

**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 Volunteer Trainee** – those people presently enrolled in the course

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

**Active Master Gardener Volunteer** – 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 Volunteer Emeritus** – any Master Gardener Volunteer 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 GARDENER VOLUNTEER 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 Gardener Volunteers will be appointed to committee chairmanship by the Executive Committee shall serve a two-year term. 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
- Meeting Programs
- Library
- Refreshments
- Facilities
- Historian
- Banquets
- Field Trips

#### **ARTICLE VI – MEETINGS**

Master Gardener Volunteer meetings will be held monthly with the entire membership invited to attend. All Master Gardener Volunteers (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  
Revised November 2008

## 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 Volunteer who is unable to fulfill volunteer re-certification requirements. Advanced education and volunteer service hours must be completed to remain active.

**Master Gardener Volunteer Emeritus** – any Master Gardener Volunteer 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 1<sup>st</sup> to December 31<sup>st</sup>.

#### 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 Volunteer 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 Volunteer.

#### ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the four elected officers and the ex-officio Extension Educator and/or designee. This committee shall meet at least twice annually.

#### 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.

**Section II** – The Vice-President shall perform the duties of the President in the absence of that officer and shall serve as chairman of the Nominating Committee.

**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. Shall e-mail or phone members as needed. Shall send sympathy and get-well correspondence to members.

**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 Coordinator 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 and serves as liaison between the Extension Educator and the Master Gardener Volunteer 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, “Let’s Go Gardening”, Hancock County Fair, Special Projects, etc.

### **Master Gardener Volunteer Newsletter – Green Thumb Prints**

Write, collect and edit articles

Compile and send to Coordinator for review and distribution

### **Master Gardener Volunteer Monthly Meeting Programs**

Select topics and speakers

### **Public Relations**

Promote the Master Gardener Volunteer program to local media and organizations

### **Banquets**

Organize and conduct annual recognition banquet, Christmas Potluck, and Summer Picnic

### **Membership**

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

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

### **Historian**

Maintain a scrapbook of all Master Gardener Volunteer activities and records

### **Facilities**

Provide meeting room set-up and tear-down for all MGV events

### **Refreshments**

Provide light refreshments and beverages at all MGV events

### **Field Trips**

Suggest and organize trips