

Volume 32, Issue 2
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Addendum



Cleveland County Master Gardener Association



The Weeders' Digest

CONSTITUTION AND BY-LAWS OF THE CLEVELAND COUNTY MASTER GARDENER ASSOCIATION

ARTICLE I

NAME AND PURPOSE

Section 1: The name of this organization will be the Cleveland County Master Gardener Association (CCMGA). The CCMGA shall be a non-profit, educational, and service oriented organization under the sponsorship of the Oklahoma State University Extension Service.

Section 2: The purpose of the Cleveland County Master Gardener Association is:

- A. To aid in community awareness of the OSU Cleveland County Extension Service and its horticultural programs and services.
- B. To help members and others to be more successful with their gardening ventures through participation in educational programs and sharing knowledge of good horticultural practices.
- C. To promote members' participation in garden related community service projects.

ARTICLE II

MEMBERSHIP

Section 1: There shall be four categories of membership: Master Gardener, Associate Member, Master Gardener Emeritus, and Honorary Member.

A. Master Gardener:

- 1. Master Gardener membership requires fulfillment of the requirements of the Oklahoma State University Extension Service Master Gardener Program (attendance in prescribed course of instruction, successful passing of a prescribed examination, and completion of volunteer service hours).
- 2. Persons, who wish to continue as a Master Gardener after their first year, must accumulate twenty (20) hours of continuing education and perform twenty (20) hours of community service each calendar year.

Opportunities to earn **education hours** include:

- a. Cleveland County Master Gardener Meetings, actual length;
- b. Cleveland County Extension Service or other county extension classes or workshops, actual length;
- c. State Master Gardener Meeting, actual length;
- d. Attendance at presentations at horticulture shows, actual length;
- e. Attendance at Master Gardener classes;
- f. Attendance at Horticulture/Garden Club meetings, e.g., OK Horticulture Society, OKC Organic Gardening Association, OK Native Plant Society, ~~Red Bud Garden Club~~ garden clubs, other clubs or societies.
- g. Participation in sponsored group horticulture tours and/or fieldtrips;

- h. TV, radio, video, internet or print materials—1/2 hour credit for each half hour of study. Ten hours maximum. List program name, website, or article.
- i. College horticulture courses, 3 hours per course credit hour;
- j. Attendance at horticulture conferences.

Opportunities to earn **service hours** include:

- a. Committee Service, actual hours served;
- b. Executive Board Meetings, Committee meetings, Committee activities;
- c. Cleveland County Master Gardener Garden workdays and tours, hours served;
- d. Greenhouse workdays and plant sale, hours served;
- ~~e.~~ Volunteer at Arbor Day, Yard Judging, Cleveland County Fair, etc;
- ~~f.~~ Presentations at schools, churches, garden clubs, conferences;
- ~~g.~~ Volunteer at Master Gardener Desk in Extension Office;
- h. Volunteering labor or consultation services to outside organizations on projects not specifically supported by the CCMGA, shall be limited to five (5) service hours;
- ~~i.~~ Preparation of written materials, slide or ~~power-point~~ PowerPoint presentations representing the CCMGA for public consumption;
- ~~j.~~ Assisting with Master Gardener classes—grading papers, etc.

Hours spent at the help desk can count for continuing education or community service, depending on the needs of the member. Help desk work is a service to the community, but also offers the opportunity to learn about horticulture problems occurring at the local level.

Each Master Gardener must maintain a personal log to record these hours. Those members, who have completed these hours during the previous year will ~~inform~~ provide those hours to the Association Treasurer ~~when paying their annual dues.~~ not later than the January meeting.

B. Associate Member:

- ~~1. Persons who have completed the Master Gardener Course but have not completed their—initial volunteer service hours.~~
- 2. Persons who do not meet the continuing education and/or service hour requirement for preceding year.

