

## CHAMPAIGN COUNTY MASTER GARDENER VOLUNTEERS BYLAWS

### Article I – Name

The name of the organization will be “Champaign County Master Gardener Volunteers.”

### Article II – Purpose

1. The purpose of CCMGV shall be to promote and teach sound, research-based gardening practices to the residents of Champaign County under the auspices of The Ohio State University (OSU) Extension of Champaign County, Ohio.

### Article III – Membership

1. Levels of membership
  - a. Master Gardener trainee: one who is presently enrolled in the intern preparatory horticultural study course.
    - i. Individuals must successfully complete an application, pay the training fee, pass the background check and participate in an interview conducted by active Master Gardener Volunteers and/or the Coordinator before beginning training.
  - b. Master Gardener Intern
    - i. Individual who has successfully completed the preparatory horticultural study course and is accruing 50 hours of volunteer service with 40 of those hours being in Champaign County.
    - ii. Upon completion of the preparatory horticultural study course, interns will have twelve (12) months to complete the 50 service hour requirement and attain certified Master Gardener status.
  - c. Certified Master Gardener
    - i. Individual who has completed the preparatory horticultural study course and 50 hours of volunteer service with 40 of those hours being in Champaign County.
    - ii. Master Gardeners must be certified each year to maintain their active status and the Master Gardener title. To certify, Master Gardeners must use the online management system to digitally sign the Annual Volunteer Agreement and Request for Certification, Ohio State University Extension Standards of Behavior/MGV Name Usage, Pesticide Management Policy, and other documents as required.
  - d. Active Master Gardener
    - i. Individual who is a certified Master Gardener.
    - ii. A Master Gardener who has completed a minimum of 20 hours of volunteer service per year with 15 of those within Champaign County.
    - iii. A Master Gardener who has completed a minimum of 10 hours of horticultural education per year.
    - iv. A Master Gardener who has attended a minimum of five (5) business meetings per year.
    - v. A Master Gardener who has remitted payment for the assessed state fee.
  - e. Inactive Master Gardener
    - i. Individual who desires to remain a Master Gardener but has not completed the annual commitment of 20 volunteer service hours.

- ii. An inactive Master Gardener is one who is in good standing, having completed the original commitment of training, exam, and volunteer service.
    - iii. The inactive Master Gardener must complete 10 hours of education in horticulture for the total years they are inactive.
    - iv. An inactive Master Gardener may re-certify within three years as long as they meet the criteria noted above.
    - v. Individuals on inactive status for more than three years must also retake and pass the final exam with a minimum score of 70%, in addition to meeting the education requirements noted above.
  - f. Out-of-State Master Gardener
    - i. Individual who is certified through another state's Master Gardener Program may be admitted into the Champaign County Master Gardener Program.
    - ii. The individual must acquire a current Ohio Master Gardener training manual and an Ohio Master Gardener name badge.
    - iii. The individual must score a minimum of 70% on the final exam administered by the Champaign County Master Gardener Coordinator.
    - iv. The individual must meet the re-certification requirements listed in "Membership-Inactive Master Gardener."
  - g. Ohio Out-of-County Master Gardener
    - i. An individual who is certified in another Ohio county may be admitted into the Champaign County Master Gardener Program.
    - ii. The individual must be a certified Ohio Master Gardener in good standing.
    - iii. The individual must complete an interview with the Champaign County Master Gardener Coordinator.
    - iv. The individual must transfer their records to the Champaign County Master Gardener Coordinator from the county where they are currently certified.
    - v. Individuals that hold active status in more than one county must meet the requirements of each county individually.
  - h. Dismissed Master Gardener
    - i. Individual who displays repeated and consistent disregard for the policies and guidelines established by Ohio State University Extension and the Ohio Master Gardener Program.
    - ii. The Master Gardener in question will be informed in writing of the termination of his/her affiliation with the CCMGV.
    - iii. This notice of dismissal will become part of the volunteer's confidential file.
    - iv. The Executive Committee will bring performance concerns with members and committees to the County Coordinator to be addressed.
  - i. Emeritus status: Retiring members who have been active for many years and have made significant contributions to the organization may be granted Emeritus Status. If they wish they may be included in group communications.
    - i. Emeritus status will first be approved by the Executive Board then put before the membership for a majority vote of all active volunteers present at the meeting.
2. Membership Eligibility and Privileges
- a. The membership eligibility year is January 1 through December 31.
  - b. All active members will have voting privileges and are eligible to participate in all Master Gardener competitions (drawings, contests, door prizes, etc.)

- c. All Master Gardener member activities will be undertaken with the full approval and sanction of the Master Gardener Coordinator, Extension Educator, and Extension staff. Members are prohibited from pursuing activities on his/her own and representing the CCMGV without the full approval and sanction of Ohio State University Extension of Champaign County governance as noted above. Members who violate this prohibition may be subject to immediate dismissal from the CCMGV.
- d. Members need not reside in Champaign County, but must complete fifteen (15) hours of their annual volunteer service requirements in Champaign County. The other five (5) may be given to statewide service events.
- e. Beyond twenty (20) hours, volunteers are not restricted on the location of volunteer hours.
- f. Active volunteers are required to serve at least one week per year on the helpline.
- g. Interns are not allowed to serve alone on the helpline and must shadow an active volunteer answering questions at least twice during the year.
- h. Travel time is included in all volunteer time. Record as volunteer hours. Travel time to continuing education is allowable as volunteer hours. Record as volunteer hours.
- i. All hours are to be reported in the volunteer management system used by the state.

