

Bylaws of University of Illinois Extension Master Gardeners of Champaign County

ARTICLE I

Name

The official name shall be University of Illinois Extension Master Gardeners of Champaign County, to be known herein as Champaign County Master Gardeners (CCMG).

ARTICLE II

Purpose

Section 1.

Work under the leadership of the Horticulture Educator and the Program Coordinator to provide unbiased, research-based horticultural information to Master Gardeners and to the public. Within these bylaws, the Horticulture Educator may act along with the Program Coordinator or in place of the Program Coordinator in their absence.

Section 2.

Provide and maintain a demonstration garden, known as the Idea Garden, at the University of Illinois Arboretum.

Section 3.

Develop continuing education opportunities for CCMG to improve their horticultural skills.

Section 4.

Promote fellowship among CCMG.

ARTICLE III

Function

The CCMG shall seek to:

Section 1.

Provide information to the public by answering questions that come into the Extension Unit Office, through workshops, community events, the Idea Garden, informational literature, displays and web-based communications.

Section 2.

Hold monthly programs for the members, which may include special presentations, field trips and/or potlucks.

Section 3.

Offer recreational and social opportunities to the members.

Section 4.

Conduct fund raising activities to assist in support of the CCMG program.

ARTICLE IV

Membership

Section 1.

Membership is open to all persons who complete approved Master Gardener training and maintain an active status (see Article V, Section 2c).

Section 2.

Honorary membership may be granted upon approval of the Advisory Board in recognition of significant contribution to the CCMG program.

ARTICLE V

Membership Responsibilities

Section 1.

Within ~~one year~~ two years of completion of Master Gardener training, each Master Gardener intern must perform 60 hours in internship with the CCMG. The internship requirements are determined by the Horticulture Educator and the Program Coordinator. of which 30 hours must be performed for the horticulture hotline, 20 hours in the Idea Garden and 10 hours in community service projects. If the Master Gardener cannot meet his/her obligation, the Program Coordinator may extend the time limit ~~or a buy-out may be arranged.~~ Once internship is completed, the Master Gardener intern will be designated a certified Master Gardener.

Section 2.

The statewide policies define the following University of Illinois Master Gardener classifications:

Section 2a.

Master Gardener Trainee

A Trainee is a Master Gardener program participant from the time of acceptance into the program through the completion of classroom training.

Section 2b.

Master Gardener Intern

An Intern is a Master Gardener program participant from the time of classroom training graduation through the completion of 60 hours of volunteer service as described in Article V, Section 1. Interns have no continuing education requirement. Each Intern Master Gardener is responsible for recording on-line their volunteer service hours on a quarterly basis.

Section 2c.

Certified/Active Master Gardener

A Certified/Active Master Gardener is a program participant who has completed the initial classroom training and the initial 60 hours of intern service. To be a Certified/Active Master Gardener an annual volunteer agreement must be signed and submitted by January 15 committing to 30 hours of volunteer service and 10 hours of continuing education. A signed copy of University of Illinois Extension Annual Volunteer Agreement will be on file at the Champaign County Extension Unit. Each Certified/Active Master Gardener is responsible for recording their volunteer and continuing education hours on-line.

Section 2d.

Master Gardener Alumnus

An Alumnus is a Certified Master Gardener who no longer maintains annual active volunteer service and continuing education required by the Annual Agreement. Return to Certified/Active status after more than two years as a Master Gardener Alumnus may require additional training.

Section 2e.

Inactive Status/Leave of Absence

A certified/Active Master Gardener or an Intern who is temporarily unable to fulfill the requirements for health, family or other personal reasons may be placed on inactive/leave status. Participants may remain on inactive/leave for as much as two years at a time with the approval of the Program Coordinator. Return to active status after two years as an inactive Master Gardener may require additional training.

Section 2f.

Advanced Master Gardener

This is a Certified/Active Master Gardener who has successfully completed an advanced training module as defined by the State Master Gardener office. Each advance-training topic requires at least 24 hours of instruction within two years in one horticulture-related topic taught by an instructor approved by U of I Extension.

ARTICLE VI

Officers

Section 1.

The officers of the CCMG shall be the President, Vice President, Secretary and Treasurer. The officers must be Certified/Active Master Gardeners. Together they shall comprise an Executive Committee to act for the CCMG in any extraordinary circumstances. These officers shall perform the following duties:

Section 1a.

The President shall preside over the Advisory Board Meetings and the Annual Business Meeting. The President shall also coordinate the work of standing committees except the Office Operations Committee (with the advice of the Advisory Board), represent the CCMG where appropriate, serve as an ex officio member of each standing committee (except the Leadership Development and Nominating Committee), appoint ad hoc committees with the advice of the Advisory Board and serve as liaison between CCMG and outside organizations.

Section 1b.

The Vice President shall serve as President pro-tem during the absence of the President ~~and shall chair the Office Operations Committee.~~

Section 1c.

The Secretary shall record minutes of all CCMG Advisory Board and annual business meetings and shall conduct general correspondence as required, requested or delegated.

Section 1d.

The Treasurer shall oversee the CCMG budget in the manner determined by the Advisory Board in accordance with U of I policies and procedures. The Treasurer shall also serve as Chair of the Finance committee, present the year-end financial statement for the Annual Business Meeting and make monthly reports to the Advisory Board.

Section 2.

New officers will serve for one year beginning January 1.

Section 3.

No Certified/Active member shall hold more than one office at a time, nor shall serve more than two consecutive terms in the same office. A term for this purpose will be considered at least 6 months in office.

Section 4.

If an office becomes vacant, the Executive Committee shall appoint a Certified/Active member to fill that position until the annual election.

ARTICLE VII

Standing Committees

The business of the CCMG shall function through the following committees:

Section 1.