C. Emeritus Master Gardener:

- 1. Master Gardeners with over two hundred fifty-six (256) documented community— service hours will be placed on Emeritus status if they wish. Written requests and proof of community service hours must be submitted to the Horticulture Educator. Emeritus status exempts the members from their ~~continuing~~ community service hour requirement. Twenty (20) continuing education hours are still required.
- 2. Master Gardeners who are transferring in from another county of Oklahoma and wish to transfer their Emeritus status must provide documentation they were on Emeritus status in their other county. Those who are wishing to be placed on Emeritus status must provide proof of completing at least 256 hours of community service hours in the prior county.

D. Honorary Member:

Persons who have made a significant contribution to horticultural activities or in —support of the Association may be awarded this status by a two thirds majority vote of the membership in attendance at a scheduled monthly meeting. These honorees will ~~bee~~ welcome at all Association functions, receive the monthly newsletter, and will be exempt from paying dues.

Section 2 Member Transfer Policy

A. Master Gardeners who are certified members in **states other than Oklahoma**, that wish to join the CCMGA will be allowed to do so provided that the following are completed:

1. A letter of recommendation from the County Extension Office holding membership must be provided to the Cleveland County Horticulture Educator.
2. The incoming member must serve 32 hours of community service time at the Master— Gardener Desk in the Cleveland County Extension Office. This time will consist of —answering county resident questions and assisting with the horticulture program.
3. The schedule of volunteer time will be arranged between the incoming member and the Horticulture Educator.
4. The incoming member must then pay the appropriate dues to the CCMGA Treasurer.

B. Master Gardeners who are certified members in **counties other than Cleveland**, that wish to join the CCMGA, will be allowed to do so provided that the following are completed:

1. A letter from an officer in their current county indicating that the member is Certified as a Master Gardener and that they are in good standing.
2. The member must then pay the appropriate dues to the CCMGA Treasurer.

ARTICLE III

MEMBERSHIP DUES

All memberships are for one (1) year and begin on January ~~1~~¹st of that year. Dues should be paid no later than ~~the January 1st of the current years membership~~January monthly meeting. The dues for one-year membership are ~~\$20.00 for individuals~~an approved amount set by the executive committee. ~~New members joining in October or later will maintain membership through the succeeding year.~~ Memberships not renewed will be dropped on February 1st.

ARTICLE IV

DUTIES OF OFFICERS AND MEMBERS

Section 1: CCMGA officers shall perform the duties as prescribed by this Constitution. In the event any officer cannot serve his/her full term due to extenuating circumstances, then he/she shall notify the Association President so that the vacancy may be filled. If an officer is— absent from three consecutive meetings, the President will replace him/her by appointment.

Section 2: Duties of the Officers:

A. President:

1. Shall be the official representative of the Cleveland County Master Gardener Association.
2. Shall appoint members to fill vacancies ~~of elected positions~~ officers and all committee chairmen; ~~except the Program and Garden Committees.~~
3. Shall be an ex-officio member of all committees.
4. Shall preside over the meetings of the Executive Committee and meetings of the Association.
5. Shall serve as CCMGA ~~Parliamentarian~~ Past-President the year following his or her term as President.
6. Shall perform other duties as may be normally expected of the President of an Association.

B. President-Elect:

1. Shall function as an understudy to the President and assume that office in the following year.
2. Shall designate those filling offices for the next year ~~serve as Chair of, and appoint the members of the Nominating Committee.~~
3. Shall assist the President, and shall preside at the meetings in the event the President is— absent.
4. In the absence of the President or in the event of his/her death or inability or refusal to act, the President-Elect/~~Vice President~~ shall perform the duties of the President, and when so acting, shall have all powers of the President.

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C. Treasurer:

1. Is responsible for the receipt and disbursement of all money and financial transactions, based upon an approved association budget.
2. Can approve spending funds of an amount below ~~\$50100~~. Amounts between ~~\$50100~~ and ~~\$5200~~ can be approved by the Executive Committee. Amounts over ~~\$5200~~ are to be put to a vote of members present at the next general meeting.
3. Shall keep an accurate account and submit a financial report at each regular meeting.
Financial records:
 - (a) Shall be maintained for the current plus the two preceding years.
 - (b) Shall submit all records to the newly elected Treasurer.
 - (c) Shall provide the Membership Chair with a list of members-in-good standing by membership category.
 - (d) Shall be reviewed annually by a member designated by the President and/or Executive Committee.
4. Will maintain the annual log of documented service and education hours for members.

