

# RILEY COUNTY EXTENSION MASTER GARDENER BYLAWS

Discussed and adopted on 3/10/2017; rev. on 11/9/2018



## ARTICLE I: NAME

The name of the organization shall be the Riley County Extension Master Gardeners, a not-for-profit organization hereinafter referred to as the “RCEMG.”

## ARTICLE II: PURPOSE AND OBJECTIVES

- A. The purpose of the RCEMG shall be to promote and teach environmentally sound, research-based gardening practices to the citizens of Riley County under the auspices of Kansas State University Research and Extension.
- B. The objectives of the RCEMG shall be to:
  1. support the mission of the KSU Extension Master Gardener program;
  2. increase members’ knowledge of research-based gardening practices; and
  3. assist the Riley County Research and Extension Service in providing the highest quality educational programming and service to the community.

## ARTICLE III: MEMBERSHIP

- A. The RCEMG shall consist of five classes of membership.
  1. Active: Active members have completed the Master Gardener Training Program and associated initial 40 hours of service, and subsequently have satisfied the annual 10-hour service and 10-hour continuing education requirements. Active members have the right to vote in RCEMG elections, attend annual state-sponsored EMG continuing education seminars, serve on RCEMG committees and participate in volunteer activities sponsored by the RCEMG.
    - a. Active members should:
      - (1) not represent themselves as Extension Master Gardeners in association with commercial activities or commercial products, nor imply K-State Extension endorsement of any product or place of business;
      - (2) provide only labeled or K-State Extension-approved horticulture and pesticide recommendations; and
      - (3) serve annually on RCEMG committee(s).
    - b. Persons who have successfully completed Extension Master Gardener Training elsewhere and were members in good standing in that location may become active members in the RCEMG upon petition to the Executive Board and after completing any requirements specified by the Board.
  2. Trainee: Trainee members are those enrolled in the Master Gardener Training Program. Trainee members are nonvoting members who may serve on RCEMG committees and participate in any volunteer activities sponsored by the RCEMG.
  3. Intern: Intern members are those who have completed initial training and are working toward completing the 40 volunteer hours required for certification. Intern members become active members upon completion of the required initial 40 volunteer service hours within one calendar year from their last class date. Individuals who cannot complete the 40-hour requirement within one calendar year because of extenuating circumstances may be granted

- an extension to complete that requirement upon petition to the Executive Board. Intern members are non-voting members who may serve on RCEMG committees and participate in RCEMG meetings.
4. Inactive: Active members become inactive after the calendar year in which they fail to complete the 10-hour annual volunteer service and/or 10-hour annual continuing education requirements. Inactive members may regain full active status after serving and recording 10 volunteer service and/or 10 continuing education hours, as applicable, within a given calendar year.
  5. Emeritus: Extension Master Gardeners may be granted Emeritus status by the Executive Board for recognition of long dedication and extensive contributions to the RCEMG. Emeritus members will have all rights of active members.
- B. Definition of volunteer service hours, annual continuing education requirements and recording:
1. Each volunteer service hour shall be defined as one hour of volunteer service at educational or other approved Extension-related (RCEMG) activities that represent the interests of K-State Research and Extension, including preparation time and travel time to and from such activities.
  2. Each continuing education hour shall be defined as one hour of continuing education at educational, or other approved Extension-related (RCEMG) programs or activities, that are authorized by K-State Research and Extension.
  3. The Executive Board shall be the final arbiter of activities considered appropriate to satisfy volunteer service and continuing education hour requirements.
  4. Volunteer service and continuing education hours shall be self-reported in a timely manner using the Kansas State Research and Extension (KSRE) Master Gardener On-Line Reporting System. Calendar year-end recording due dates will be specified by the KSRE Master Gardener coordinator.
- C. Those helping with youth gardening will complete required background check/screening form.
- D. Everyone will complete the Code of Ethics form annually.

#### ARTICLE IV: ORGANIZATION, ELECTION AND DUTIES

- A. Executive Board
1. The Executive Board of the RCEMG shall be composed of seven active RCEMG members elected by a majority of the active members present at the final meeting of the calendar year (normally November). Active members present at this meeting will hereafter represent a quorum. The Riley County Extension Master Gardener Coordinator (Horticulture Agent) will also serve on the Executive Board in an advisory capacity.
  2. The term of office for all elected Executive Board members shall be for three (3) years, with each term beginning January 1 after election. Any Board member may be reelected but may not serve more than two (2) consecutive 3-year terms. When an Executive Board member vacates his/her office prior to term expiration, the resulting vacancy shall be filled by nomination and appointment by majority action of the remaining Executive Board members for the unexpired term of office vacated. The 3-year terms of Executive Board members shall be staggered (2 in one year, 2 in the second year, and 3 in the third year). This staggering of terms was begun when RCEMG was first begun and has led to a balance of experience among Executive Board members.
  3. A majority of the membership of the Executive Board shall constitute a quorum.

