

**BYLAWS
OF THE
McLEAN COUNTY MASTER GARDENER ASSOCIATION
UNIVERSITY OF ILLINOIS EXTENSION
McLEAN COUNTY**

ARTICLE I. NAME

- Section 1. **Name.** The name of this organization shall be “The Association of the University of Illinois Master Gardeners of McLean County,” hereafter referred to as the “McLean County Master Gardener Association.”
- Section 2. **Affiliation.** The McLean County Master Gardener Association is affiliated with the Master Gardener Program of the University of Illinois Extension and shall conduct its affairs in compliance with that organization.

ARTICLE II. PURPOSES AND OBJECTIVES

- Section 1: **Purpose.** The purpose of the McLean County Master Gardener Association is to provide research-based, horticultural education services under the auspices of the University of Illinois Extension for the McLean County community.
- Section 2: **Objectives.** The objectives of this association shall be to:
- a. Promote the common interests of gardeners.
 - b. Represent McLean County Master Gardeners as an educational organization to the public.
 - c. Engage in providing training of candidates to become Master Gardeners.
 - d. Provide continuing education activities for the benefit of its members.
 - e. Provide educational activities for community and business organizations.
 - f. Provide a certification program within the parameters of the University of Illinois Extension.

ARTICLE III. MEMBERSHIP

- Section 1. Membership shall be as follows:
- a. Master Gardener Trainee (non voting) – has been accepted into program and is attending training sessions.
 - b. Master Gardener Intern – has completed training, passed final exam, and signed the annual Volunteer Agreement, but has not fulfilled the required volunteer payback hour requirements.
 - c. Active Master Gardener – has completed training, passed final exam, fulfilled the initial volunteer hour requirements, signed the annual Volunteer Agreement and annually completes the

established minimum requirements for continued volunteer service and education.

- d. Inactive Master Gardener (non voting) – has not signed annual Volunteer Agreement and/or has not fulfilled the minimum annual volunteer or education hours.

Section 2. No one may be denied membership on the basis of race, color, creed, disability, religion, ethnic origin, gender, sexual orientation, lifestyle or age.

Section 3. Eligibility. Any person who initially completes the written application, submits the fee for the training, and is selected from interviewed candidates is eligible for the Association. Membership Transfer is possible from another Master Gardener Association after interview, review of credentials, and Board approval.

Section 4. Privileges. Any person who has met the qualifications for individual membership shall be eligible to attend meetings of the McLean County Master Gardener Program and other training programs and workshops.

Section 5. Severance of Membership

- a. A member may be dropped from membership by not conforming to Article III, Section 1.
- b. A member may be dropped from membership for any conduct that tends to injure or discredit the Master Gardener Association or that is contrary to or destructive of the objectives according to the Bylaws of the Association.
- c. It shall be the responsibility of the Board of Directors upon investigation to decide whether or not a member shall be dropped from membership for reasons stated under the Bylaws of the McLean County Master Gardener Association.

ARTICLE IV. OFFICERS

Section 1. **Officers and Terms of Office.**

- a. The officers and terms of office of the McLean County Master Gardener Association shall be the President (1 year), the President-Elect (1 year), the Immediate Past-President (1 year), the Secretary (2 years), and the Treasurer (2 years).
- b. Election and installation of officers will be conducted as follows:
- The President Elect will be elected at large annually.
 - The prior year President Elect will automatically be installed as President after serving one year as President Elect.
 - The prior year President will automatically be installed as Past President after serving one year as President.

- The Secretary will be elected and installed on odd years at the annual meeting.
- The Treasurer* will be elected and installed on even years at the annual meeting.

*There will be a one-year transition term starting with the 2007-08 annual meeting.

- c. The officers shall comprise the Executive Committee of the Board of Directors.
- d. Upon the resignation or death of any officer (except the President), a successor may be appointed by the Executive Committee of the Board of Directors. The President-Elect will move up to fulfill the unexpired term and will continue through the succession. An appointed President-Elect will serve until the next election and will not continue in that position unless elected to do so.
- e. Officers shall be voting members in good standing of the McLean County Master Gardener Association.

Section 2. **Duties of the Officers**

- a. The President shall preside over all business meetings of the McLean County Master Gardener Association, the Executive Committee, and the Board of Directors; shall be an ex-officio member, without vote on all committees; shall consult the Executive committee on matters of policy between meetings of the Board; shall plan with the President-Elect the quarterly and annual meetings; and shall submit an annual report to the membership of the McLean County Master Gardener Association.
- b. The President-Elect shall assume all Presidential duties in the absence of the President; shall carry out such duties as assigned by the President; and shall plan with the President the quarterly and annual meetings. The President-Elect shall become President of the McLean County Master Gardener Association after one year or upon the resignation or death of the President. The President-Elect shall serve for the unexpired term of the President as well as the following year if the President dies or resigns the office.
- c. The Immediate Past President shall serve on the Board of Directors, shall carry out duties assigned by the President, and be responsible that business meetings are conducted in accordance with Robert's Rules of Order.
- d. The duties of the Secretary shall be to:
 - (1) take minutes of Board, Annual, and general meetings and keep a book of these minutes in the McLean County Master Gardener Association office;
 - (2) oversee the records of the members of the McLean County Master Gardener Association showing each member's name, address and class of membership and payback hours;
 - (3) notify members of all meetings as required by the Bylaws;
 - (4) keep filed and sealed election ballots;

- (5) keep a copy of the Bylaws; and
 - (6) maintain an annual signed Volunteer Agreement for each member.
- e. The duties of the Treasurer shall be to:
- (1) maintain essential and correct books and accounts of the McLean County Master Gardener Association;
 - (2) prepare financial reports as required by the Board of Directors;
 - (3) oversee the deposit and disbursement of funds within the University of Illinois Extension of McLean County in the name and to the credit of the Master Gardener Association.

