



## **County 76 Master Gardeners' Bylaws**

### **ARTICLE I – Name**

This organization shall be known as the County 76 Master Gardeners.

### **ARTICLE II – Purpose**

The County 76 Master Gardeners are volunteers of the University of Arkansas Cooperative Extension Service operating as volunteers at the state level. The goals of this organization shall be to strengthen and support the Arkansas Master Gardener program statewide and to establish policies and guidelines for consistency in the state Master Gardener program. County 76 will follow all University of Arkansas Master Gardener program and financial management guidelines.

### **ARTICLE III – Membership**

- A. Membership is open to all Master Gardeners who are active members in good standing in their counties.
- B. To retain membership in County 76, Master Gardeners must:
  - 1) Remain in good standing in their home county.
  - 2) Complete at least 10 hours per fiscal year in the County 76 program. These hours cannot be applied to the county programs.
- C. Membership entitles the individual to attend meetings, participate as a voting member, hold office and participate in projects or other County 76 activities.
- D. County agents that have an active Master Gardener program in their county may join County 76 as ad hoc members with no requirement for project work hours.
- E. County 76 Master Gardeners, whose fiscal year shall be from January 1 through December 31, will hold at least four meetings per year. All financial and reporting statistics shall be based on the fiscal year.
- F. The Exec Board may implement the use of a Zoom format for any C76 meeting if circumstances dictate i.e., including and not limited to weather, restrictions set by the State Office, or any unforeseen situation.

- G. Each member is responsible to communicate any changes in mailing address, email or phone numbers to the 2<sup>nd</sup> Vice President.
- H. If a member chooses to resign from County 76, an email confirming the desire of resignation should be communicated to the 2<sup>nd</sup> Vice President.

#### **ARTICLE IV – Executive Board**

- A. The Executive Board shall act as the governing body of County 76 Master Gardeners and transact its necessary business.
- B. The Board shall consist of the officers of County 76 Master Gardeners, members at large, the County 76 Agent and the County 76 Horticulture Program Associate.
- C. The County 76 Agent, who provides leadership and counsel to the Master Gardener program, shall serve as Advisor to and Administrator of County 76 Master Gardeners. As the UA Cooperative Extension Service representative, the County 76 Agent is the final authority on its projects and programs. The County 76 Horticulture Program Associate shall serve as liaison to the Executive Board at the discretion of the County 76 Agent.
- D. A simple majority of the members of the Executive Board present shall constitute a quorum.
- E. The President shall schedule meetings of the Executive Board prior to quarterly meetings.

#### **ARTICLE V – Officers**

- A. The officers of County 76 Master Gardeners shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Assistant Treasurer, and Past President. All officers will assume office on January 1<sup>st</sup> following election.
- B. The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Past President will serve a term of one year. Elections for the President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President shall be held at the last meeting of every year.
- C. The Secretary, Treasurer, and Assistant Treasurer will serve a term of two years. Elections for the Secretary, Treasurer, and Assistant Treasurer will occur at the last meeting of odd numbered years.
- D. No person may hold more than one office at the same time or hold an office for more than two successive terms.
- E. Vacant offices and committee chairs shall be filled by appointment by the President, with the approval of the Executive Board, for the remainder of the unexpired term. However, if the office of either the President, 1<sup>st</sup> Vice President, or the 2<sup>nd</sup> Vice President becomes vacant, it shall be filled by a special election of the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that

office. Officers leaving their term of office for any reason shall transfer all records and property of their office to their successor.

- F. Up to two members at large from the County 76 membership will be appointed by the Executive Board each year for a one-year term. Their responsibilities will be defined by the Executive Board based on the needs of the organization. They will not be voting members of the Executive Board.

## **ARTICLE VI – Duties of Officers**

A. The President shall:

- 1) Preside at all meetings at which he or she is present.
- 2) Schedule Executive Board meetings at least quarterly.
- 3) Prepare agenda for meetings and send to Secretary for distribution.
- 4) Exercise general supervision over the affairs and activities of County 76 Master Gardeners.
- 5) Be responsible for the formation and dissolution of committees.
- 6) Assure that the committees are functioning and appoint members to committees as required.
- 7) Appoint by November 1<sup>st</sup> of each year a Peer Review Committee who is to report its findings to the membership no later than March 1<sup>st</sup>.
- 8) Appoint a Nominating Committee to be announced at the 3<sup>rd</sup> quarter meeting each year.
- 9) Appoint other ad hoc committees, as needed.
- 10) Become the Past President at the expiration of the current Past President's term of office.

