



**University of Arkansas
Cooperative Extension Service
St. Francis County Master Gardener
Bylaws**

**ARTICLE I
NAME**

The name of this organization shall be the St. Francis County Master Gardeners.

**ARTICLE II
PURPOSE**

The St. Francis County Master Gardener program trains and maintains horticulture volunteers for the University of Arkansas Cooperative Extension Service. The goal of this program shall be to increase the availability of horticultural information for their members and the community at large and to improve the quality of life for the resident of St. Francis County through horticulture volunteer activities.

**ARTICLE III
MEMBERSHIP**

- A. Membership in the St. Francis County Master Gardener program shall be by successful completion of Master Gardener training classes and the final examination, and by remaining a member in good standing. The program is open to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.
- B. Upon completion of the Master Gardener training class conducted by the University of Arkansas Cooperative Extension Service, first year Master Gardeners are required to pay back 40 working hours and to acquire an additional 20 learning hours by December 31st of the year following completion of the Master Gardener class. At least 50% of the required working hours must be conducted on projects sanctioned by the St. Francis County Master Gardeners. Dues shall be payable on or before December 31st in the year of completion of Master Gardener training.

- C. If an individual's annual working and learning hours are not completed by the dates specified above herein or if dues are not paid as required, he or she will no longer be considered a Master Gardener and will forfeit all privileges of membership. The Executive Committee may, with the approval of the County Extension Agent, make exceptions in unusual circumstances.
- D. To remain a Master Gardener in good standing in subsequent years one must:
 - a. Complete 20 working hours during the membership year, 50% on projects sanctioned by the St. Francis County Master Gardeners.
 - b. Complete 20 learning hours during the membership year.

Membership shall be suspended for failure to obtain such hours by December 31st or for failure to pay membership dues by April 1st of each year.

Members must be active for 1 year before requesting any leave of absence from the organization.

- E. Persons who have successfully completed the Master Gardener training in another county within the State of Arkansas and were members in good standing in that county, may petition for immediate membership.
- F. Membership dues shall be levied as recommended by the budget committee and voted on by the membership.
- G. The working year for St. Francis County Master Gardeners is January 1 to December 31. All hours must be turned in to the County Agent before the end of the Master Gardener working year. A reporting form is provided in the Master Gardener Arkansas Handbook.
- H. All Master Gardeners are expected to report their working and learning hours monthly. All hours MUST be turned in by the end of the Master Gardener year.

ARTICLE IV OFFICERS AND ELECTIONS

- A. The members of the St. Francis County Master Gardeners who shall serve as the Executive Committee shall include the following: Past President; President; Vice President; Secretary; Treasurer; one member elected at-large from the membership; one member elected from the current training class or most recent training class. The County Agent shall serve as advisor. The President, Vice President, Secretary, and Treasurer shall be elected at the annual meeting by majority vote for a term of one year or until their successors are elected. The at-large member and new member representative shall be elected for a term of one year at the first business meeting following the conclusion of the training class referenced herein. No person shall hold more than one office at the same time.
- B. The President, with the approval of the Executive Committee, shall appoint a nominating committee of three members at least one month before the annual

meeting. All nominees shall be St. Francis County Master Gardeners in good standing. Following the report of the nominating committee, additional nominations may be made from the floor, provided that consent has been secured from the nominee.

- C. Vacancies among the officers and standing committee chairs shall be filled by the President, with approval of the Executive Committee, for the remainder of the unexpired term. However, if the office of either the President or the Vice President becomes vacant, it will be filled by a special election by the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that office.

