

BYLAWS

Lea County Extension Service Master Gardeners
(In Support of New Mexico State University and
Lea County Cooperative Extension Service)

Adopted May 2011

Amended November 17, 2016

ARTICLE I. NAME

The name of this organization shall be the Lea County Extension Service Master Gardeners, hereinafter referred to as the "Organization."

ARTICLE II. OBJECTIVES

The objectives of the Organization shall be:

- A. To provide advanced training, continuing education, and additional exposure to horticulture to its members.
- B. To promote knowledgeable, effective, and safe horticultural and gardening practices in cooperation with the New Mexico State University Cooperative Extension Service.
- C. To assist in recruiting and selecting potential candidates and training and coordinating volunteer commitment obligations of Master Gardeners trainees.
- D. Assist in volunteer coordination and re-certification of Master Gardeners and to maintain records of all Master Gardeners and Master Gardeners trainee activities.
- E. To promote goodwill in our community by assisting the New Mexico State University Cooperative Extension Service and to provide the community with information on good gardening practices and educational service projects.

ARTICLE III. MEMBERSHIP

Section 1. Members shall be graduates of a New Mexico Master Gardeners course administered by the New Mexico State University Cooperative Extension Service and determined to be in good standing in

any given year. Graduates of a Master Gardener Program administered by Extension Services outside the State of New Mexico will be considered a member in good standing with proper certification provided.

Section 2. The Executive Committee, subject to approval by the general membership, shall establish the requirements of membership.

Section 3. To maintain good standing, each member must have paid dues for the current year, met at least the minimum re-certification requirements as stated in the Standing Rules, complete the New Mexico State University-mandated Volunteer Agreement and Master Gardener Program Standards of Behavior forms, and maintain the integrity of the Organization.

Section 4. The Executive Committee shall set dues for members in the Organization with approval by the general membership.

Section 5. Master Gardener (trainees) are students of the Lea County Extension Service Master Gardeners course who have completed the class room training, are working toward completion of their volunteer requirement, have paid their specified fees, and completed the New Mexico State University-mandated Volunteer Agreement and Master Gardener Program Standards of Behavior forms.

Section 6. Certified Master Gardeners are certified by the Lea County Extension Service Agent, have paid their specified dues for the current year, completed the New Mexico State University-mandated Volunteer Agreement and Master Gardener Program Standards of Behavior forms, and have completed twenty (20) volunteer hours as specified in the Standing Rules for the current year.

Section 7. The Lea County Extension Service Agent shall be an advisor to the Organization and an honorary, non-voting member. No fees or dues shall be required of this honorary member.

ARTICLE IV. MEETINGS

Section 1. Meetings shall be set by the Executive Committee or President.

Section 2. Special meetings may be called, if the need arises, at the discretion of the Executive Committee. Such special meetings shall be announced to members by phone, U.S. mail, or email at least three (3) days before the meeting date.

Section 3. An annual meeting of the general membership shall be held within the first forty-five (45) days of the fiscal year.

ARTICLE V. FISCAL YEAR

The fiscal year of the Organization shall run from January 1 through December 31.

ARTICLE VI. OFFICERS

Officers of the Organization shall be as follows:

Voting Members:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President

Depending on membership numbers, these offices may be condensed to President and Secretary/Treasurer (combined) first by approval of Executive Committee and then general membership.

Non-Voting Members;

- Lea County Extension Service Agent
- Other Past Presidents
- Education Chairman

ARTICLE VII. DUTIES OF OFFICERS

Following are the basic duties expected of each officer. Additional duties may be found in the Standing Rules.

Section 1. The President shall:

- A. Preside at all meetings of the Organization.
- B. Appoint the chairperson of each committee as needed.
- C. Be an ex-officio member of all committees except the Nominating Committee.
- D. Work with the Treasurer on the budget.
- E. Represent, or appoint a designee to represent, the Organization in all additional relevant community functions and groups.
- F. Recommend Master Gardener trainees for certification.

Section 2. The Vice-President shall:

- A. Preside at meetings in the absence of the President.
- B. Be chairperson of the Bylaws Committee.
- C. Perform duties assigned by the President.

Section 3. The Secretary shall:

- A. Record the minutes of each Executive Committee and general membership meeting and report the minutes of prior meetings at each of these meetings.
- B. Take care of all necessary correspondence.
- C. The Secretary or the President will electronically send the proposed Agenda (1) week prior to meetings.