ARTICLE V: GOVERNANCE

Section: 1. The McLean County Master Gardener Association shall be governed by a Board of Directors and will conduct meetings in accordance with Robert's Rules of Order.

Section 2. The McLean County Master Gardener Association shall comply with all policies and procedures of the State Master Gardener Program.

Section 3. **Composition**

- a. The Board of Directors shall be composed as follows:
 - (1) the elected officers of the McLean County Master Gardener Association;
 - (2) the standing committee chairs as listed in Article VI, Section 2.
- b. The officers of the McLean County Master Gardener Association shall form the Executive Committee which shall meet as needed on an emergency basis.
- c. Upon the resignation or death of one of the Board Members or an open seat on the Board, the Executive Committee shall select someone to fill the unexpired term.
- d. All members of the Board of Directors shall be Active Master Gardeners of the McLean County Master Gardener Association.
- e. All Board Members (Officers and Committee Chairs) will be elected to one term of service in their position. A one-term break in service will be required to return to the same position beginning with the 2007 annual meeting.

Section 4. **Powers and duties of the Board of Directors.** The powers and duties shall be:

- a. to formulate McLean County Master Gardener Association policies and recommend such policies to the membership; and
- b. to conduct the business of McLean County Master Gardener Association and make recommendations to the membership.

Section 5. **Meetings of the Board of Directors**

- a. The Board of Directors shall have regularly scheduled meetings.
- b. Quarterly meetings shall be planned for the membership with May designated as the annual meeting.

Section 6. **Relationship to Extension Program Staff**

- a. Extension Program Staff will be ex-officio members of the Board of Directors and Executive Committee.

Section 7. **Relationship to Extension Council**

- a. The Master Gardener Association Board will appoint Extension Council nominee(s) who can represent the Master Gardener Association at the Extension Council meetings and report back at Board meetings on a regular basis.

ARTICLE VI. COMMITTEES

Section 1. **Appointment of Committees.** The President, subject to confirmation by the Board of Directors, shall have the ability to establish and dissolve committees as may be needed to meet the objectives of the McLean County Master Gardener Association.

Section 2. **Standing Committees.** These are the established standing committees. Specific guidelines will be determined by Committee Chairs.

2006-07 Committees (serving until 2007 annual meeting):

Awards and Nominations

Finance/Fund Raising

Inservice

Junior Master Gardener

Member Relations

Office/Records

Outreach

Public Relations

Recruitment/Intern Training

Committees (effective with 2007 annual meeting):

	<u>2-Year Chair Elected in</u>
<u>Client Services</u>	Odd years
<u>Community Projects</u>	Odd years
<u>Educational Presentations</u>	Odd years
<u>Junior Master Gardener</u>	Even years*
<u>Member Development</u>	Odd years
<u>Member Relations</u>	Even years*
<u>Outreach Events</u>	Even years*
<u>Public Relations</u>	Even years*

*Those elected in 2007 will serve a one-year transition term, serving until the 2008 annual meeting.

ARTICLE VII. NOMINATIONS, ELECTIONS, AND BOARD MEMBERS

Section 1. The process of nominations and elections will be as follows:

- a. Nominations for awards, Officers, and Committee Chairs will be the responsibility of the Member Relations Committee (or subcommittee) with at least five Master Gardener classes represented.
- b. Nominations will be sought during the month of February for the Executive Committee and other Board member positions eligible that year and will be mailed to the McLean County Master Gardener Association membership at large.
- c. Election ballots will be mailed in March to the membership at large. Ballots will reflect nominees and a space for write-ins.
- d. Ballots shall be returned at least 2 weeks prior to the annual meeting. In the event of a tie, the Executive Committee will vote to break the tie.
- e. The candidates shall be informed as to their election status prior to the installation of elected officers at the annual membership meeting.
- f. All ballots, envelopes, and tally sheets shall be sealed and filed with the secretary. Such materials are to be held secure for one year.
- g. Only active Master Gardeners can be nominated for Board positions.
- h. No active Master Gardener shall be listed on the ballot for more than one Board position.

ARTICLE VIII. FINANCES

- Section 1. **Budget.** The Board of Directors will approve a budget each year as coordinated by the Treasurer.
- Section 2. **Authorization of Expenditures.** The Treasurer shall monitor and report on funds in the name and to the credit of the McLean County Master Gardener Association within the University of Illinois Extension - McLean County system.
- Section 3. **Fiscal Year.** The fiscal year programming will be May 1- April 30. Volunteer hours will be tracked on a calendar year basis, *i.e.*, January 1 – December 31.

ARTICLE IX. AMENDMENTS

- Section 1. These Bylaws may be amended at the annual meeting of the McLean County Master Gardener Association by two-thirds (2/3) affirmative vote of members present and voting.
- Section 2. **Procedures.**
- a. Proposals to amend the Bylaws may be initiated by a majority vote of the members of the Board of Directors or by a petition signed by twenty-five active members.
 - b. Each individual member shall receive a written copy of any proposed amendment or revision at least thirty (30) days prior to the Annual Meeting of the McLean County Master Gardener Association.

ARTICLE X. EFFECTIVE DATE

Amendments or revisions to the Bylaws shall be in compliance with the McLean County Master Gardener Association Bylaws and shall take effect immediately upon adoption by the membership.

[By approving this set of amended Bylaws, the date transition sections will automatically be removed as the dates expire.]

Revised May 3, 2006