

MARIPOSA COUNTY MASTER GARDENER PROGRAM BY-LAWS

I NAME

The name of this organization shall be UCCE (University of California Cooperative Extension) Master Gardener Program of Mariposa County, hereinafter referred to as MGP.

II INTRODUCTION

The UCCE MGP is an educational program designed to teach and effectively address home gardening and non-commercial horticulture needs of Mariposa County and the adjacent foothill communities. UCCE is the outreach arm of UC's division of Agriculture and Natural Resources (ANR). Master Gardener volunteers promote the application of sustained gardening practices through UCCE organized educational programs with research based knowledge and information. The UCCE MGP is part of UC's public service educational efforts.

III OBJECTIVES

- A. To maintain an office where MGP is available to answer questions related to home gardening problems and practices.
- B. To conduct clinics and operate information booths at public functions (i.e. fairs, growers' markets, etc.) in the County and to answer questions, provide assistance and distribute information related to home gardening.
- C. To present talks and demonstrations on selected topics related to home gardening.
- D. To disseminate information on gardening related topics by means of newspapers, newsletters, radio, television and other appropriate media.
- E. To initiate or participate in community oriented educational programs relating to sustainable gardening.
- F. To develop and maintain demonstration gardens.

IV CONSTRAINTS

The MGP is an integral part of UCCE and as such, shall conform to all its requirements and conform to all applicable federal and state laws. In the event of a conflict between these by-laws and the governing laws of UCCE, the requirements of UCCE shall prevail, as outlined by the Master Gardener State Administrative Handbook. <http://ucanr.edu/sites/anrstaff/files/1194.pdf>

V MEMBERSHIP

- A. Intern/Trainee: During training, prior to passing the qualifying examination, these individuals shall be referred to as "MG Interns/Trainees".
- B. Certification of 1st year MGs:

1. Those MG volunteer trainees who pass the qualifying exam are "certified" as technically qualified to dispense home gardening information.
2. "Certification" for first year Master Gardeners is a condition of membership and requires giving 50 hours of service to the community. No further continuing education hours are required for the first year.
3. Recertification in each subsequent year requires at least 25 hours of volunteer service to the community and 12 hours of continuing education. Recertification is valid for one year.
4. Certified MGs are considered voting members and may vote on all measures pertaining to MG business at regular membership meetings.
5. Badges must be worn at all functions where MGs perform or attend public service and may be worn at other functions to promote the MGP.
6. For additional information regarding volunteer status, see Chapter 3 of the Statewide Administrative Handbook. <http://ucanr.edu/sites/anrstaff/files/1194.pdf>

VI REGULAR MEMBERSHIP MEETINGS

- A. All General and Board meetings shall be held monthly at least 10 times a year. The Executive Board may choose not to call meetings during the year. Meetings are open to all MGs and the general public.
- B. The purpose of the regular membership meetings shall include, but not be limited to, necessary business as reported by the Executive Board and programs that may meet the requirement for continuing education for MGs.
- C. The January regular membership meeting shall be the meeting at which the nominating committee shall be selected by/from the general membership. Terms for elected officers shall begin July 1 and be held for two years.
- D. MG Board Meetings: The MG Board shall meet once a month or as needed to conduct the business of the organization. All meetings of the MG Board shall be open meetings.
- E. Quorums: 25% of membership must be present to vote at General Meetings. Greater than 50% of Board members must be present to vote at Executive Board Meetings.

VII FINANCE

- A. The fiscal year shall run from July 1 through June 30.
- B. The bookkeeper and the Ways and Means Committee shall conduct an annual review by contacting each committee chair/standing committee and prepare a report of the MGP financial programs. A proposed budget for the upcoming fiscal year shall be provided to the Executive Board at the May meeting.
- C. Upon approval by the Executive Board, the budget shall be presented to the regular membership for vote at the regular membership meeting for approval for the fiscal year beginning July 1.

- D. The Executive Board shall approve any expenditure beyond those not included or those that exceed the budget. Any budget variances shall be reviewed at the next Executive Board Meeting.
- E. Insurance is required and shall be secured annually according to the UCCE Master Gardener Program.

VIII EXECUTIVE BOARD

- A. The purpose of the Executive Board shall be to consider proposals, programs and policies and make recommendations as deemed necessary to the general membership.
- B. The Executive Board shall consist of the five elected officers and the chairpersons of the standing committees. The MG Program Coordinator shall serve as an ex-officio member, and all outgoing Executive Board members may serve as advisory members. To facilitate the transition of the Executive Board, the newly elected officers shall be encouraged to attend the Executive Board meeting following their election.
- C. The Executive Board shall conduct business at its regular and ad hoc meetings.
- D. Special (emergency) meetings may be called by three members of the Executive Board and all committee members must be given notice at least three days in advance. The notice must include a full explanation of the reason for the meeting and the names of those members calling it.
- E. No decisions requiring Executive Board approval may be made except at a regular or special Executive Board Meeting.
- F. Executive Board minutes shall be reported to the general membership via e-mail with additional copies provided at general meetings.
- G. A telephone or e-mail vote may be accepted under special circumstances but must be documented and approved by voting Executive Board members.

