

**University of Arkansas System,
Division of Agriculture (UADA)
Cooperative Extension Service**

**Greene County Master Gardener
Bylaws (Revised 3/25/2025)**

**Article I
Name**

The name of this organization shall be Greene County Master Gardener (GCMG)

**Article II
Objectives**

The objective of this group shall be:

Section 1

- To provide for the education of Greene County gardeners and provide a setting in which they may pool their skills and resources in order to improve horticulture in Greene County.

Section 2

-To provide an opportunity for volunteer service to the community through horticulture and through maintaining education in horticulture.

Section 3

- To expand the capabilities of the Arkansas Cooperative Extension Service in Greene County. To disseminate horticultural information and offer expertise to individuals and groups in the county.

**Article III
Membership**

Section 1

-Membership in the Greene County Master Gardener program requires:

a) Completing & turning in a Greene County Master Gardener application form.

b) Completing & turning in a UA Cooperative Extension Service and Master Gardener Volunteer Agreement & Expectations for Volunteer Groups form.

c) Successful completion of Master Gardener training classes, including the final exam.

d) Remaining a member in good standing as outlined in the volunteer agreement form.

-The program is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

-First Year Master Gardeners are expected to pay back forty (40) working hours and acquire twenty (20) learning hours within 12 months of the completion of training.

-At least 50% of the required working hours must be conducted on projects sanctioned by the Greene County Master Gardeners.

Section 2

A Master Gardener is one who:

-Pays the annual membership dues established by the GCMGs. Dues are payable on January 1 for the current year and are delinquent after March 1.

-Completes twenty (20) work hours and twenty (20) education hours during the membership year. A minimum of at least 50 % of the work hours must be on sanctioned projects.

Section 3

-Persons who have completed Master Gardener training in another state or county may petition the GCMG for membership.

Section 4

-Recorded attendance at the regularly scheduled Master Gardeners meetings will provide education hours for lecture or video watched. Time to be counted will be one (1) hour.

Section 5

Education hours may be earned by:

- Attending horticulture Seminars, Events, and Tours.
- By doing special reading and viewing of garden topics.
- Research in preparation for leading seminars, classes and events.

Section 6

-All Master Gardeners are expected to report their work and continuing education hours in the online reporting system, or to turn them in to the online reporting manager at monthly meetings.

Section 7

-All work done in officer and committee positions is to be counted as sanctioned work hours.

Section 8

-If an individual's annual work hours are not achieved by the end of the program year, that member's efforts will be evaluated by the GCMG executive board. The board will then develop a recommendation to present to the GCMG membership on what action to take for the member failing to meet his/her required volunteer hours. The member will then be mailed a letter with an update on their member status, as determined by the membership.

Section 9

-For an inactive Master Gardener to return to the program, they must pay current year dues, as well as complete the required work and learning hours for the current year.

Article IV Meetings

Section 1

-General membership meetings shall be held the fourth Tuesday of every month.

-The minutes and Treasurers Reports will be included in the Greene Garden News newsletter, and approved at the next meeting. The minutes & report will not be read at the meetings.

-The agenda for each meeting shall include the approval of minutes from the last meeting, reports by officers and committees, topic of educational program presentation, old and new business, and announcements.

-The annual meeting of the GCMGs, with the election/review of officers, shall take place during the October monthly meeting.

Section 2

-A quorum shall consist of members present.

Article V Officers and their election

Section 1

-The officers of the GCMGs shall be:

-President, Vice President/Project Chair, Secretary, Treasurer, and two At Large Members.

-These officers constitute the executive board.

-According to UADA policy, to avoid conflicts of interest which may result from such volunteering, family members in the same county shall not hold an executive board position at the same time.

Nomination and Election

-A nominating Committee of three members shall be appointed by the president with the approval of the executive board.

-Following the report of the nomination committee, additional nominations may be made from the floor with the consent of the nominee.

-No candidate may be nominated for more than one office at the same time.

Term of Office

-Officers shall serve a term of two years. No officer may serve more than one consecutive term in the same office.

-Newly elected officers shall take office at the January meeting, following the October election.

-Vacancies among officers shall be filled by the President, with approval of the Executive Board, for the remainder of the unexpired term. However, if the office of President or Vice-President becomes vacant, it will be filled by a special election by the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that office.

Duties of Officers

President

-The President shall preside at all meetings at which he/she is present and shall exercise general supervision over all the affairs and activities of the GCMGs.

-The President shall be responsible for the formation and dissolution of committees, for assuring that the committees are functioning, and for appointing members to committees as required.

-Committee Chairs shall serve a one-year program period, from January 1 to December 31.

