

# **DOUGLAS COUNTY CHAPTER BYLAWS OF THE OREGON MASTER GARDENER ASSOCIATION**

## **ARTICLE I: PURPOSE**

Section 1. The Master Gardener volunteers of Oregon State University Extension Service have associated a non-profit organization, hereafter referred to as Douglas County Chapter, Oregon Master Gardener Association, (OMGA ), or the “Chapter”, for the following purposes:

- (a) To enhance and supplement the Oregon State University Home Horticulture Program (Master Gardener Program).
- (b) To assume responsibility for performing special tasks and engaging in continuous activities related to the program.
- (c) To disseminate to citizens of Douglas County information available as a result of university study and research. Such information shall be in accordance with Oregon State University standards.

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership Classes. There shall be three classes of membership: Active, Honorary and Emeritus, as defined below.

Section 2. Active Membership. Any one completing Master Gardener formal training or Oregon State University Extension Service Master Gardener certification training is qualified to be a member upon payment of dues. An active member is eligible to vote as provided in these Bylaws. Trainees become active voting members once they have successfully completed Master Gardener formal classroom training. Their dues will be payable on January 1 one year after graduation.

Section 3. Honorary Membership. Extension staff engaged in the Home Horticulture Master Gardener program are automatically honorary members, and are exempted from payment of dues. They are encouraged to participate in discussions, but may not vote or hold office. Note: Extension staff eligible for honorary membership, who have completed Master Gardener training and otherwise qualify for regular membership, may elect to pay dues and participate as regular members.

Section 4. Emeritus Membership. Emeritus members are exempted from payment of local chapter activities and dues and must meet the following criteria: 1) Making a substantial contribution to the Chapter; 2) Having participated greatly in activities of the Chapter; 3) Volunteered a significant quantity of hours; 4) Reached a point where continued active involvement is no longer feasible; 5) At the time of nomination, the nominee must be a dues paying member. The Membership Director will recommend nominations to the Executive Board and will present Board recommendations to the Chapter for a vote.

Section 5. Payback. Payback hours are defined as those hours of public service required as payment for Master Gardener training. Criteria for payback hours are determined by the Extension Agent. All other volunteer time is considered volunteer service. Criteria for volunteer service are determined by the membership.

Section 6. Termination of Membership. Membership may be terminated by the Executive Board after giving the member at least 15 days written prior notice by first class or certified mail. The member will be given the reason(s) for the impending termination and an opportunity to be heard by the Board, orally or in writing, not less than five days before the effective date of the impending termination. The decision of the Board shall be final.

### **ARTICLE III: ORGANIZATION**

Section 1. Composition. The Douglas County Master Gardener (DCMG) Chapter is one of several Oregon county chapters which comprise the Oregon Master Gardener Association (OMGA). The Chapter may include members from other counties.

Section 2. OMGA Association. The governing body of Douglas County ChapterOMGA will be the Oregon State Master Gardener Association. The chapter bylaws will not be in conflict with OMGA bylaws.

Section 3. Elected Officers. Members of the Douglas County Chapter, OMGA, shall elect officers consisting of a President, Vice-President, Secretary, Treasurer, Membership Director, State Representative and an alternate State Representative.

Section 4. Executive Board. The DCMG shall form an Executive Board consisting of all Chapter officers and the most immediate Past President. The President may appoint other member(s) of the Chapter to the Executive Board. The Executive Board shall take such action as allowed by these Bylaws. All other actions must be referred to the general membership for approval. An accounting of any/all action taken by the Executive Board shall be fully disclosed at the next Chapter meeting. All Executive Board meetings are open to the membership. The President shall schedule Executive Board meetings.

Section 5. Removal of an Officer. Upon recommendation of the Executive Board, a Chapter officer may be removed from office due to lack of program support or repeated absence from meetings. Removal of any officer for cause shall require a two-thirds (2/3<sup>rd</sup>s) majority of the voting members present at a Chapter meeting.

Section 6. Meetings. DCMG meetings shall be held monthly, except in December. The President may call a special meeting if deemed necessary. Meetings may be held virtually through online technology.

Section 7. Special Meetings. Members shall be notified in advance of meetings deemed necessary and shall be provided with an agenda which clearly states the need.

Section 8. Quorum and Action. A quorum shall be required to conduct all Chapter business. A quorum shall consist of a minimum of 20 Chapter members. A simple majority of voting members present will rule at Chapter meetings, except as defined in Article III, Section 5

(Removal of Officer), and Article VII, Section 3 (Bylaws). Voting may be done electronically through email or virtual meeting technology.

Section 9. Attendance. Meetings will be open to all members. All are encouraged to attend and participate in discussions. Visitors are welcome at all meetings.

#### **ARTICLE IV: ELECTIONS**

Section 1. Nominations. Nominations for office shall be presented in May. Nominations will appear in the June Newsletter. Members shall elect officers at the July Chapter meeting from nominations made by the Nominating Committee and from nominations submitted from the floor.

Section 2. Eligibility. All nominees must be members in good standing. All elected officers will have completed their payback commitment by the installation date. Members may not serve as President in their first year of membership.

Section 3. Election. Officers shall be elected by a majority of voting members present at a regularly scheduled Chapter meeting for a term of one year.

Section 4. Term. The term of office shall be one year for officers. An officer may be re-elected without limitation, apart from the Treasurer, who may not serve more than three terms in a row. Term of office shall begin upon installation at the end of the August Chapter meeting.

