the credit of the organization in such bank, trust company, or other depository as the executive committee may select.

**ARTICLE XII**  
**Parliamentary Authority**

The rules contained in Webster's *Robert's Rules of Order, Simplified and Applied* will govern meetings and resolve conflicts.

**ARTICLE XIII**  
**Amendments**

The bylaws of this organization may be amended by a 2/3 majority vote of the members present at the annual meeting. Written notice of any proposed amendment will be provided to the members at least 10 days before such meeting.