Vice President

-The Vice President shall perform the duties of the President in case of their absence.

- The Vice President serves as project coordinator, which includes overseeing all sanctioned projects voted upon by the GCMGs.

- The Vice President shall appoint a chair for each project and monitor the organization and progression of each sanctioned project.

-The Vice President will provide a report to the executive board with their recommendations following project proposal or evaluation meetings.

Secretary

-The Secretary is responsible for keeping an up-to-date record of the names and addresses of members.

-The Secretary shall keep a written record of all the meetings of GCMGs

-The Secretary shall maintain a file of all the documents and papers belonging to GCMGs.

-The Secretary shall conduct correspondence of the GCMGs at the direction of the President.

-The Secretary will work with the local Extension staff to store GCMG records at the Greene County Extension Office.

Treasurer

-The Treasurer shall prepare an annual budget in consultation with the executive board. The budget shall be presented to the GCMG members for their approval during the January meeting each year.

-The treasurer shall work closely with the County Agent and Administrative Specialist at the Extension office to monitor and maintain GCMG funds.

-The treasurer shall follow financial guidelines and procedures required according to UADA financial policies.

-The treasurer shall provide a review of the treasurer's report at each GCMG monthly meeting.

-The treasurer shall collect member dues each year and submit them to the Extension Office for deposit into the GCMG fund (its own category in the UADA financial Workday system).

-The treasurer shall oversee the collection and handling of funds during GCMG fund raising events such as the annual plant sale and the fall garden seminar.

At Large Members

-At Large Members of the executive board shall represent the membership at the executive board meetings.

-One At Large Member shall be selected from one of the most recent training classes, to represent the newer members.

-At Large Members shall have voting rights.

Article VI Executive Board

-The duties of the executive board shall be to act as the governing body of the GCMG program, and to transact business.

- The Executive board shall meet as needed. Board members will be notified of meeting times and locations by the President. The Executive board must have 2/3rds of its members present at meetings to constitute a quorum.

Article VII Committees



Section 1

-The President may create committees as needed and shall appoint committee chairs. For some committees, the committee chair may select committee members, as requested by the President.

Section 2

- Positions appointed by the President shall include but not be limited to the following;

Program Chair, Parliamentarian, Newsletter Editor, Historian and Membership Hours Management.

Article VIII Role of the County Agent

-The County Extension Agent serves as advisor to/ administrator of the Greene County Master Gardener program.

-As the UADA Cooperative Extension Service representative, the County Agent is the final authority on its Master Gardener program.

-To facilitate daily program management, the organizational directives set forth in these by-laws will provide a functioning set of guidelines.

Article IX Finances

Section 1

-Fund raising activities for the GCMGs may be held when authorized by the executive committee when the purpose is in agreement with the objectives of the GCMG program.

Section 2

-A proposed annual budget of anticipated revenues and expenditures, as approved by the executive board, shall be submitted by the Treasurer at the January meeting.

Section 3

- Activity Insurance for Master Gardener programs may be purchased to help cover medical expenses resulting from accidents which occur during official Master Gardener activities such as working on projects or attending field days.
- The insurance carrier is American Income Life Insurance Company. Forms to insure activities are available in the local County Extension office.
- Coverage may be purchased for each individual activity or for the entire year. The cost of insurance coverage must be paid by the county Master Gardener program.

Article X Assets

- No part of the net earnings of the GCMGs shall accrue to the benefit of or be distributed to its members, officers or other private persons.
- The organization, however, shall be authorized to pay reasonable compensation for services rendered and to make approved payments in accordance with the organization's objectives.

Article XI Dissolution

- Upon the dissolution of the GCMG, the executive committee shall, after paying or making provisions for the payment of all the liabilities of the GCMG, disposed of all assets of the GCMG in such a manner or to such organization who at the time of dissolution shall qualify as exempt organization operated exclusively for education, scientific, charitable or religious purposes under Section 501c(3) of the Internal Revenue Code of 1954.

Article XII Amendments

- These rules may be amended at any regular meeting of the GCMG by a vote of two-thirds of the ballots cast.

Greene County Master Gardener – Bylaws history

Revised and adopted by members on January 22, 2013.

Revised and adopted by members on May 26, 2015.

Revised and adopted by members on November 17, 2015.

Revised and adopted by members on September 25, 2018.

Revised and adopted by members on March 25, 2025.

Greene County Master Gardener – Original Articles of Incorporation & Bylaws

Adopted by the members on March 23, 1999.

Special thanks to the 2025 GCMG Bylaws review committee!

Chair-Bonnie Hamilton

Committee – Linda Glickert, Kathy Graber, Bonnie Hamilton