

PULASKI COUNTY MASTER GARDENERS BYLAWS (Revised 2015)

ARTICLE I NAME

The name of this organization will be Pulaski County Master Gardeners, hereafter referred to as PCMG.

ARTICLE II OBJECTIVE

The objectives of PCMG shall be:

Section 1. To further strengthen, develop, coordinate, and extend education in Horticulture through the program of the University of Arkansas Cooperative Extension Service, and the United States Department of Agriculture.

Section 2. To provide opportunity for gardeners cooperating in the Pulaski County Master Gardeners Program to pool their judgment and experience for the progressive improvement of home and community horticulture.

Section 3. To offer a means by which Master Gardeners in cooperation with the Cooperative Extension Service may interpret and promote programs of County, State, National, and International importance in home horticulture through volunteer activity.

ARTICLE III MEMBERSHIP

Section 1. Membership in Pulaski County Master Gardeners shall be by successful completion of Master Gardener training and completion of required working and education hours, and payment of dues. PCMG is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

Section 2. A member in good standing must:

- A. Complete and report the required number of working and education hours by December 31st of each year,
- B. Make annual payment of association dues by May 1st of each year.

Section 3. The Board of Directors or County Extension Agent may make exceptions in unusual circumstances.

Section 4. Persons who have successfully completed Master Gardener training in another Arkansas County, and were members in good standing in that county, may become members of PCMG upon paying dues. Training and project hours completed in another county in the current calendar year may be counted toward the current calendar year requirements.

Section 5. Persons who have successfully completed Master Gardener training in another state may become PCMG members immediately upon paying dues, with the further requirement that they complete the next available PCMG initial training class.

ARTICLE IV
OFFICERS AND ELECTION

Section 1. Designations

The officers of PCMG shall be: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Assistant Treasurer, Immediate Past President, and four Board Members-at-Large.

Section 2. Qualifications and Eligibility

A nominee shall be a member in good standing of PCMG.

Section 3. Nominations and Election

- A. The election of President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Assistant Treasurer and Members-at-Large shall be held at the November meeting, and newly elected officers shall begin their term at the January meeting.
- B. The nominating committee shall be chaired by the Immediate Past President, and consist of three members appointed by the President.
- C. The nominating committee must have the consent of the persons that they place on the slate of candidates for their report to the membership. The nominating committee will normally nominate the following advancing positions unless a person declines to be nominated for the follow-on position: 1st Vice President is nominated to President, 2nd Vice President is nominated to 1st Vice President, the first year Assistant Treasurer is nominated to Treasurer. Board Members at Large who have served one year will be nominated for their second year.
- D. Following the report of the nominating committee, additional nominations may be made from the floor in the meeting at which the election is held, provided that consent has been secured from the nominee.
- E. No candidate shall be nominated for more than one office at the same time.

Section 4. Term of Office

- A. Officers shall serve for a term of one year or until their successors are selected. No officer shall serve more than two terms in the same office, except the Treasurer, Assistant Treasurer, and the four Members at Large, who shall have two-year terms.
- B. In general, in order to maintain continuity, the 1st Vice-President shall be considered President-elect. The 2nd Vice-President shall be considered 1st Vice-President-elect.
- C. Newly elected officers shall take office at the January meeting.
- D. Vacancies among officers shall be filled by appointment by the President with the approval of the Board of Directors for the remainder of the unexpired term.

Section 5. Duties of Officers

- A. The President shall preside at all meetings at which he or she is present, and shall exercise general supervision over the affairs and activities of PCMG. The

- President shall appoint:
1. Audit Committee for a review of the financial records,
 2. Budget Committee to prepare a budget for approval of the Board of Directors,
 3. Nominating Committee to select a slate of Officers for November elections.
 4. *Ad Hoc* committees and their chairs as required.
 5. Standing Committee chairs as may be appropriate including, but not limited to, those for Program Committee and Training Committee.
- B. The 1st Vice-President shall;
1. Serve as the Projects Chair of PCMG, overseeing the functions of the PCMG projects,
 2. Perform the duties of the President whenever the President may be unable to perform the duties of his or her office.
- C. The 2nd Vice-President shall;
1. Oversee the functions of the Standing Committees.
- D. The Secretary shall maintain written records of all PCMG meetings. He or she shall:
- Maintain secretarial documents and papers belonging to PCMG
 - Conduct the correspondence of PCMG at the direction of the President
 - Provide minutes and other information to PCMG membership and Extension Office.
- E. The Treasurer shall set up such accounts as necessary to fulfill the business of the organization as per article IX section 5, and shall:
1. Maintain and reconcile accounts monthly.
 2. Collect PCMG Dues and other funds as necessitated by PCMG activity.
 3. Pay out all money, by check only, to cover normal operating expenses of PCMG. Any unusual expenses shall require prior approval of the Board of Directors.
 4. Present a Treasurer's Report at every regular board monthly meeting, including disbursements and receipts since the last meeting and current cash balance (This report is to be maintained as a part of the permanent records of the Secretary's records.)
 5. Prepare the financial records for an annual audit.
 6. Work with the audit committee to facilitate the annual audit of the books.
 7. Supply a copy of the year-end report to the Pulaski County Cooperative Extension Service to serve as a permanent record.
 8. Advise the budget committee in preparation of the annual budget.
- F. The Assistant Treasurer shall assist the treasurer to fulfill the business of the Association, and shall:
1. Consider the first year of the term as a training year for the Treasurer position.
 2. Consider the second year of the term, following two years as Treasurer, as an advisory position to the newly elected treasurer.
 3. Serve on the budget committee in preparation of the annual budget.
- G. Immediate Past President shall:
1. Chair the Nominating Committee
 2. Serve as Parliamentarian.