4. All actions and business conducted by the Executive Board shall be by majority vote of elected members. The Riley County Extension Horticulture Agent shall vote when necessary to break a tie.
  5. The Executive Board will meet at the call of the President as often as necessary to carry out RCEMG business, but at a minimum must meet biannually.
  6. Duties of the Executive Board shall be to:
    - a. transact necessary day-to-day business in the intervals between RCEMG membership meetings;
    - b. approve funding requests from accumulated RCEMG reserves to support RCEMG activities;
    - c. create committees and/or appoint individuals to plan and prepare for various programs and activities and to approve such plans and preparations;
    - d. present a report of RCEMG activities and plans at RCEMG membership meetings, via emails; and
    - e. hold general RCEMG membership meetings at minimum on a bimonthly basis. At these meetings, the Executive Board will be responsible for RCEMG business and information topics.
- B. Officers
1. The officers of the RCEMG shall consist of a President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary, elected for one-year terms beginning each January 1 from within the elected Executive Board by a majority of the elected Board members.
  2. The duties of the officers of the RCEMG shall be as follows.
    - a. The President shall preside at all meetings of the RCEMG and of the Executive Board and shall coordinate the work of the officers and committees of the RCEMG Association.
    - b. The Vice President shall perform the duties of the President in the event of his/her absence and such other duties as may be assigned by the President.
    - c. The Treasurer shall maintain records of funds of the RCEMG, prepare an annual budget for consideration by the Executive Board and provide periodic audit reports to the RCEMG Executive Board (including Riley County Extension Horticulture Agent) and the RCEMG membership.
    - d. The Recording Secretary shall keep records of the proceedings of all Executive Board and general RCEMG member meetings, as well as provide in a timely manner the minutes of those meetings to Executive Board members and the Horticulture Agent.
    - e. The Corresponding Secretary shall conduct the general correspondence of the organization including creation and distribution of meeting announcements and other information, and distribution of meeting minutes via email to all RCEMG members, and communicating RCEMG events to public media, as appropriate.

#### ARTICLE V: RCEMG FUNDS AND FUND DISBURSEMENT

- A. RCEMG reserve funds will be used to support activities of the RCEMG. Funding requests should be submitted, normally in advance of the activity and in writing, to the Executive Board for approval.
- B. RCEMG funds will be disbursed after approval of the Executive Board and upon signature of both the Treasurer and a second Executive Board member. Reimbursements to the Treasurer requires signatures by two additional members of the Executive Board.

- C. RCEMG fund accounts will be audited biannually or as necessary by the Riley County Extension Office.
- D. If the RCEMG disbands as a non-profit entity, remaining reserve funds beyond any outstanding obligations will be returned to the oversight of the Horticulture division of the Riley County Research and Extension Office.

#### ARTICLE VI: RCEMG COMMITTEES

- A. Committees manage and/or conduct important on-going operations and responsibilities of the RCEMG.
  - 1. Upon completion and submission of an application (see Appendix A) by an interested party, the Executive Board will consider the application for suitability of RCEMG volunteer activity and committee creation. Names, descriptions and activities of committees are subject to approval by the Executive Board.
  - 2. Committee members are annual volunteers whose committee memberships are subject to approval by the Executive Board.
  - 3. RCEMG members will have the opportunity annually to maintain and/or change committee membership.
  - 4. Each committee will have a volunteer chairperson from the membership of that committee. Chairpersons are subject to approval by the Executive Board.
  - 5. Special committees may be created to manage and/or conduct special activities that are one-time events of short duration or that have a specific task to accomplish. Special committees will be disbanded by the Executive Board when the activity or task has been completed.

#### ARTICLE VII: AMENDMENTS

These bylaws may be amended at any meeting of the RCEMG by a 2/3rds majority vote of those present provided that the proposed amendment(s) shall have been submitted to the membership via email not less than 10 days prior to the meeting.

#### ARTICLE VIII: AUTHORITY

The rules contained in the current edition of “Roberts Rules of Order Newly Revised” shall govern the meetings of the RCEMG and Executive Board in all applicable cases and where they are consistent with these by-laws and any special rules of the order the RCEMG may adopt.

Appendix A:

**Riley County Extension Master Gardeners  
Volunteer Project Proposal**

**Please Note:** As a general rule, Riley County Extension Master Gardener-approved projects will be those that promote or teach environmentally sound, research-based gardening practices to the citizens of Riley County, Kansas. Long-term planting maintenance projects will be approved only for unique circumstances.

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Individual/Title: \_\_\_\_\_ / \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Project Location: \_\_\_\_\_

Affiliated Organization (if any): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Project Duration: \_\_\_\_\_

Amount of Funding Required: \_\_\_\_\_

Approval by Executive Board:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ (President)