

**UCCE MASTER GARDENER PROGRAM
of Mariposa County**

BY-LAWS

I. NAME

The name of this organization shall be UCCE 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 extend information to address home gardening and non-commercial horticulture needs in California. UCCE is the outreach arm of UC's Division of Agriculture and Natural Resources (ANR). Master Gardener volunteers promote the application of basic environmentally appropriate gardening practices through UCCE-organized educational programs that transfer research-based knowledge and information. The UCCE MGP is part of UC's public service educational efforts.

III. VOLUNTEER STATUS

- A. Intern/Trainee: During training, but prior to passing the qualifying examination, these individuals are referred to as "MG Interns/Trainees".
- B. Certified Master Gardeners
 - 1. Those MG volunteer trainees who pass the qualifying exam are "certified" as technically qualified to dispense home-gardening information.
 - 2. "Certification" is valid for a period of one (1) year.
 - 3. "Certification" is a condition of "appointment".
- C. Inactive: MG volunteers who do not fulfill reappointment requirements are classified as "inactive".
- D. Resigned: MG volunteers who do not request and receive reinstatement.

Certified MGs are considered voting members and may vote on all measures pertaining to MG business.

For additional information regarding volunteer status see Chapter 3 of the Statewide Administrative Handbook (<http://www.oakland.ucanr.org/mgpah>).

IV. REGULAR MEMBERSHIP MEETINGS

- A. Regular membership meetings shall be held monthly at least eleven (11) times a year. The Executive Board may choose not to call meetings during December. Meetings are open to all MGs and the public.
- B. The regular membership meetings shall be held at regular intervals announced in the newsletter at times and places to be determined by the Executive Board.

- C. The purpose of the regular 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.
- D. The January meeting shall be the meeting at which the nominating committee shall be appointed by the President. Terms for elected officers shall begin July 1 and end the following June 30.
- E. The Executive Board shall meet each month within the week previous to the general membership meeting.

V. QUORUMS AND VOTING

- A. Executive Board: a majority (six) of the members of the Executive Board shall be required to conduct business.
- B. General Meetings: At any general meeting, a quorum shall consist of 25% of the total voting membership.
- C. In the event a quorum is not met, a proxy vote may be taken by the Executive Board.
- D. A majority of any quorum shall decide any vote, except that a majority of all full members is needed to change the By-Laws. Voting on By-Laws or amendments may be conducted by the USPS and/or e-mail.

VI. 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 of the MGP financial programs and report to the Executive Board within two months after the close of the fiscal year.
- C. The Bookkeeper and Ways and Means Committee shall prepare a yearly operating budget to be presented to the Executive Board at their June meeting. Upon approval by the Executive Board, the budget shall be presented to the regular membership for vote at the June General meeting for approval for the fiscal year beginning July 1.
- D. Upon the approval of the Executive Board, the Bookkeeper shall set a limit for expenditures on any approved project and may require specific Executive Board approval of expenditures over a specific amount.

VII. EXECUTIVE BOARD MEMBERS

- A. The Executive Board shall consist of the four elected officers, Past President, and the chairpersons of the five standing committees, with the MG Program Coordinator as an ex-officio member.

- B. The Executive Board shall conduct business at its regular meetings once a month. The meetings shall be publicized in advance in the same manner and timeliness as are regular meetings, including notice in the newsletter, and shall be open to all MGs. Major items to be addressed shall be included in the notice.
- C. Special (emergency) meetings may be called by three members of the Executive Board. All members must be given notice at least three days in advance and a notice posted in the MG office. The notice must include a full explanation of why the meeting is being called and the names of those calling it.
- D. No decisions requiring Executive Board approval may be made except at a regular or duly noticed special Executive Board meeting.
- E. Executive Board minutes shall be reported to the general membership via e-mail or USPS. Items of major importance will be reported at the membership meetings, with time allowed for questions and comment.
- F. A telephone or e-mail vote may be conducted under extraordinary circumstances, but must be documented and agreed to by voting Executive Board members.

VIII. 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 General, and special meetings; provide agendas for all Executive Board, General and special meetings of the MGP; consult with the MG Program Coordinator to coordinate efforts of the MGP in fulfilling its objectives; be the official spokesperson for the MGP; facilitate cooperation among other officers and members.
 2. Vice President: preside in the absence of the President; act as Program Planning Chair for regular meetings; appoint the chairs of all standing committees at the July meeting; meet with the Chairs of all standing committees at least twice a year to coordinate plans and activities for the MGP.
 3. Secretary: keep minutes of Executive Board and general meetings and handle correspondence and other records as necessary; distribute minutes to members and the MG Program Coordinator.
 4. Bookkeeper: collect any monies as may be required; act as liaison with the UCCE Office Manager and MG Program Coordinator; 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 June Executive Board meeting for approval by the Executive Board and the MG Program Coordinator; and monitor compliance to the budget.
 5. Immediate Past President: assist the President as needed.
- B. Eligibility: All officers must be voting members of MGP. The President shall appoint a nominating committee of three members to be announced at the January

meeting. The nominating committee shall recommend nominations at the February General meeting. Members may nominate from the floor at the March meeting.

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 will be returned no later than April 15. Late ballots will not be counted.
- C. 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 by the nominating committee via email and no later than April 30.
- D. Elected officers shall serve one-year terms beginning July 1 and ending June 30. The President and Vice President may not serve more than two years consecutively in the same post.
- E. Vacancies shall be filled by appointment of the Executive Board.

IX. STANDING COMMITTEES

- A. There shall be five Standing Committees, including:
1. **Phone/Information Desk Committee**
Shall coordinate coverage on the MG Phone Desk; maintain MG library and resources.
 2. **Continuing Education Committee**
Shall work with the MG Program Coordinator to develop continuing education and advanced training opportunities for the MGP.
 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. **Ways and Means Committee**
Shall plan fundraising events as needed; prepare and present annual budget; and provide an annual audit to be reviewed by the Executive Board. The elected Bookkeeper shall chair the committee.
 5. **Public Workshops Committee**
Shall plan schedule of educational workshops open to the public according to established calendar, selecting topics of interest to the community; secure speakers and facilities; write press releases and fliers to advertise the workshop; enlist the assistance of other MGs to set up and clean up facility on day of workshop.

- B. Standing committee chairpersons shall be appointed by the Vice President, and chairpersons 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 Treasurer. Committee chairs must be full members of the MGP. Any MG may serve on a committee
- C. Standing committees shall meet as necessary to conduct business and shall report monthly to the Executive Board and as needed to the general membership through the newsletter or at General membership meetings.

X. OTHER COMMITTEES

Upon the approval of the Executive Board, the President may from time to time appoint special, ad hoc or project committees, in coordination with the MG Program Coordinator, to carry out the work of the MGP.

XI. 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 (<http://www.oakland.ucanr.org/mgpah>).

XII. REMOVAL OF OFFICERS

The Executive Board may by a two-thirds vote remove any officer for just cause.

XIII. PARLIAMENTARY PROCEDURE

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

XIV. 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, application for 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 by the voting membership on April 13, 2009, at Mariposa, California.