

**BY-LAWS OF THE
UCCE MASTER GARDENER ASSOCIATION PROGRAM
OF SAN LUIS OBISPO COUNTY**

PROPOSED CHANGES/APRIL 3, 2009
(Changes are underlined and italicized and-or ~~strikethrough~~)

Adopted: August 21, 1997
Revised: December 21, 2000
Revised: June 1, 2006

ARTICLE I. NAME

The name of this organization shall be the University of California Cooperative Extension Master Gardener Association Program of San Luis Obispo County, hereafter referred to as the UCCE MG Association Program, or as the MG Association Program, in its shortened version. *(NOTE: Association will be replaced with Program throughout the remainder of this document.)*

ARTICLE II. AFFILIATION

Section 1. The MG Program shall be affiliated with the Master Gardener volunteer program of the University of California, Division of Agriculture and Natural Resources (ANR) and be administered by the University of California Cooperative Extension, and shall maintain liaison through the San Luis Obispo County UCCE Master Gardener Program Advisor, hereafter referred to as the UC Advisor.

Section 2. The *UCCE Master Gardener Program Administrative Handbook for Program Staff (MGP Handbook)* is set forth as the operating policies and procedures for the MG Program. These policies and procedures are defined within broader policies of the University as a whole and ANR in particular. The contents of this *MGP Handbook* apply, as appropriate, to staff, volunteers, and clientele (non-commercial/home gardeners) who benefit from the program.

Section 3. In addition to statewide policies and procedures outlined in the *MGP Handbook*, the MG Program may establish local procedures with the approval of the UC Advisor, provided these procedures do not conflict with the intent or actual content of the *MGP Handbook*. These procedures are entitled "UCCE Master Gardener Program of San Luis Obispo County Organization Guidelines".

ARTICLE III. OFFICE

The principal office for conducting the business of the MG Program is the University of California Extension Office in San Luis Obispo County, currently located at 2156 Sierra Way, Ste. C, San Luis Obispo, California, 93401.

ARTICLE IV. MISSION STATEMENT AND OBJECTIVES

Section 1. Mission Statement:

Through the auspices of UCCE Master Gardeners, educate gardeners and support and promote gardening in San Luis Obispo County.

Section 2. Objectives:

- A. Support the educational and research activities of the UCCE that benefit San Luis Obispo County home gardeners who grow plants for their personal use and enjoyment.
- B. Provide information and technical assistance in areas of horticulture and pest management to home gardeners by staffing a telephone information center, and by other educational means including, but not limited to, public seminars, exhibits, clinics, presentations, publications, and mass media.
- C. Maintain a professional service that sustains appropriate gardening practices in San Luis Obispo County and keeps the growing spirit alive.
- D. Facilitate the administrative management of the MG Program.

ARTICLE V. MEMBERSHIP

Section 1. Membership shall be defined as:

- A. **Trainee (Non-voting) Member:** Master Gardener candidates who are currently enrolled in the MG training program.
- B. **Intern (Voting) Member:** Master Gardener candidates who have completed the training course and passed the final exam but have not completed the first year's required educational and volunteer hours.
- C. **Certified Master Gardener (Voting) Member:** Members who have completed the Master Gardener training program (completed training course, achieved a passing grade on final exam and completed first year education and volunteer hours) of the University of California Cooperative Extension of San Luis Obispo County. Master Gardeners will continue in this role as long as annual recertification is attained.

D. Other Designations:

- 1. **Emeritus Member:** Emeriti have full lifetime membership with voting privileges and need not apply for recertification in successive years. Emeritus membership status is bestowed at the discretion of the Executive Committee. A candidate for Emeritus status is a certified veteran Master Gardener who meets one of these conditions:
 - a. Retirement from active status for reasons of health, age, or other cause after a number of years of meritorious service.
 - ~~b. Past elected officer who steps down from active status. (omit)~~
 - b. Other circumstances deemed appropriate by the Executive Committee.
- 2. **Lifetime Member:** ~~Status may be bestowed at the discretion of the Executive Committee for a~~ Master Gardener who has accumulated over 1000 service volunteer hours. Lifetime members will need to continue to put in the required service volunteer and continuing education hours, and apply for recertification in successive years, in order to continue as an active member of the MG Program.

3. Temporarily Inactive Member Limited Active Status: Under special circumstances, a Certified Master Gardener may request classification as “limited active status” for a period of one year. (*New wording to match forms*)

Section 2. Members must qualify for recertification annually to retain membership in the MG Program. Recertification requirements concerning education and volunteer hours are established by the UC Advisor. The MG Program shall support and assist in the recertification process.

Section 3. The UC Advisor shall be an ex-officio member of the Executive Committee.

Section 4. Honorary non-voting membership may be bestowed at the discretion of the Executive Committee.

