

BY-LAWS OF THE DOUGLAS COUNTY EXTENSION MASTER GARDENER ASSOCIATION

ARTICLE 1 NAME

The name of this organization shall be Douglas County Extension Master Gardener Association (Association).

ARTICLE 2 NON-PROFIT STATUS

The Douglas County Extension Master Gardener Association is a non-profit organization. Any funds received for carrying out its purposes shall not benefit individual members or officers.

All funds raised shall be used to support the educational activities of the organization.

ARTICLE 3 OBJECTIVES

The mission of the Douglas County Extension Master Gardener Association program is to share research-based, horticultural information with the residents of Douglas County, in partnership with K-State Research and Extension. This will be implemented through unpaid, K-State Research and Extension trained and certified volunteers.

ARTICLE 4 MEMBERSHIP

Membership shall consist of certified volunteers who are willing to actively promote the objectives of the program. Membership is open to all individuals regardless of race, color, gender, age, handicap, or national origin. To be a certified member in good standing, a Douglas County Extension Master Gardener must satisfactorily complete the prescribed hours of instruction and volunteer commitment.

The certification of members is restrictive in nature and is valid only when the individual is actively participating in the Douglas County Extension Master Gardener Association program and for the contract period.

Annual recertification will be issued to those who make a commitment to participate in the program for the coming year.

If the Douglas County Extension Master Gardener Association policy is violated, the certification of the Extension Master Gardener involved may become void as determined by the Executive Board in collaboration with the Douglas County Extension Agent - Horticulture.

A former Extension Master Gardener may become reinstated by a satisfactory completion of a recertification program prescribed by and with the approval of the Douglas County Extension Agent - Horticulture. A transfer Extension Master Gardener may become certified with the approval of the Douglas County Extension Agent - Horticulture. It is expected that each Extension Master Gardener will contribute to the advancement of the program's objectives by completion of the contract obligations.

ARTICLE 5 EXECUTIVE BOARD MEMBERS AND THEIR ELECTION

The Douglas County Extension Agent - Horticulture shall be responsible for the Douglas County Extension Master Gardener Association program and serve in an advisory role in all program functions.

The Executive Board shall consist of the following officers:

- (A) The Executive Board members of this non-profit organization shall be a President, Vice-President, Secretary, Treasurer, Coordinator of Public Relations, and Members-at-Large. These members shall perform the duties prescribed in these By-Laws and by the parliamentary authority adopted by this Association and have full voting privileges. To be eligible, Douglas County Extension Master Gardeners should be members in good standing for at least one year after training is completed. An exception can be made with the approval of the Executive Board.
- (B) A Class Representative from the current graduating class shall be elected for a term of one (1) year with full voting privileges. To be eligible, the person must have successfully completed the Douglas County Extension Master Gardener new class training.
- (C) Election shall take place annually at the Business meeting in November. Voting shall be by a show of hands or written ballot, at the discretion of the presiding officer, and a plurality shall elect. In the event there is but one (1) candidate for any office, the voting may be by voice vote.
- (D) The nominating committee shall present its slate of officers (elect), including the nominee selected by the current graduating class, at the October Business meeting.
- (E) The nominating committee of three will be appointed by the President at the September Business meeting.
- (F) Term of office shall be one (1) year, beginning January 1 and ending December 31. An outgoing President or Treasurer agrees to serve in an advisory capacity, as needed, for the first quarter of the following year. *(revised Nov. 2019)*
- (G) No Executive Board member may be eligible to serve in the same office more than two (2) consecutive terms but may serve in another office. *An exception can be made for any office that does not receive a new nominee for the up-coming term. In this case, the existing Executive Board member may be elected to serve an additional term.(revised 2016)*
- (H) Should a vacancy occur in the office of President, the Vice-President shall automatically assume that office for the duration of its term, and another Vice-President shall be elected. This and other vacancies occurring during the term of office shall be filled by the vote of the Douglas County Extension Master Gardener Association members at the next Business meeting.
- (I) Noncompliance with K-State Research and Extension policies, as stated in the volunteer contract, will require an officer to terminate that office.

