

Licking County Master Gardener Volunteers
Constitution and By-laws
(As revised 2016)

Article I—Name

The name of the organization shall be "The Association of OSU Extension Master Gardener Volunteers of Licking County," hereafter referred to as Licking County Master Gardener Volunteer Association.

Article II—Purpose and Objectives

Section 1. Purpose

The purpose of Licking County Master Gardener Volunteer Association, a not-for-profit organization, shall be to promote and teach environmentally-sound, research-based gardening practices to the citizens of Licking County under the auspices of The Ohio State University Extension of Licking County.

Section 2. Objectives

- a) Support the mission and objectives of the OSU Extension Master Gardener Volunteer Program.
- b) Increase members' knowledge of research-based gardening practices.
- c) Provide the highest quality of educational programming and service to the community.

Article III—Membership

Section 1. Membership in the Association

- a) **Master Gardener Intern** (non-voting). Members who are enrolled in or who have completed the Master Gardener Volunteer training but who have not completed the required hours of volunteer service.
- b) **Active Master Gardener Volunteer** (voting). Members who have completed their initial volunteer commitment, recertified for subsequent years per the requirements set forth by the OSU Extension Master Gardener Volunteer Program, and paid all participation fees. This includes out-of-state transferees.

- c) **Inactive Master Gardener Volunteer** (non-voting). Members who have not paid participation fees and/or who have not completed recertification requirements for a period of no longer than two years.

Section 2. Dismissal

Volunteers who disregard policies and guidelines of the OSU Extension Master Gardener Volunteer Program, as signed by Master Gardener Volunteers, will be subject to disciplinary action and dismissal from the Program. Disciplinary procedures will be determined by the Master Gardener Volunteer Coordinator.

Article IV—Officers for the Association

Section 1. Officers

The officers of the association shall consist of President, Vice-President, Secretary, and Treasurer. Officers must be Active Master Gardener Volunteers.

Section 2. Terms of the Offices

The term of office for all officers shall be two years from January 1st to December 31st. Any officer may be re-elected to the same office for a second term with a maximum of two consecutive terms.

Section 3. Duties of the Officers

- a) The President shall preside over the meetings of the Association and the Executive Committee. The President shall be a member ex-officio of all committees.
- b) The Vice-President, in the absence of the President, shall perform such duties as pertain to the office of the President and shall serve as Chair of the Finance Committee.
- c) The Secretary shall keep all minutes of the meetings, a record of attendance, correspondence, and such other duties as pertain to the office of the Secretary.
- d) The Treasurer shall collect all funds due to the organization, shall deposit funds as designated by the Executive Committee, and shall disburse funds upon approval of the Executive Committee. The Treasurer shall maintain a full and accurate account of receipts and disbursements for audit, shall present a written monthly report at member meetings, shall submit a yearly

report at the January meeting, and shall file all necessary reports to comply with the 501(c) 3 requirements as well as other annual requirements for non-profits. The Treasurer shall serve as a member of the Finance Committee. All checks for the organization shall be signed by the Treasurer and one other elected officer or the Coordinator.

e) All officers shall serve on the Executive Committee.

Section 4. Nominations for a New Slate of Officers

- a) The President, with the approval of the Executive Committee, shall appoint a nominating committee of at least three members to nominate officers for the coming new term.
- b) The nominating committee shall be appointed in July and will name at least one candidate per office. The membership may also submit names in writing to the nominating committee who will ascertain if these individuals are willing to serve. Nominees shall be active members.
- c) The slate of nominees shall be made available online to active Master Gardener Volunteers in the Volunteer Management System (VMS) or through the most current and secure, online environment available to members. This post shall be made available to members at least one month before the October election.

Section 5. The Election of New Officers

- a) Officers will be elected at the October member meeting.
- b) Before voting, additional nominees who qualify for office and who are willing to serve, may be nominated from the floor.
- c) A majority vote of the active members voting shall constitute election. No absentee ballots will be accepted.

Section 6. Trustees

- a) Trustees shall be elected at the October meeting and serve on alternating four-year terms.
- b) There shall be no more than four trustees.
- c) Duties of the trustees shall be as follows:
 - 1. Insure permanent records are being maintained according to record retention policy for non-profit organizations.

2. Insure financial records are audited and tax returns are filed annually to comply with 501(c) 3.

Article V—Committees

Section 1. Executive Committee

The Executive Committee will consist of the Officers (including the immediate Past President) and Chairpersons of standing committees.

Section 2. Finance Committee

The Finance Committee will consist of the Vice-President, the Treasurer and two active members appointed by the Executive Committee. The Finance Committee will prepare an annual budget and have it approved before the beginning of a new fiscal year.

Section 3. Standing Committees

- a) Standing Committees will be created by the Executive Committee in consultation with the Association membership to manage and/or conduct ongoing activities or responsibilities of the organization.
- b) Standing Committee members and their Chairs will be recruited/appointed by the Executive Committee based on interest.
- c) Standing Committee members and Chairs may be reappointed by the Executive Committee.
- d) Standing Committee Chairs shall maintain a written record of duties and activities adopted by their committee.

Section 4. Special Committees

Special Committees will be created to manage and/or conduct special activities that are one-time events of short duration or have a special task to accomplish.

- a) Special Committees and their Chairs will be appointed by the Executive Committee.
- b) Special Committees' terms of service will continue until the activity or task for which they were appointed has been completed and/or terminated.
- c) Committee Chairs shall maintain a written record of duties and activities adopted by their committee.

Section 5. Vacancies

- a) Vacancies on committees shall be filled by the nomination and majority vote of the Executive Committee. The selected member will then complete the unexpired term of the committee office vacated.
- b) Committee Chair vacancies will be filled by Executive Committee appointment in consultation with the remaining committee members.

Article VI—Dues

Annual dues shall be determined by the Licking County Master Gardener Volunteer Association which includes any fee due to The Ohio State Master Gardener Volunteer State Program. Dues are to be paid by an established date set by the Coordinator.

Article VII—Meetings

Section 1. The Licking County Master Gardener Volunteer Association shall hold a monthly business meeting which will be conducted under Roberts' Rules of Order.

Section 2. The Executive Committee shall meet as deemed necessary by the slate of officers.

Section 3. A bi-annual meeting shall be held to elect officers and alternating trustees.

Article VIII—Amendments

Amendments to the Constitution and By-laws shall be approved by a two-thirds (2/3) vote of a quorum of active members. A quorum will be defined as those members attending a general meeting of the Association. Proposed changes to this Constitution and its By-laws shall be made available to active members via the Volunteer Management System (VMS) or through the most current and secure online environment used to communicate with members. This post shall be made available at least one month prior to voting on those changes.

Article IX—Dissolution of the Association

In the event of dissolution of the Licking County Master Gardener Volunteer Association, the membership shall, after paying and making provisions for payment of all liabilities, distribute all remaining assets to an organization dedicated to charitable and/or education purposes and which has been recognized as a 501(c) 3 organization by the Internal Revenue Service.