Section 5. Eligibility for membership, as well as delivery of programs, shall be in accordance with current non-discrimination Affirmative Action policies of the University of California which follow (~~February 2006~~ March, 2009):

A. The University of California prohibits discrimination against or harassment of any person ~~employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).~~ service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

~~The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities and for special disabled veterans, Vietnam era veterans and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.~~

B. University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint.

C. University policy is intended to be consistent with the provisions of applicable State and Federal laws.

D. Inquiries regarding the University’s nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-5200, (510) 987-0096.

ARTICLE VI. MEETINGS

Section 1. There shall be a minimum of eleven (11) general monthly meetings per year at which the MG Program business will be transacted.

Section 2. General meetings shall contain both education and business portions.

Section 3. In addition to general meetings, special meetings may be called at the discretion of the Executive Committee. Such meetings shall be announced to membership by telephone, e-mail, or mail at least seven (7) days prior to the meeting date.

ARTICLE VII. FISCAL YEAR

Section 1. The fiscal year shall run from July first (1st) through June thirtieth (30th).

Section 2. Annual recertification of Master Gardener members shall coincide with the fiscal year.

ARTICLE VIII. OFFICERS

Section 1. The officers of the MG Program shall consist of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Elected officers typically serve for one year with the exception of the First Vice-President who will serve for two years, the first year as First Vice-President and the second year as President. However, at the discretion of the nominating committee and ratified by majority vote by the voting members of the MG Program, the office positions may be filled by the same individual for three (3) consecutive years.

Section 2. Candidates for offices shall be selected by a nominating committee, and a ballot presented to the membership in November. Nominations may also be made from the floor on the day of elections to be held in December. Officers are elected by a majority vote.

Section 3. All nominees must be voting members of the MG Program. Current elected officers may be nominated for another term in the same office or in another office.

Section 4. Annual terms of elected officers shall coincide with the calendar year.

Section 5. In the case of an officer being unable to complete his or her term of office the executive committee will nominate a replacement to be approved by the general membership.

ARTICLE IX. DUTIES OF OFFICERS

Section 1. President shall:

A. Preside over all general and special meetings of the MG Program and at Executive Committee meetings.

B. Appoint the chairs of all standing committees and any special committee including Audit, with approval by the Executive Committee.

C. Be a non-voting member of all the *Nominating Committee and a voting member of the Internal Education, New Master Gardeners and SLO Botanical Gardens standing committees.* ~~except nominating.~~

D. Prepare and submit, with the aid of the Executive Committee, an annual working budget for approval by the ~~MG Association~~ *UCCE SLO County Director* in fulfilling its objectives.

E. Consult with the UC Advisor to coordinate efforts of the MG Program in fulfilling its objectives.

Section 2. First Vice-President shall:

A. Assume duties assigned by the President and assist the President as needed.

B. ~~Attend committee meetings as requested by the President, and provide the Executive Committee with a report of committee activities~~ *Be a member of the Membership Records, Community Education and Garden Based Learning standing committees.*

C. Preside over meetings and act for the President in the President's absence.

Section 3. Second Vice-President shall:

A. Assume duties assigned by the President and assist the President as needed.

B. Chair the By-laws *and Guidelines* Committee.

C. Serve as parliamentarian, ~~when needed.~~

D. *Be a member of Helpline and Demonstration Garden standing committees.*

Section 4. Secretary shall:

A. Record minutes of all meetings of the MG Program and Executive Committee.

B. Keep record of attendance at all meetings.

C. Communicate with individuals, groups and organizations as directed by the President and/or Executive Committee.

D. Be a member of the Newsletter Committee *Publications and Community Outreach standing committees.*

Section 5. Treasurer shall:

A. Keep an account of deposits and disbursements and other financial matters as submitted by UCCE office.

B. Make a statement of the financial condition of the MG Program at each general meeting, *to be included in the minutes of each meeting.*

C. Prepare and submit accounts for annual audit.

D. Be a liaison both to the ~~Fundraising~~ *Ways and Means* Committee and to the UCCE office Manager and MG program fiscal account.

E. *Be a member of the Ways and Means, Hospitality and Special Events standing committees.*

ARTICLE X. COMMITTEES

Chairpersons *of all committees* are to serve for one (1) calendar year. Service in this position may be extended, on an annual basis by recommendation of the President and by approval of the Executive Committee. Only voting members may serve on committees. *The chairpersons of standing committees or their designee shall attend monthly Executive Committee meetings as a voting member representing the working committees associated with that standing committee. The current standing committees, their job description and associated working committees are as follows:*

A. Internal Education

Arrange programs for monthly meetings of the MG Program and for additional educational enrichment opportunities to fulfill certification and recertification requirements.

B. Helpline (AG, SLO, Templeton, Network)

Recruit members for and create and supervise schedule of Helpline workers. Provide back-up schedule if possible.

