

# **By-Laws Marais des Cygnes District Extension Master Gardeners Association**

## **Article One.....Name**

The name of this organization shall be "Marais des Cygnes District Extension Master Gardeners Association." It shall be located at the Marais des Cygnes District, Paola Office, 913 N Pearl, Paola, Kansas 66071

## **Article Two.....Not for Profit**

The Marais des Cygnes District Extension Master Gardeners Association is and shall be a "not for profit organization." Any funds received for carrying out its purposes shall not benefit members or officers.

## **Article Three.....Mission**

The Marais des Cygnes District Extension Master Gardeners Association is a volunteer organization of specifically trained Miami County or Linn County residents designed to provide the public with sound, research-based horticultural information. The purpose of this Association is to participate in non-commercial, educational and community service projects for Miami County and Linn County. The Association embodies the horticultural education objectives of Marais des Cygnes Extension District cooperating with Kansas State University and the United States Department of Agriculture.

There shall be nothing in these by-laws, written or implied, which is in conflict with Marais des Cygnes Extension District by-laws or the laws of the State of Kansas or the laws of the United States of America.

## **Article Four.....Membership**

### **A. Admission**

Admission to Association membership requires that the applicant support the objectives of the Association and the extension programs of the Marais des Cygnes Extension District; and be able to read and comprehend an extensive collection of support materials and reference sources.

### **B. Training and Service Requirements**

Provisional Membership: Completion of the basic Extension Master Gardener Training Course is required of each member. Extension Master Gardener training is presented by trained Extension professionals using research-based horticultural data derived from printed material, reference manuals, file materials and the professional experience of the presenter. Each provisional member must meet the requirements of an Active member the year following their training.

Continuing as an Extension Master Gardener in good standing requires completion of ten hours of Advanced Extension Master Gardener Training and a minimum of forty volunteer service hours annually.

### C. Performance Requirements

Extension Master Gardener volunteers may not participate in the Marais des Cygnes Extension Master Gardener Program for monetary gain or for commercial recommendations or endorsements. Extension Master Gardeners are expected to provide recommendations based on research-based information, and to provide educational program assistance in support of the Extension education program. Extension Master Gardeners operate under the control of a trained Extension professional responsible for monitoring their performance and the progress of their continuing education.

### D. Membership Status Categories

#### 1. New Class in Training

Those persons that have been accepted and actively participating in the basic Training Course. New class members may participate in Extension Master Gardener activities. Advanced Training and volunteer hours are not required during this training period, but may be applied towards the training requirements for the following year.

**New class membership does not have voting privilege.**

#### 2. Provisional membership- Rookie Status

Provisional membership is granted to Extension Master Gardeners who have completed the Basic Training Course and are working toward fulfilling the required forty volunteer service hours and ten Advanced Training hours during this year to become an active member.

**Provisional membership does not have voting privilege.**

#### 3. Active membership

Active membership is granted to Extension Master Gardeners who have completed The New Class Training and met the requirements of the Rookie year.

Completion of a minimum of forty volunteer service hours and ten hours of Advanced Training is required each year.

**Active membership have voting privilege.**

#### 4. Inactive membership

A previously active member who did not complete the required forty volunteer hours and/or the required ten Advanced Training hours in the previous year will be granted inactive membership. Inactive membership **does not have voting privilege.** If an inactive member completes the volunteer hours and advanced

training hours requirement for any subsequent year, the member will be moved back to “Active” membership status.

5. Master Gardener Emeritus

A title given to a member at the discretion of the Members of the Board. Master Gardener Emeritus shall remain on the current membership roster, have all rights and privileges of an active member, but will be exempt from all mandatory service and training requirements, including submitting work hours or the obligation to work on a project to have the privileges associated with it. Refer to Emeritus procedure.

Emeritus membership have voting privilege.