Section 5. Vacancies. Officer vacancies occurring before the expiration of term shall be filled by appointment of the President with the approval of a majority of the members present at the next Chapter meeting. A member appointed to fill the unexpired term of an officer is eligible for election to the same office, or any other office, at the expiration of the appointed term.

#### **ARTICLE V: OFFICERS AND DUTIES**

Section 1. President. The President shall preside at meetings of the Chapter. The President shall have the authority to appoint committee chairpersons and committee members as necessary. The President shall cause a detailed job description of each elected position and chairperson be maintained in the Policies and Job Descriptions Manual.

Section 2. Past President. The Past President will act as mentor to the current president and, as a member of the Executive Board, has voting privileges.

Section 3. Vice-President. The Vice-President will preside at Chapter meetings in the absence of the President, will act as the Continuing Education chairperson, and shall assist the President as the parliamentarian.

Section 4. Secretary. The Secretary shall record and maintain Executive Board and Chapter meeting minutes, assist the President in correspondence preparation as necessary, and maintain the Policies and Job Descriptions Manual.

Section 5. Treasurer. The Treasurer shall have custody of Chapter funds and keep full and accurate record of receipts and disbursements in Chapter financial books. The Treasurer shall

deposit all monies and other valuables in the name of and credit of the Chapter in such depository or depositories as may be designated by the Executive Board. The Treasurer shall disburse Chapter funds in accordance with the budget or as directed by the Executive Board. The Treasurer shall provide a report of all financial transactions and of the financial condition of the Chapter at each regular meeting, and to the audit committee as required. The Treasurer shall serve without bond.

Section 6. Membership Director. The Membership Director will collect all dues and keep an address, telephone and e-mail list current for all members. The Membership Director will publish the list by February 1.

Section 7. State Representative. The State Representative is a voting member of the OMGA Board and will have the responsibility to attend the quarterly meetings. The State Representative shall report to OMGA on DCMG chapter activities with an oral presentation and a written report. Each Chapter is entitled to one vote at OMGA meetings; the State Representative will vote on state issues as directed by chapter membership and report statewide activities and issues to chapter membership.

Section 8. Alternate State Representative. The Alternate State Representative shall perform the duties of the State Representative when said person is not available. The Alternate State Representative will have voting privileges when performing duties in the absence of the State Representative.

## **ARTICLE VI: DUES AND FINANCE**

Section 1. Dues. Annual dues shall be decided at the September Chapter meeting. The membership year shall begin January of each year. The Chapter dues are due and payable January 1, and OMGA dues shall be remitted to the OMGA Treasurer by April 1.

Section 2. Fiscal Year. The fiscal year shall be January 1 through December 31. DCMG reports financial summaries for tax purposes to the OMGA annually and as requested by OMGA.

Section 3. Fund Raising. The Chapter is expected to promote fund raising programs to cover operational expenses incidental to activities within the scope of the Bylaws and in accordance with IRS 501 (c) (3).

Section 4. Remuneration. All service shall be voluntary with no remuneration. Pre-approved reimbursement may be made to members for appropriate out-of-pocket expenses upon presentation of verifying receipts and an expenditure authorization form to the Treasurer.

Section 5. Non Budgeted Expenses. The Executive Board shall have the authority to approve expenditures up to \$300.00. Such action must be approved by a majority of the Executive Board. Any proposed financial commitment over \$300.00 must be presented to the membership for consideration at a regular Chapter meeting and must be approved by a majority of the voting members present.

Section 6. Budget. A proposed budget is prepared in the October Executive Board meeting for publication in the November newsletter. The proposed budget is voted on at the November

Chapter meeting. No further vote is necessary to expend monies assigned to a given budget line item.

Section 7. Audit Committee. An audit committee shall be appointed by the President to conduct an annual audit of Chapter funds. Executive Board members shall not serve on this committee. The committee shall submit a preliminary report to the Executive Board by July 31. The final report will be submitted to the membership at the August Chapter meeting.

## **ARTICLE VII: MISCELLANEOUS**

Section 1. Discrimination. No discrimination in any aspect of the Master Gardener Association will be made for sex, race, color, age, sexual preference, creed or nation of origin.

Section 2. Conduct of Meeting. Robert's Rules of Order (Newly Revised) shall govern meeting conduct in the event a conflict in process arises.

Section 3. Bylaws. These Bylaws may be amended or revised by submission at a DCMG Chapter meeting. The recommended changes will then be published in the next newsletter and voted on at the following Chapter meeting. Approval by at least two thirds of the voting members present at the meeting is required for passage.

Section 4. DCMG Title and Badge. The DCMG title and badge is to be used only and exclusively in the Extension Volunteer Master Gardener Program and not for commercial purposes. Persons are expected to identify themselves as Master Gardeners only when performing volunteer work in this Extension-sponsored program. The training, experience and certification gained by an individual in the Master Gardener Program may rightfully be used and listed as qualification when seeking employment.

## **ARTICLE VIII: DISSOLUTION OF THE ASSOCIATION**

In the event of dissolution of the Douglas County Chapter, OMGA, liquid assets remaining after satisfaction of obligations and expenses shall be transferred to Douglas County Extension to be held in trust for up to five years for the possible reinstatement of the Chapter, after which time they shall be distributed to the Douglas County Extension Endowment Fund. Should OSU be unable to honor the request to hold Chapter funds for five years, the Chapter may transfer funds to another eligible organization subject to membership approval. All material assets shall be dispersed upon recommendation of the Executive Board.

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