~~C. Community Projects~~ (NOTE: This committee has been divided into 3 new committees: Community Outreach, Community Education and Special Events.)

~~Bring ideas for projects, classes, speaking engagements to group, answer questions about time and resources needed, and recruit MG workers, and bring to First Vice President for final approval.~~

C. Publications (Newsletter Editors and Mailing, Tribune Column, Webmaster for Public Website and Weekly Internal Email)

1. Coordinate a monthly newsletter which informs MGs of all organizational activities, including minutes of Executive Committee Meeting and general meetings.
2. Coordinate production of MG publications for distribution to the public.
3. ~~Assist in preparation and distribution of at least one publication per month to inform the membership of the business of the MG Association and other pertinent information.~~ **Maintain internal email and public website.**

D. Membership Records

1. Review, on an annual basis, the education and volunteer hours recorded by each member, and present the final tabulation to the UC Advisor and First Vice-President with recommendation for or against recertification.

Certification/recertification as a MG is with the approval of the UCCE County Director.

2. Record volunteer and internal education hours, keep records of MG certification/recertification, and mailing list/data base of all MGs and submit information to UC Advisor and First Vice-President.

E. New Master Gardener Candidates (Mentoring and Intern Facilitator)

1. Recruit new candidates and schedule training(s).
2. Coordinate publicity, applications, interviews, and contacts.
3. Recruit and schedule instructors for each class in cooperation with the UCCE Advisor.

F. ~~Fundraising Ways and Means~~ (Ad Hoc Fundraising working committees)

1. Organize and execute such fundraising activities as may be deemed necessary by the Executive Committee to carry out the objectives of the MG Program
2. All fundraising activities shall be conducted in a manner consistent with the UC Cooperative Extension Administrative Policy.

G. Nominating

Shall consist of three (3) Certified members and two (2) Intern members who are appointed by the Executive Committee in September.

H. Hospitality (Wellness)

1. Be in charge of refreshments for the general meeting.
2. Be in charge of refreshments and arrangements for parties and ~~or~~ **all other internal** social events of the MG Program.

I. Liaison to the SLO Botanical Garden

Facilitate any interaction and communications between the SLO Botanical Garden and the UCCE Master Gardener Program.

J. Demonstration Garden (Plant Propagation and Garden Maintenance)

Plan, build and maintain a demonstration garden adjacent to the UCCE building.

K. Community Outreach (Farmer's Markets (AG, Baywood, SLO, Templeton, Paso), Garden Clubs, Information Booths, Garden Tours)

Establish and operate partnership programs with interested groups throughout SLO County.

L. Community Education (Community Presentations/Speakers and Workshops)

Plan and conduct public educational events at a variety of venues in SLO County.

M. Garden Based Learning

Mentor and support educators in development of and curriculum delivery from garden programs at regional schools.

N. Special Events (Tomato Extravaganza, Garden Symposium, Etc.)

Organize and promote special public events that reinforce the MG's mission to educate.

ARTICLE XI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, immediate Past-President, and one Chairperson/Coordinator, or representative, from each **Standing** Committee.

Section 2. The UC Advisor shall serve as an ex-officio member of the Executive Committee.

Section 3. The Executive Committee shall ~~recommend the MG Association's Guidelines for approval by the UC Advisor and serve as its governing body.~~ **serve as the governing body and shall use the UC Advisor-approved MG Program's By-laws and Guidelines.**

Section 4. The Executive Committee shall meet at least once per month and as necessary to conduct the business of the MG Program.

ARTICLE XII. VOTING

Section 1. A quorum is more than half of the voting members present. A majority vote is more than half of the votes cast.

Section 2. By-laws may be amended by a vote of two-thirds of the voting members. Notice of the proposed amendments must be presented to the membership via newsletter, e-mail or mail thirty (30) days prior to the vote.

Section 3. Votes may be registered by: voice votes of members present at the meeting; ballot by members present at a regularly scheduled general membership meeting; by ballots mailed to or dropped off at the MG Program office; and, by e-mail ballot. Votes will be collected for fifteen days following the membership meeting when ballots were distributed. Votes shall be opened and recorded by the Secretary at the next Executive Committee meeting following closure of the voting process.

Section 4. A majority of voting members may levy such dues or assessments as may be necessary to conduct the business of the MG Program.

ARTICLE XIII. REPEAL OR ANNUL

Anything voted in by the membership may be voted out by the membership, according to Robert's Rules of Order, most recently revised, Article VI, Section 37.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, most recently revised, shall be used as a guide to govern the MG Program in all cases in which they are applicable, and when not consistent with the by-laws of the Master Gardener Program.

Section 2. In order to mitigate distractions, beepers, cellular telephones, or any other audible electric devices, shall be put on mute while the general meeting is in process.