6. Honorary Master Gardener

The advisory Board may give this title to people connected with the Master Gardener organization at will for purposes designed to help the organization. **Honorary membership does not have voting privilege.**

**Article Five.....Advisory Board**

The Marais des Cygnes District Extension Master Gardeners Association Advisory Board, hereinafter referred to as "the Board," is formed as a committee of the Marais des Cygnes Extension District Agricultural Development Committee for the purpose of directing educational and community service projects in horticulture. The Board will perform the following functions pursuant to its charter:

- Serve in an advisory capacity to the Extension Horticulture Program.
- Establish guidelines for training, and define and approve volunteer activities.
- Assist in policy and procedure formulation and provide direction for the Extension Master Gardener Association Volunteer Program.
- Promote a close working relationship between Extension Master Gardeners and the Marais des Cygnes District staff.

A. Qualifications:

Any Extension Master Gardener volunteer with Active membership status shall be eligible for membership on the Board.

A Provisional, Rookie, member may be eligible to run for the board, provided that the member submits the required volunteer service and Advanced Training hours for their Rookie Year.

If a member is voted to become an advisory board member, but does not complete the required training and volunteer hours, the member would not be eligible to assume office and a special election would be held.

Any eligible Extension Master Gardener must indicate a willingness to serve before consideration for election.

- B. Compensation:  
All Board members shall serve without compensation.
- C. Composition of Board:  
The Board shall be composed of seven members elected by the Extension Master Gardener volunteers with Active membership status.
- D. Terms of office:  
Terms of office shall be two years. No Board member shall serve more than two consecutive terms, and shall be eligible to serve again after a one year absence.
- E. Election:  
Elections shall be held each October by e-mail ballot. All members with Active membership status as Extension Master Gardeners are eligible to cast their vote.
- F. Write-in Candidates:  
Candidates for office may be written in on the official ballot. All those being written-in by members, must meet the qualifications of Article Five, Section A.
- G. Nominating Committee:  
  
The Chairperson of the Board shall appoint a three member nominating committee, who shall submit nominations to fill vacancies, in accordance with Article Five, Section A. Appointments to the nominating committee shall be made by the August Board meeting of each year. The report of the nominating committee is to be submitted at the September Board Meeting and voted upon by eligible members in October.
- H. Appointments to vacated positions  
The Chairperson of the Board, will upon receipt of a resignation of any Board member, appoint at his/her discretion, a person to fill the duration of the vacated term. Said person may stand for election to two consecutive full terms.
- I. Requirement of Retention as an Advisory Board Member  
A member of the Board who has been absent from scheduled meeting three times during any one calendar year, will be subject to review by the remaining members of the Board as to action to be taken. Action by the Board may be to excuse the absences or, if circumstances dictate, the member may be dropped as a member of the Board.
- Non-compliance with K-State Research and Extension policies may require a Board member to terminate that position and be ineligible to be on the Board.
- In the event a member is dropped from the Board, the provisions of Article Five, Paragraph H, will apply.

## **Article Six.....Officers**

- A. The newly elected Board Members shall attend the Board Meeting in December following election along with the current Board Members.  
The new Board Members shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer from members of the new Board.  
These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by this association. The new Board will transition the first of January.
- B. **Standing Committees:**  
Standing Committee Chairpersons shall be appointed by the Chairperson, with the approval of the members of the Board and/or Extension Agent.
- C. **Ad Hoc Committees:**  
The Chairperson, with the approval of the members of the Board, shall constitute any committee deemed necessary to achieve the objectives of the organization.
- D. **Meetings:**  
The Board shall meet monthly at a time designated by the Board. Meetings may be held in person, or a teleconferencing meeting shall be considered as attendance of said meeting. A quorum will be considered as four of the seven Board members in attendance.
- E. **Special Meeting:**  
Special meetings may be called at the discretion of the Chairperson. Members must be notified of a special meeting.