#### ARTICLE IV – COORDINATOR/DIRECTOR

- 1. The Coordinator/Director will be the OSU assigned county Extension administrator and shall be an exofficio member of the Volunteers and the Executive Board.
- 2. Selection and Appointment of the Volunteer Coordinator(s)
  - j. A Volunteer Coordinator is needed if the position is not a paid Ohio State University Extension position.
  - k. The Volunteer Coordinator term is for two years, renewable in two year increments at the discretion of the current coordinator, the CCMGVs, and Champaign County Extension.
  - l. Volunteer Coordinators duties are contained in the Ohio State University Master Gardener Coordinator Manual.
  - m. The selection process includes (a) solicitation of interest by the officers, (b) vetting of candidates with the CCMGV and Champaign County Extension, and (c) confirmation by the CCMGV.

#### ARTICLE V – EXECUTIVE BOARD

The officers consist of a President, President-Elect, Secretary, and Treasurer.

- 1. Election of Officers
  - a. Officer positions of President-Elect, Secretary and Treasurer are elected on an annual basis at the October monthly meeting and are held for a term of one (1) year.
  - b. The president will present a slate of candidates. Floor nominations will be accepted.
  - c. If there is more than one nominee per office, election will be by written ballot.
  - d. The current year President-Elect will automatically assume the role of President the following January.
  - e. Consecutive terms may be held for Secretary and Treasurer. The new officers begin their term the following January.

- f. The term of office is from January 1 through December 31.
  - g. Any unexpired term will be filled by appointment by the Master Gardener Coordinator and the President.
- 2. Duties of Officers
  - a. President - Preside at all regular meetings and executive committee meetings, prepare monthly agendas, appoint committee chairs as necessary, and sign checks in the absence of the Treasurer. Send the monthly agenda to the Secretary five (5) days ahead of a meeting for dispersal to all Volunteers.
  - b. President Elect - Perform such duties as pertain to the office of the President, in the absence of the President. Oversee committees and prepare the committee report portion of the agenda and send to the President. The President-Elect will serve as ex-officio member of all standing project committees and ensure each committee is performing as expected.
  - c. Secretary - Record the minutes of each meeting, keep attendance records, and send a copy of the minutes to the Master Gardener Coordinator and Volunteers each month at least two (2) days prior to the next meeting. The Secretary is also responsible for CCMGV correspondence.
  - d. Treasurer - The treasurer must possess bookkeeping skills and the ability to manage CCMGV finances using agreed-upon financial recording keeping formats. Collect and deposit all monies to the bank of choice determined by the CCMGV. Disburse funds upon the approval of the CCMGV. Projects must be approved by the CCMGV before payments or reimbursements are allowed. Single payments or reimbursements over \$250 must be approved by a majority vote of active volunteers present at a monthly meeting. There will be a co-signer on the account designated by the OSU Extension Office.

#### ARTICLE VI – MEETINGS

- 1. CCMGV meetings will be held monthly on the second Tuesday of the month at 5:00 p.m. No monthly meetings will be scheduled for December or in August when it falls during fair week.
- 2. If there is a special meeting or a regular meeting change, an email notice will be sent to the membership 14 days in advance.
- 3. Meetings with the Officers and Coordinator will be held at least one week prior to the monthly CCMGV Meeting, as needed.

#### ARTICLE VII – COMMITTEES

- 1. Long- and Short-Term Projects/Committees
  - a. A complete list of Long and Short-Term Projects/Committees is found in the online management system.
  - b. Long Term Projects/Committees are those that have a long duration, generally over the course of years. Those that focus on a particular project may be disbanded when the CCMGV decides to end the project.
    - i. Examples of Long Term Projects/Committees are:

1. Executive Committee - consists of the officers and the coordinators.
  2. Education Committee - plan educational activities and events for Master Gardeners outside meeting times, (e.g. tours, clinics); maintain CCMGV archives, (e.g. scrapbooks, records of major programs).
  3. Project Evaluation/Selection Committee - review and approve/disapprove any request from the community for help with projects involving the CCMGV's expertise, member resources, etc.; confer with the Master Gardener Coordinator to determine the total number of projects and hours the CCMGV may commit to annually and consider the total number of projects available volunteer hours when selecting projects; conduct an annual review of ongoing/historic projects to determine whether they should be continued; make project recommendations to the CCMGV.
  4. Recruitment and Retention Committee – works to recruit new members for training and keep current members active.
- c. All projects will reflect the Mission and Values of the CCMGV.
  - d. Short Term Projects/Committees are those that have duration of weeks or months and are appointed and disbanded when needed. A project chair is appointed by the officers or a volunteer is accepted to manage the event or accomplish a task, and the committee dissolves once the task is complete.
    - i. Examples of Short-Term Projects/Committees are:
      - a. Earth Day, Fair, Recognition and Banquet.

#### ARTICLE IX – AMENDMENTS, REVISIONS AND DISSOLUTION

1. Amendments to the Bylaws
  - a. Notice of the amendment will be emailed to all members 14 days prior to voting.
  - b. The amendment must meet the approval of the Champaign County Extension Educator or the Champaign County Master Gardener Coordinator.
  - c. Amendments to these bylaws may be made by a simple majority vote of the active certified membership Constitution Review and Revision
2. The constitution will be reviewed every five years. If revision is recommended, members will be notified by email 14 days prior to voting.
  - a. The President will appoint the Constitution Committee.
  - b. Revision to the Champaign County Master Gardener CCMGV Constitution may be adopted by two-thirds vote of the members in attendance at a monthly Master Gardener meeting.
3. Dissolution of the CCMGV
  - a. In the event the CCMGV terminates their CCMGV, the funds in the treasury will be donated to the Champaign County Extension Office.