

**CONSTITUTION AND BY-LAWS
OF THE
HANCOCK COUNTY MASTER GARDENERS, INC.**

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the “Hancock County Master Gardeners, Inc.”

ARTICLE II – PURPOSE

The purpose of the Hancock County Master Gardeners, Inc., a 501(c) 3 nonprofit organization, shall be to promote and teach good gardening practices and to provide volunteer educators to the Hancock County Extension of The Ohio State University.

ARTICLE III – GOALS

- (A) Increase members’ knowledge of sound gardening practices.
- (B) Provide sound horticultural information to the public which is based upon university research and proven cultural practices.

ARTICLE IV – MEMBERSHIP

Membership is as follows:

Master Gardener Trainee – those people presently enrolled in the course

Master Gardener Intern – those people who have successfully completed the training course and are working toward certification (50 volunteer hours)

Active Master Gardener – those people who have been certified and continue to provide at least 25 hours of volunteer service per year, of which 6 hours are advanced horticultural training and 3 hours are workstation (or approved workstation option) service.

Master Gardener Emeritus – any Master Gardener who has remained active but due to health reasons may be unable to fulfill re-certification requirements. This status shall be awarded annually by a vote of the officers.

ARTICLE V – HANCOCK COUNTY MASTER GARDENERS GOVERNING COMMITTEE

Membership in the Hancock County Master Gardeners, Inc. governing committee shall consist of:

Officers – There will be four elected officers with each to serve a two-year term. Two will be elected each year. The officers will be President, Vice-President, Secretary, and Treasurer. These officers comprise the Executive Committee.

Committee Chairs – Master Gardeners will be appointed to committee chairmanship by the Executive Committee by using preferences given on interest surveys. Each Committee Chair shall serve a two-year term as Committee Chairman. One half of all Committee Chairs shall be appointed annually. The special position of “Representative to State Master Gardener Committee” will be appointed by the president in the years applicable.

There are no term limits. Officers and Committee Chairs are expected to be present at the monthly meetings.

The standing committees are as follows and other ad hoc committees may be created at the discretion of the President.

- Executive – consisting of Officers and Extension Office Representative
- Workstation
- Research & Demonstration Gardens
- Community Projects
- Speaker's Bureau
- Newsletter
- Membership
- Public Relations/Recognition
- Education
- Library

ARTICLE VI – MEETINGS

Master Gardener meetings will be held monthly with the entire membership invited to attend. All Master Gardeners (including interns) in attendance are eligible to vote.

ARTICLE VII – AMENDMENTS

Amendments to this constitution may be made by a two-thirds (2/3) vote of a quorum.

Revised April 13, 2006

Hancock County Master Gardeners, Inc.

BY-LAWS

ARTICLE I – MEMBERSHIP

Section I – The Hancock County Master Gardeners, Inc. membership categories are as listed in the Constitution. All policies and guidelines established by The Ohio State University Extension are followed.

Intern is required to complete 50 volunteer hours, which include 6 hours to be done in the workstation, within the first fiscal year.

Active members have been certified and continue to provide at least 25 hours of volunteer service each year of which 6 hours are advanced horticultural training and 3 hours are workstation (or approved workstation option) service.

Inactive status is granted to any Active Master Gardener who is unable to fulfill volunteer re-certification requirements. Advanced education and volunteer service hours must be completed to remain active.

Master Gardener Emeritus – any Master Gardener who has remained active but due to health/age reasons may be unable to fulfill re-certification requirements. This status shall be awarded annually by a vote of the officers.

ARTICLE II – FISCAL YEAR

The fiscal year shall be January 1st to December 31st.

ARTICLE III – ELECTIONS

Section I – Officers shall be elected at the first regular meeting of the fiscal year for a term of two years. One half of the officers shall be elected annually. President and Treasurer are elected the same year (odd numbered); Vice-President and Secretary are elected the alternate year (even numbered). There are no term limits.

Section II – Vacancies that occur during the year shall be filled by appointment by the Executive Committee for the remainder of the term.

ARTICLE IV – EXTENSION EDUCATOR

The Coordinator of the Hancock County Master Gardener Program shall be an Extension Educator or designee and both (if applicable) shall be ex-officio members of the Hancock County Master Gardeners, Inc. The Coordinator may also be a Master Gardener.

ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the four elected officers and the ex-officio Extension Educator and/or designee.

ARTICLE VI – DUTIES OF THE OFFICERS

Section I – The President shall prepare the agenda for and preside at all regular meetings of the Hancock County Master Gardeners, Inc. and at all meetings of the Executive Committee. The president is charged with the general supervision of the affairs of the organization; the appointment of standing committee chairs; serves as an ex-officio member of all committees except the Nominating Committee and appoints the nominating committee prior to the beginning of each fiscal year.

Section II – The Vice-President shall perform the duties of the President in the absence of that officer.

Section III – The Secretary shall keep the records of the proceedings of all meetings and provide a copy to the current newsletter editor and/or the membership for monthly publication or review.

Section IV – The Treasurer shall receive and assure the accurate and safe accounting of all monies; present a Treasurer’s Report at all regular meetings; be authorized to sign checks; pay all bills; complete all State and Federal forms as needed.

Section V – The duties of the Executive Committee shall be to advise and assist the President in conducting the affairs of the organization; take care of any situations needing quick decisions.

Section VI – The Coordinator shall determine status of members based upon current policy; determine levels of recognition for annual banquet; conduct the general correspondence of the organization; assist committees and officers in their tasks including preparation of materials for meetings; and serve as liaison between the Extension Educator and the Master Gardener organization.

ARTICLE VII – STANDING COMMITTEES

Workstation

Scheduling of people and follow-up,

Research and Demonstration (Research Garden Planning and Care)

Implement goals of garden

Schedule planting and maintenance

Speaker’s Bureau

Scheduling and follow-up for all speaking engagements

Survey members for interests/topics for presentations

Community Projects

Organize and recruit chairpersons for projects such as Leisure Living Show, 4-H garden judging, “Let’s Go Gardening”, etc.

Master Gardener Newsletter

Write and collect articles

Printing and distribution to members

Education

Determine the curriculum for the new Master Gardeners

Organize and conduct Horticulture Training Sessions

Public Relations/Recognition

Promote the Master Gardener program

Maintain a scrapbook of all Master Gardener Activities

Organize and conduct annual banquet

Get-well and sympathy correspondence

E-mail or phone members as needed (i.e. meeting reminders, special events)

Membership

Maintain Volunteer hour records and status of membership for all Master Gardeners

Input annual totals on State MG website

Keep updated list of members and distribute as needed

Library

Maintain an up-to-date library

Index any new books

Keep track of book check-out and check-in