

CHAMPAIGN COUNTY MASTER GARDENER VOLUNTEER CONSTITUTION

ARTICLE I – NAME

The name of the group shall be Champaign County Master Gardener Volunteers.

ARTICLE II – PURPOSE

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

All policy and guidelines established by OSU Extension will be followed.

Section 1. Levels of membership:

- A. Master Gardener trainee: one who is presently enrolled in the intern preparatory horticultural study course.
- B. Master Gardener Intern: One who has successfully completed and passed the preparatory horticultural study course and is working toward certification.
- C. Certified Master Gardener Volunteer: An Intern who has completed the OSU Extension requirement of fifty (50) County Coordinator approved volunteer hours. Hours start to accumulate when classes end and are expected to be completed within twelve (12) months. Exceptions may be made for extenuating circumstances.
- D. Certified Master Gardener Volunteer Active Member: one who continues to annually, during the fiscal year of January 1 to December 31, volunteer a minimum of twenty (20) hours of County Coordinator approved time, and earns a minimum of ten (10) hours of continuing horticulture education.
- E. Inactive Master Gardener Volunteer: Individual who desires to remain a Master Gardener but has not completed the annual commitment of 20 volunteer service hours.
- F. Out of State Master Gardener Volunteer: Individual who is certified through another state's Master Gardener Program may be admitted into the Champaign County Master Gardener Program.
- G. Ohio Out-of-County Master Gardener Volunteer: Individual who is certified in another Ohio county may be admitted into the Champaign County Master Gardener Program.
- H. Dismissed Master Gardener Volunteer: Individual who displays repeated and consistent disregard for the policies and guidelines established by Ohio State University Extension and the Ohio Master Gardener Program.

Section 2: Eligibility and Privileges

- A. The Executive Committee will bring performance concerns with members and committees to the County Coordinator to be addressed.
- B. The attendance of a minimum of five (5) monthly meetings is expected. Said hours of meeting attendance counts for volunteer hours. Reporting of volunteer and education hours is required annually according to OSU's extension schedule.
- C. Annual dues are required for active membership.
- D. Individuals with Intern status must be accompanied by an Active volunteer for all CCMGV programs, events and consultations.

ARTICLE IV – COORDINATOR/DIRECTOR

The Coordinator/Director will be the OSU assigned county Extension administrator and shall be an exofficio member of the Volunteers and the Executive Board.

ARTICLE V – EXECUTIVE BOARD

The Executive board shall consist of a President, President-Elect, Secretary and Treasurer.

Section 1. Duties

- A. President: Preside at all regular meetings and executive committee meetings will conduct the monthly meetings.
- B. President-Elect: oversee committees and will automatically take over the President position at the end of term.
- C. Secretary: Record minutes of the monthly meetings. Email minutes and agenda to the membership prior to the next meeting.
- D. Annually, the Board members will prepare a two-year budget to be presented at the March meeting.
- E. They shall advise and assist the Coordinator in conducting the affairs of the Volunteers and resolve any situation requiring an immediate decision.

Section 2. Elections

- A. The President will solicit nominations in September. Elections will be held at the October meeting.

ARTICLE VI – MEETINGS

Section 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.

ARTICLE VII – COMMITTEES

Section 1. The Executive Board may appoint committees and/or committee chairs on an as needed basis.

ARTICLE VIII – AWARDS

Achievement honors may be awarded annually to certified members who have been elected by fellow members.

ARTICLE IX – AMENDMENTS

Amendments of the CCMGV Constitution may be adopted by two-thirds vote of the members in attendance at a monthly Master Gardener meeting, providing a prior thirty (30) day notice by email or regular mail has been given.

ARTICLE X – PARLIAMENTARY AUTHORIZATION

The Newly Revised Robert's Rules of Order shall guide the parliamentary authority of Champaign County Master Gardener Volunteers in all cases in which they are not inconsistent with this Constitution and shall govern in all cases in which they are applicable.