The Finance Committee, including the Treasurer, shall review expenditures of the CCMG, prepare an annual budget for the October Advisory Board meeting to be presented to the membership at the Annual Business Meeting.

Section 2.

The Membership Committee shall create and maintain a Membership Directory, assist the Program Coordinator in interviewing members for each new Master Gardener class and encourage greater participation by inactive members. They shall review volunteer and continuing education hours for the membership to ascertain standing and eligibility for awards.

Section 3.

The Communications Committee shall be responsible, with the Program Coordinator, for information disseminated to members and the public through the newsletter, listserv, Facebook, website, and other means of communication as may be deemed appropriate. This Committee will also create, maintain and archive records of CCMG activities, newspaper clippings, photos, written comments and activities of the standing committees.

Section 4.

The Program Committee shall plan, publicize and implement monthly programs for the CCMG which can be educational, recreational and/or social.

Section 5.

The Garden Walk Committee shall plan and oversee the annual Garden Walk as outlined in the Garden Walk Procedure Manual.

Section 6.

The Idea Garden Committee shall oversee the design, planning and maintenance of the Idea Garden. They shall plan and publicize workdays; plan and/or coordinate garden design, changes and maintenance; conduct regular planning meetings; and prepare in September a proposed garden budget for the Finance committee.

Section 7.

The Office Operations Committee, ~~chaired by the Vice President~~, shall oversee the operations of the MG Office including the office work schedule, the logbook, and office mentoring for interns.

Section 8.

The Leadership Development and Nominating Committee shall review the organization's leadership needs and resources on an ongoing basis. Its nominating role shall include recommending a slate of officers, standing committee chairs (unless otherwise stipulated in the by-laws) and at-large members to the Advisory Board. The Committee shall be composed of the Immediate Past President as chair, the Membership Committee chair, the Program Coordinator, and two other members recommended by the Executive Committee.

ARTICLE VIII

The Advisory Board

Section 1.

The Advisory Board shall consist of the Executive Committee, chairs of the standing committees, the chair or representative from each CCMG community garden and up to four at-large members. At least one at-large member shall be an active Master Gardener who has completed their training in the prior year. At-large members shall serve no more than two consecutive terms. The Program Coordinator, who is an ex-officio member, has voting rights in case of a tie.

Section 2.

The Advisory Board shall assist the Horticulture Educator in developing broad policies, engaging in long range planning and identifying the tasks necessary to achieve the purpose and functions of the CCMG.

Section 3.

The Advisory Board shall communicate policy decisions through the newsletter or special communications.

Section 4.

The Advisory Board shall ensure that the Master Gardener program operates within the fiscal year budget that begins January 1. The budget is presented to the membership at the annual business meeting.

Section 5.

The Advisory Board shall keep official minutes of its deliberations and report as required. All official approved minutes of the Advisory Board shall be available to members at the CCMG office.

ARTICLE IX

Nominations and Elections

Section 1.

In September, the Leadership Development and Nominating Committee shall prepare a slate of nominees for officers, chairs of standing committees, and Advisory Board members at-large for presentation to the Advisory Board at its October meeting.

~~*Section 2.*~~

~~The names of the Leadership Development and Nominating Committee members shall be published in each of the two newsletters prior to the election in November.~~

| *Section 32.*

Certified/Active Master Gardeners who wish to be nominated as candidates or those Master Gardeners who wish to nominate Certified/Active Master Gardeners must submit names no later than the third week in September to the members of the Leadership Development and Nominating Committee.

| *Section 4a3a.*

At its October meeting, the Advisory Board shall approve a slate of officer nominees for presentation to members at the Annual Business Meeting in November based on the recommendation of the Leadership Development and Nominating Committee. A nominee must have expressed a willingness to serve as an officer. Current officers must have attended at least two-thirds of the Advisory Board meetings of their term in order to be nominated for a second term unless an exception is granted by the Advisory Board.

| *Section 4b3b.*

At the October meeting, the Advisory Board shall select standing committee chairs and Advisory Board members at-large based on the recommendations of the Leadership Development and Nominating Committee.

| *Section 54.*

The Master Gardener membership shall be notified of the slate of officers at least two weeks prior to the election. Notification to Master Gardeners shall be given via email unless otherwise requested by a member.

| *Section 65.*

Election of officers shall be held at the Annual Business Meeting in November. The election shall take place by secret ballot and winners determined by a simple majority. If only one candidate is nominated for an office, that candidate may be elected by voice vote. Nominations may be made from the floor. Absentee ballots must be obtained from and submitted to the Horticulture Program Coordinator/Educator/Master Gardener Office prior to the Annual Business Meeting.

| *Section 76.*

In case of an election by ballot the presiding officer shall appoint three tellers to tally the votes. President and/or presiding officer shall not vote. In case of a tie, the presiding officer shall vote to break the tie.

ARTICLE X

Special Projects

The CCMG may sponsor special projects such as shows, sales or demonstrations as approved by the Program Coordinator, in consultation with the Advisory Board if appropriate.

ARTICLE XI

Quorums

Section 1.

The presence of at least forty members shall constitute a quorum for the Annual Business Meeting.

Section 2.

One-third of the members of the Advisory Board shall constitute a Board Meeting quorum.

ARTICLE XII

Amendments

These bylaws may be amended by a two-thirds vote of members attending the Annual Business Meeting providing a quorum is established and notice of the amendment(s) to be considered has been provided to all members at least two weeks prior to the Annual Business Meeting.

ARTICLE XIII

Parliamentary Procedure

The rules contained in *Roberts' Rules of Order Newly Revised* shall govern the proceedings of the CCMG in all cases in which they are consistent with these bylaws.