H. Board Members-at-Large shall:

1. Represent the membership of PCMG at all Board Meetings
2. Serve on *Ad Hoc* committees at the discretion of the President.
3. Serve in positions as appointed by the President.

ARTICLE V

BOARD OF DIRECTORS

Section 1. Designation

The Board of Directors shall consist of: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Assistant Treasurer, four Board Members-at-Large, and Immediate Past President. The County Extension Agent, providing leadership to the Master Gardener program, shall serve as advisor to the Board of Directors.

Section 2. Duties—The Board of Directors shall:

- A. Act as governing body of PCMG
- B. Transact the necessary business of PCMG.

ARTICLE VI

COMMITTEES

Section 1. Designations—The types of PCMG committees are Projects, Standing, and *Ad Hoc*.

- A. Project Committees shall manage ongoing PCMG sanctioned projects; *i.e.* Old State House, AR Arts Center, NLR Old Mill;
- B. Standing Committees are other permanent committees necessary for benefit of PCMG members, *i.e.* Travel, Social, and Recordkeeping committees.
- C. *Ad Hoc* Committees are short-term committees that meet an immediate and short term goal of PCMG; *i.e.* Nominating, Budget, Audit.

Section 2. Appointments of Committees and Chairs.

- A. The President may create Committees as needed and appoint their chairs.
- B. The 1st Vice president oversees the functions of the Project Committees.
- C. The 2nd Vice president oversees the functions of the Standing Committees

ARTICLE VII

MEETINGS

Section 1. All meetings of PCMG shall be conducted following *Roberts Rules of Order*, except the treasurer's report need not be given at every general membership meeting.

Section 2. Designations

- A. General PCMG Membership Meetings shall be determined by the Board of Directors,

but generally shall be held monthly from January through June and September through November. Members present shall constitute a quorum.

- B. Board of Directors meetings shall meet at the time and place designated by the President and shall transact the necessary business of PCMG. Six (6) board members present shall constitute a quorum.
- C. Special meetings of the Board of Directors may be called by the President, or at the written request of a majority of the officers.
- D. The annual meeting for election of officers shall be the November meeting.

ARTICLE VIII **COUNTY EXTENSION AGENT**

Section 1. Recognizing the relationship between PCMG and the University of Arkansas Cooperative Extension Service, the County Extension Agent is advisor to the president and consultant to the Board of Directors. The agent shall have the final authority over PCMG. However, to facilitate every day management, the organizational directives set forth in these bylaws will provide a functioning set of guidelines.

ARTICLE IX **FINANCES**

Section 1. A proposed budget of anticipated revenues and expenditures as prepared by the budget committee shall be submitted to the Board of Directors in January.

Section 2. In consideration of the PCMG budget, the Board of Directors will recommend the dues which shall be levied from the members. Such dues shall be approved at a regular meeting of the general membership.

Section 3. The Board of Directors may authorize fund-raising activities for PCMG when the purpose is in agreement with the objectives of PCMG.

Section 4. At the close of the calendar year, the Treasurer shall provide a year-end report and prepare the books for audit, being sure that all outstanding bills are paid, and all committee monies returned to the general fund. An annual record shall be given to the Pulaski County Cooperative Extension Service to serve as a permanent record.

Section 5. The PCMG shall comply with the University of Arkansas, Division of Agriculture, Cooperative Extension Service *Financial Guidelines for Affiliated Groups*.

ARTICLE X
ASSETS

Section 1. No part of the net earnings of PCMG shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance with the objectives set out in Article II hereof.

ARTICLE XI
AMENDMENTS

These bylaws may be amended at any regular meeting of PCMG by a vote of 2/3 of the ballots cast, provided that changes are agreeable to the County Extension Agent, and that written notice of the proposed changes was sent to the membership 30 days before the time of the meeting. Electronic notification shall constitute "written notice".

Revisions approved by the membership in September 2015