ARTICLE 6 DUTIES OF EXECUTIVE BOARD MEMBERS

- (A) **PRESIDENT** - The President shall preside at all Executive Board and Business meetings, appoint the coordinators of all committees and activities, and perform such other duties as are outlined in these By-Laws or as directed by the Association membership.
- (B) **VICE-PRESIDENT** - The Vice-President shall perform the duties of the President when that

officer is absent. This officer shall serve as chair of the Advanced Education Program committee and work closely with the President to operate the total program. The Vice President shall maintain the current copy of the By-Laws, the Handbook, and the Handbook Appendices.

(C) SECRETARY - The Secretary shall be both recording and corresponding secretary, keeping the minutes of all Executive Board and Business meetings, and taking care of correspondence as assigned by the Executive Board.

(D) TREASURER - The Treasurer shall be custodian of all financial documents, including deposit, expense, and donation forms, for the Douglas County Extension Master Gardener Program. All original forms shall be given to the Douglas County Extension Council for payment and deposit each month. A copy of such forms shall be kept by the Treasurer for the purpose of reporting receipts and disbursements as they affect the Budget, and a report shall be given at the monthly Executive Board meeting. The fiscal year shall be from the first day of January to the last day of December. A year-end report shall be given at the February Executive Board meeting.

(E) COORDINATOR OF PUBLIC RELATIONS - : The Coordinator of Public Relations shall use social media platforms (including but not limited to, Facebook, Instagram and the website) and other media to disseminate information regarding upcoming events, research-based information, EMG committees, and member profiles. This person monitors social media to affirm the Association and its activities are well represented to Douglas County, Kansas State University, and the State of Kansas.

(F) MEMBERS-AT-LARGE - The Members-at-Large, at least two (2), or one (1) for each 50 active members, will represent the membership at Executive Board meetings to assist with the decision-making process. Active members include Active, In-Training, and Emeritus Members. The count of members will be done early in September of each year. In addition, a Class Representative will be elected from the current graduating class to serve one year on the Executive Board and have full voting privileges.

(G) Each outgoing officer must deliver to his or her successor all books, records, and papers pertaining to that office at the first January Executive Board meeting.

(H) Members of the Executive Board who miss three (3) consecutive meetings or five (5) total meetings annually shall be considered as having resigned from the Executive Board. Absences may be excused for exceptional circumstances.

ARTICLE 7 COMMITTEES

Standing and/or Special Committees shall be those deemed necessary to promote the objectives of the Association. In conjunction with the Douglas County Extension Agent – Horticulture, each committee shall maintain a current position description approved by the Executive Board. Position descriptions of the standing committees can be found in the Handbook and at the www.douglas.ksu.edu website.

ARTICLE 8 MEETINGS

(A) Business meetings will be held monthly, followed by an Advanced Education Program.

(B) Executive Board meetings will be held monthly. All Executive

Board meetings are open to the membership.

- (C) Additional Executive Board meetings will be held as needed.
- (D) If the schedule changes to any Executive Board or Business meeting, advance notice will be given.
- (E) Members present at Business meetings shall constitute a quorum.
- (F) A majority of the Executive Board members constitutes a quorum of the Executive Board meeting

ARTICLE 9 AMENDMENTS

These By-Laws may be amended at any Business meeting, by a majority vote, provided the amendment was submitted in writing at the previous regular meeting, or by public notice prior to the meeting. Amendments presented must be consistent with a not-for-profit agency.

ARTICLE 10 PARLIAMENTARY AUTHORITY

Robert’s Rules of Order (current edition) shall govern the conduct of the Association’s Executive Board and Business meetings.

ARTICLE 11 DISPOSITION OF ASSETS

The Executive Board of the Douglas County Master Gardener Association is directed, in case of dissolution of the Association, to assign all assets of the organization to the Douglas County Extension Council.

ARTICLE 12 DOUGLAS COUNTY EXTENSION AGENT - HORTICULTURE

The Douglas County Extension Agent-Horticulture shall act as trainer, adviser, and facilitator to this organization and have the right to question and/or nullify any action of this organization not in compliance with the objectives and policies of K-State Research and Extension.

The Douglas County Extension Master Gardener Association hereby agrees to adopt these By-Laws as stated on this 13th day in the month of November in the year 2019 .

PRESIDENT, DOUGLAS COUNTY
EXTENSION MASTER GARDENER ASSOCIATION

DOUGLAS COUNTY EXTENSION
AGENT- HORTICULTURE

Adopted by membership November 14, 2001, Revised 2016, Revised 11/2019