**Article Seven.....Duties of Officers**

- Chairperson -** Shall preside at all association meetings.  
Shall appoint the Chairperson of all standing and ad hoc committees.  
Shall oversee association activities.  
Shall follow up with members deemed inactive.  
Shall perform such other duties as are outlined in these By-Laws.
- Vice-Chairperson -** Shall perform the duties of the Chairperson when that officer is absent.  
Shall work closely with the Chairperson to operate the total program.  
Shall report committee updates on projects to the Board if the respective Committee Chairperson(s) is unable to attend Board meetings to present the committee reports.  
  
Shall prepare for the annual business dinner meeting each year a sign-up form for members to indicate their preferences of activities for the current year; and shall compile the results to be distributed to the Board and appropriate Committee Chairperson.
- Secretary -** Shall keep the agenda and meeting minutes of the association.

Shall coordinate the processing of correspondence for the association.  
Shall keep a current copy of the By-Laws and Procedures.  
Shall oversee keeping a roster of the membership, updated on an as-needed basis, and distributed to the membership annually by e-mail.  
Shall monitor Board attendance and General Meeting attendance.

***Treasurer -***

Shall keep a record of all financial transactions and be responsible for presenting a written report monthly to the duly elected Board and annually to the membership.  
Shall prepare a budget for the members of the Board.  
Shall receive all funds from all projects for deposit into the appropriate bank and pay all bills authorized by the Board.  
All checks shall carry two signatures: Any two of the four Officers.  
An appropriate financial review shall be performed at the end of each calendar year.

Each outgoing officer must deliver to his or her successor within fifteen days after expiration of office term; all books, records and papers pertaining to that office.

Upon approval of the Board, the Chairperson may reassign any responsibility stated in the Duties of the Board to another Board Member if such transfer of responsibility will facilitate the objectives and activities of the Marais des Cygnes Extension Master Gardeners.

**Article Eight.....Meetings**

- A. General meetings will be held at least quarterly and will consist of a business agenda as planned by the Board.
- B. Annual business dinner meeting will be conducted to include recognition of new and current members.
- C. Advance notice will be given to “Schedule Changes” made to meet current needs.

**Article Nine.....Disposition of Assets**

Upon the dissolution of the association, the Advisory Board shall, after paying or making provisions for the payment of all the liabilities of the association, assign all of the assets of the association to Marias des Cygnes Extension District. These funds are to be used for horticultural educational services.

**Article Ten.....Proceedings**

Meeting shall be conducted in accordance with Robert's Rules of Order.

**Article Eleven.....Amendment and Revision**

By-laws and By-law amendments may be proposed by any Extension Master Gardener voting member; provided this notice of changes in writing is given to the Board members ten days prior to the date set for action. The Board shall promptly submit all accepted proposals to the voting membership for a vote.

Proposals may be accepted by either of the following means:

- \* By the majority vote of the Board.
- \* By a petition signed by twenty percent of the voting members or five voting members, whichever is larger.

Amendment of these by-laws will require a two-thirds majority of votes cast.

**Article Twelve.....Marais des Cygnes Extension Master Gardener Coordinator**

The Marais des Cygnes District, Agriculture Extension Agent shall act as trainer, advisor and coordinator to this association and have the right to question and/or nullify any action of this association not in compliance with the objectives and policies of K-State Research and Extension.

The Marias des Cygnes District Extension Master Gardener Association hereby agree to adopt these By-Laws as stated on

this \_\_\_\_\_ day in the month of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_ Chairperson, Marais des Cygnes Extension  
 Master Gardener  
 Association

\_\_\_\_\_ K-State Research and Extension  
 Marais des Cygnes District  
 Miami County

Representative  
 Representative  
 Adopted 10/20/98  
 Revised 11/8/05  
 Revised 01/20/07  
 Revised 11/30/07  
 Revised 11/11/09  
 Revised 04/30/14  
 Revised 8/11/20  
 Revised 12/14/21