IX ELECTED OFFICERS

- A. The MGP shall elect the following officers, whose duties shall include, but not be limited to, the following:
 - 1. President: Preside at Executive Board, regular membership and special meetings; provide agendas for all Executive Board, General and Special meetings of the MGP; consult with the MG Program Coordinator to consolidate efforts of the MGP in fulfilling its objectives; be the official spokesperson for the MGP and facilitate cooperation among other officers and members.
 - 2. Vice President: Preside in the absence of the President. Act as Program Planning Chair for regular membership meetings and initiate executive recruitment and selection for vacant chairmanship of committees.
 - 3. Secretary: Keep minutes of the Executive Board and Regular Membership meetings, select assistants to handle correspondence and other records as necessary and distribute minutes to members and the MG Program Coordinator.

4. Bookkeeper: Act as a liaison with the UCCE Office manager and MG Coordinator to collect any moneys from fundraisers, grants or other sources, as may be required; report monthly to the Executive Board and Membership; act as Chair of the Ways and Means Committee to prepare and submit an annual working budget at the Executive Board meeting for approval by the Executive Board and MG Program Coordinator; monitor compliance to the budget and report variances at each regular Board Meeting.
 5. Fundraising Facilitator: Assist with the operations and activities of MG Fundraising programs; recruit leaders, in conjunction with the Executive Board, for the MG Garden Plant and Garden Art Sales, the MG Garden Home Tour and the annual MG Calendar.
- B. Eligibility: The nominating committee shall recommend nominations at the February regular membership meeting. Members may nominate from the floor at the February and March meetings.
 1. In the event of a single candidate running for each office, the nominating committee may call for a vote for the recommended slate of nominees at the March meeting.
 2. Should a ballot vote be required, the nominating committee will prepare a ballot to be mailed the day following the March meeting to the full membership for voting. Ballots must be received in the MG office no later than April 15. Late ballots will not be counted.
 - C. If a ballot is required, the nominating committee will meet to open and count ballots. In the case of a tie, the Executive Board will break the tie. Results will be announced via e-mail and/or USPS no later than April 30.
 - D. Elected officers shall serve one two-year term beginning July 1 and ending June 30 of the second year. The President and Vice-President may not serve more than one term in the same post consecutively (see exception in E below). The President, Secretary and Fundraising Facilitator will be elected for the same term and the Vice-President and Bookkeeper will be elected in alternate years.
 - E. The executive board, at its discretion, may nominate an individual currently serving as an officer, assuming that person remains in good standing as a master gardener, for one additional two-year term in the same capacity. No individual may serve more than four consecutive years in the same office.
 - F. Vacancies shall be filled by appointment of the Executive Board.

X STANDING COMMITTEES (Chairs to Report)

- A. Standing Committees shall meet as necessary to conduct business and shall report monthly to the Executive Board and as needed to the general membership at regular meetings.
- B. Standing Committee chairpersons shall be appointed by the Executive Board and will appoint assistants and/or subcommittees at their discretion as needed to fulfill the purposes of each committee. The Ways and Means Committee shall be chaired by the elected Bookkeeper. Any MG may serve on a committee.
- C. There shall be six Standing Committees including:
 1. Phone/Information Desk Committee: Shall coordinate coverage on the MG Phone Desk and maintain MG library and resources.
 2. Continuing Education Committee: Shall focus on development of external continuing education and advanced training opportunities for the membership to obtain CEs.

3. Publicity Committee: Shall coordinate production of the newsletter with all other volunteers; shall publicize MG activities; and help develop new publicity and publication projects, working with the other Standing Committee Chairs.
4. Mariposa Creek Parkway Native Plant Garden Committee: Shall coordinate maintenance of garden sections and the introduction of new native plants and public activities as needed.
5. Public Workshops Committee: Shall develop and implement educational workshops open to the public, selecting topics of interest to the community; secure speakers and facilities; and arrange for press releases and flyers to advertise the workshop.
6. Training Committee: Shall create, improve and oversee Mariposa's new MG training class; interview new prospective MG trainees; select class content; arrange for speakers; set questions for interviews pertaining to the foothill area; and select and train mentors.

XI OTHER COMMITTEES

The President may appoint special ad hoc or project committees in coordination with the Executive Board to carry out the work of the MGP.

XII OPERATING PROCEDURES

The Executive Board may adopt operating procedures to carry out the work of the MGP as it deems necessary. Operating procedures shall be in accordance with the Statewide Administrative Handbook.

XIII REMOVAL OF OFFICERS

The Executive Board may vote to remove any officer for just cause in accordance with the Statewide Administrative Handbook.

XIV PARLIMENTARY PROCEDURE

The Standard Code of Parliamentary Procedure shall govern the MGP where applicable unless they conflict with the other terms of these bylaws.

XV NON DISCRIMINATION

The University of California prohibits discrimination or harassment of any person 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 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, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

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.

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

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

APPROVED BY VOTE OF MGP members and certified at Mariposa, California.

(President) (Date)

(Facilitator) (Date)

(Vice-President) (Date)

(Coordinator) (Date)

(Secretary) (Date)

(Farm Advisor) (Date)

(Bookkeeper) (Date)