ARTICLE V DUTIES OF THE 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 the group. The President shall be responsible for selecting committee chairs for various committees and for assuring that the committees are functioning as necessary. The President shall appoint an auditing committee at least 60 days prior to the annual meeting.
- B. The Vice President shall serve as program Committee Chair for the group and shall perform the duties of the President whenever the President is absent or unable to perform his or her duties.
- C. The Secretary shall maintain written records of all meetings of the St. Francis County Master Gardeners and meetings of the Executive Committee. He or she shall:
 - 1. Keep an up-to-date record of the names and addresses of members
 - 2. Maintain a file of all documents and papers belonging to the St. Francis County Master Gardeners
 - 3. Conduct the correspondence of the St. Francis County Master Gardeners at the direction of the President
 - 4. Provide minutes and other information to the St. Francis County Cooperative Extension office staff
- D. The Treasurer shall set up such accounts as necessary to fulfill the business of the Master Gardeners. The Treasurer shall:
 - 1. Pay out all money, by check only, to cover the expenses of the group as authorized by the Executive Committee
 - 2. Collect and receive dues from the members, if applicable
 - 3. Report the amount of money in the treasury at each meeting of the general membership
 - 4. Prepare an annual budget in consultation with the Executive Committee
 - 5. Work with the audit committee to facilitate the annual audit of the books
 - 6. Provide an annual financial report at the end of the year
 - 7. Supply a copy of the annual report to the St. Francis County Cooperative Extension Service to be filed as a permanent record

- E. The duties of the Executive Committee shall be to act as the governing body of the St. Francis County Master Gardeners and to transact any necessary business. The St. Francis County Extension Agent responsible for agriculture, who provides leadership and counsel to the Master Gardener program, shall serve as Advisor to the Executive Committee.

ARTICLE VI ROLE OF THE COUNTY AGENT

The County Extension Agent is advisor to and administrator of the St. Francis County Master Gardeners and is the University of Arkansas Cooperative Extension Service representative in St. Francis County. The County Agent is the final authority on its Master Gardener program. However, to facilitate everyday management, the organizational directives set forth in these bylaws will provide a functioning set of guidelines.

ARTICLE VII COMMITTEES

The President may create committees as needed and shall appoint committee chairpersons. The chairman of the committee will select the committee members. These committees will be categorized as one of three types:

1. Project Committees – committees to manage ongoing St. Francis County Master Gardeners sanctioned projects
2. Ad Hoc Committees – short term committees to meet and immediate and short term goal
3. Standing Committees – permanent committees necessary to the continued existence of the St. Francis County Master Gardeners. Standing Committees shall determine standard rules of operation for their committee and make those rules known to the membership

ARTICLE VIII MEETINGS

- A. General membership meetings shall be held the second Thursday of every month. At monthly business meetings, members present shall constitute a quorum. Members on approved leave of absence do not have voting privileges. Meetings shall be conducted in accordance with Roberts Rules of Order.
- B. The annual meeting of the St. Francis County Master Gardeners, with election of officers, shall take place in January of each year.
- C. The Executive Committee shall meet as needed. All Executive Committee members and the County Extension Agent will be notified of meeting time and location by the President. Members of the Executive Committee present, if not less than three, shall constitute a quorum.

- D. Special meetings of the Executive Committee may be called by the President or at request of a majority of the officers.

ARTICLE IX FINANCES

- A. A proposed budget of anticipated revenues and expenditures as prepared by the Treasurer shall be submitted to the Executive Committee for approval and then will be presented to the general membership for adoption.
- B. In consideration of the budget for the St. Francis County Master Gardeners, the Executive Committee will recommend the dues which shall be levied from the members. Such dues shall be approved at a regular meeting of the general membership.
- C. Fund-raising activities for the St. Francis County Master Gardeners may be authorized by the Executive Committee when the purpose of such activities is an agreement with the objectives of the group and not in conflict with the nature of the organization.
- D. At the end of the working year the Treasurer shall provide an annual financial report, which has been reviewed by the audit committee.

ARTICLE X AMENDMENTS

These bylaws may be amended at any regular meeting of the St. Francis County Master Gardeners by $2/3$ of the votes cast, provided that the changes are agreeable to the County Agent, and that written notice of the proposed changes was sent to the membership twenty-one days before the time of the next meeting.

University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.