Section 4. The Treasurer shall:

- A. Assist the President in preparing an annual budget based on accepted general accounting procedures.
- B. Comply with general accounting and auditing procedures.
- C. Receive all dues and monies for the Organization
- D. Keep an exact account of all dues, other income, bank deposits, disbursements and other financial matters.

- E. Pay all bills immediately after approval by the general membership.
- F. Make a monthly financial report to the membership.
- G. Provide an Income and Expense Report to the President.

Section 5. The Education Chairman shall:

- A. Be responsible for developing, promoting, and implementing continuing education programs to enable members to meet re-certification requirements.
- B. Plan and coordinate field trips and other special opportunities to enhance the skills of Master Gardeners.
- C. Be responsible for development, promotion, and implementation of education programs for the public.
- D. Be responsible for overall direction of volunteer opportunities for Master Gardener trainees, subject to approval of the Executive Committee.
- E. Be chairperson of the Master Gardener trainees program.
- F. Provide information about volunteer opportunities to Master Gardener trainees during class hours and email after end of class.
- G. Recommend Master Gardener trainees for certification to President.
- H. May select a Co-chairperson from the active membership to assist in these duties.

ARTICLE VIII. COMMITTEES

Section 1. All committee chairpersons shall be appointed by the President, except when stated differently in the duties of specific officers. With approval of the Executive Committee, the President may also cause all committees to be formed or dissolved. See the Standing Rules for a general list of committees and their duties.

Section 2. Where appropriate, each committee chairperson shall submit to the Treasurer a proposed budget of the committee's activities for the coming year by a date established in the Standing Rules.

Section 3. The Nominating Committee will be appointed in August. No member shall be nominated for candidacy without the prior express

agreement by such member. The election of officers shall take place (by ballot) at the November meeting. There shall be no allowance for write-in voting or absentee voting. Each member in good standing and in attendance shall be entitled to one (1) vote. A simple majority of votes of the members in good standing and in attendance will elect the officers.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the officers listed above in Article VI with the President serving as chairperson. The Committee Chairpersons will also be included as members of the Executive Committee if invited by the President. A quorum will consist of at least half of the voting officers referenced in Article VI.

Section 2. A staff member of the New Mexico State University Cooperative Extension Service may serve as advisor to the Executive Committee.

Section 3. The Executive Committee shall meet as necessary on call of the President or two (2) other voting officers of the Executive Committee.

Section 4. Purpose and/or objectives are:

- A. Coordinate Organization activities with the Extension Office.
- B. Provide overall direction for the Organization.
- C. Review activities of committees and provide guidance.
- D. Review the budget and supplemental financial requests prior to presentation to the general membership.
- E. Review and take necessary action in the event a member has not complied with the requirements of membership.

ARTICLE X. PARLIMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern the Organization in all cases in which they are applicable and when not inconsistent with the Bylaws of the Organization.

ARTICLE XI VOTING

A quorum shall consist of 15% (fifteen percent) of the members in good standing.

ARTICLE XII. AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) of the membership in good standing present and voting, provided a quorum is present.

Section 2. Notice of all proposed amendments to the Bylaws must be emailed not less than ten (10) days prior to the next regular meeting to active members in good standing. Proposed amendments will be voted on at the next regular meeting.

Section 3. These bylaws shall be reviewed by the membership in good standing at least every five (5) years.

ARTICLE XIII. OTHER

Section 1. The Federal Privacy act prohibits the use of the Master Gardener mailing list for any personal, political, or commercial use.

Section 2. Lea County Extension Service Master Gardeners will not use their name and position for commercial publicity or private business. Participation in a commercial activity, having association with commercial products, or giving implied University endorsement to any product or place of business is a violation of New Mexico State University policies. Master Gardeners may identify themselves as such, only when doing unpaid public service work or sanctioned activities in a New Mexico State University-sponsored program.

Section 3. Gratuitous payments for speaking or other activities on behalf of the Master Gardener Program and New Mexico State University Cooperative Extension Service are strictly prohibited.

Section 4. As an Extension Service Master Gardener working with the general public, no discrimination shall be shown on the basis of age,

color, disability, sex, national origin, and race, religion, sexual orientation, or veteran status.

Date approved by membership: November 17, 2016

President: Nancy Etier

Bylaws Committee Chairperson: Christina Huffman