B. The 1<sup>st</sup> Vice President shall:

- 1) Perform the duties of the President whenever the President is absent.
- 2) Provide guidance to Project Chairs to assure project work remains within the organizational guidelines.
- 3) Oversee County 76 Sanctioned Projects and maintain appropriate records.
- 4) Coordinate general membership meeting lunch activities with County 76 Horticulture Program Associate.
- 5) Monitor the bylaws and advise the Executive Committee of needed revisions.
- 6) Coordinate County 76 Website updates with Projects and County 76 Horticulture Program Associate.
- 7) Update County 76 Timeline for each year based on Project activities.

C. The 2nd Vice President shall:

- 1) Perform the duties of the 1<sup>st</sup> Vice President whenever the 1st Vice President is absent.

- 2) Coordinates changes of members records such as address, phone, email, or status of said member to accommodate quarterly Roster updates.
- 3) Coordinate general membership meeting registration, including new attendee contact.
- 4) Announce new member induction at membership meetings.
- 5) Provide an updated list of current members and project hours to the Executive Board by the first meeting of each fiscal year.

D. The Secretary shall:

- 1) Maintain written records of all meetings of County 76 Master Gardeners and of meetings of the Executive Board.
- 2) Conduct the correspondence of the County 76 Master Gardeners at the direction of the President.
- 3) Distribute the agenda, minutes and Treasurer's report to the membership, one week prior to quarterly meetings.

E. The Treasurer shall:

- 1) Assure compliance and adherence to all University of Arkansas Master Gardener financial guidelines.
- 2) Update bank account signatories, as needed, at the beginning of each fiscal year.
- 3) Validate all expense and authorize/verify payment of invoices in accordance with University of Arkansas Master Gardeners' financial guidelines as necessary to fulfill the business of County 76 Master Gardeners.
- 4) Present a current financial statement at each meeting of the general membership.
- 5) Prepare an annual budget in consultation with the Executive Board for presentation to the membership by December 15<sup>th</sup> of each year and for vote at the first meeting of the fiscal year.
- 6) Provide an annual report at the end of the year.

F. The Assistant Treasurer shall:

- 1) Assist the Treasurer in assuring compliance and adherence to all University of Arkansas Master Gardener financial guidelines.
- 2) Assume the duties and responsibilities of the Treasurer in his or her absence.
- 3) Assist Treasurer with completion of financial reports for meetings, development of an annual budget and preparation of annual yearend report.
- 4) Serve as a standing member of County 76 Fundraising Project to assist with Silent Auction events.

G. The Past President shall:

- 1) Serve as Chair of the Nominating Committee with members appointed by the President.
- 2) Serve as Chair of the Janet B. Carson Scholarship Committee with members appointed by the President.
- 3) Coordinate update of volunteer manual

## **ARTICLE VII – Projects/Committees**

- A. County 76 sanctioned projects will focus on organizational, leadership, and general management issues. County 76 members decide which projects will be created and each member decides which project he/she wants to work.
- B. Each County 76 Project leadership will consist of a Chair and at least one Co-Chair, or a dual Chair positions. Project Chairs and Co-Chairs shall serve for one fiscal year with two successive years maximum. All Chairs and Co-Chairs of the County 76 Master Gardeners' projects and committees may attend Executive Board meetings as non-voting members.
- C. The President shall create committees as needed and shall appoint committee chairs.
- D. The Nominating Committee will include the Past President and members appointed by the President.
  - a. At the October membership meeting, the Committee will present a slate of officers who have volunteered to serve in the offices and for the terms noted.
  - b. Nominations from the floor will be accepted. A reading of the job description of the office will be made for any nomination. Voting will be by secret ballot.
  - c. If there is only one nomination for an office, a secret ballot would not be required.

## **ARTICLE VIII – Budget**

- A. A proposed budget of anticipated revenues and expenditures as prepared by the Treasurer shall be submitted to the Executive Board no later than November 30<sup>th</sup>.
- B. The Executive Board shall present the proposed budget for review by the membership no later than December 15<sup>th</sup>. A vote for approval of the budget by the general membership shall be held at the first meeting of the following year.
- C. The Executive Board, along with the County 76 County Agent, may approve a certain amount up to \$300 for any non-budgeted expenditure or any expenditure that exceeds the budget amount. Any amount over \$300 must be pre-approved by the membership.
- D. The Executive Board shall authorize fundraising activities for County 76 Master Gardeners when the purpose of such activities is in agreement with the objectives of the group and not in conflict with the nature of County 76 Master Gardeners.

## **ARTICLE IX – Amendments**

The bylaws may be amended at any regular or called meeting of County 76 Master Gardeners by a simple majority vote of the eligible members present, provided that written notice of the proposed changes has been sent to the membership at least 15 days before the time of the meeting.