D. Secretary:

1. Shall take the minutes of the Executive Committee and Association meetings.
2. Provides the minutes from these meetings for inclusion in the newsletter.
3. Keep accurate secretary book.
4. In the event it is necessary for the Secretary to be absent, he/she shall make provision for the minutes to be recorded.
5. Shall be the custodian of all minutes of the general and executive meetings. Upon completion of the term, the Secretary shall submit all records to the newly elected Secretary.
6. The Secretary's administrative records shall be maintained for the current plus the ~~two~~

~~preceding two preceding~~ years.

7. Shall assist with the receipt and disbursement of all money and financial transactions whenever the Treasurer is unavailable.

E. Parliamentarian:

1. ~~This role will be served by President from the previous year. This position shall be appointed by the incoming president.~~
2. "Roberts Rules of Order" shall govern the meeting.

F. —Members Duties:

1. Attend Master Gardener meetings as regularly as possible, and take an active part in business meetings, programs, and recreation.
2. Accept responsibility within committees.
3. Assist and cooperate with officers.
4. Cooperate by carrying out, in the community, the teachings of the Extension Service.
5. Make reports on project activities.
6. Encourage and recruit new members.
7. Be punctual.

~~8. Abide by rules, policies, and procedures as set out in the by-laws. 8. Be loyal to self and fellow members.~~

~~9. Disruptive and disrespectful behavior can lead to termination of membership. 9. Discourage destructive criticism.~~

G. CCMGA Distinguished Service Award

The purpose of this award is to recognize those members of the Cleveland County Master Gardener Association who have exemplified the purposes of the organization as stated in its by-laws and the Oklahoma Cooperative Extension Service. This person shall have been an outstanding contributor and asset to the CCMGA.

Nominations and Presentation:

1. All nominations must be made by September Executive Committee meeting. ~~Nominations may be made by any member or associate member in good standing of any member or associate member in good standing. Nominations can be made by any member or associate member in good standing. Associate members cannot be nominated for a CCMGA Distinguish Service Award.~~
2. The nominations shall be made, in writing, to the Executive Committee who will make the final decision with the input of the Horticulture Educator. The nomination must state the reason(s) for the nomination.
3. If a member of the Executive Committee is nominated, that person will not be present during the discussions nor participate in the final decision.
4. The member nominated must have been a member at least five years.
5. The award may be, but is not required to be, awarded annually. The award will be presented at the Harvest Feast in November. It is hoped that the recipient will not know about the award in advance of the presentation. Only one person may be so honored each year.

6. At least five years shall pass prior to a recipient being nominated again.
7. The award will consist of the recipient's name being placed on a plaque to be displayed in the classroom, an award certificate, and a gift card of \$50 ~~from a local gardening establishment determined by the Executive Committee.~~

ARTICLE V COMMITTEES

Section 1 Committee Membership

Committee Membership is limited to members who have gained their MG Certification through the Extension Office. ~~This is necessary to protect the credibility of the CCMGA and the OCES. Non-members are welcome to attend meetings and social functions, but will not be voting members.~~ Committees requiring CCMGA funds should present a budget to the Executive Committee for consideration at the beginning of the year.

Section 2 CCMGA Committees

- A. **Program Committee:** responsible for planning and coordinating speakers for monthly meetings from March of current year to February the following year. Speakers will be offered a \$30 honorarium by committee chair, with the exception of CCMGA members. The committee will ~~also plan at least two field trips during the year.~~ also be responsible for planning any field trips.
- B. **Special Events Committee:** plans the Garden Party and ~~Harvest Feast~~ other events as decided by the Executive Committee. This involves scheduling, recruiting volunteers, and organization of ~~both~~ events.
- C. **Special Projects Committee:** is responsible for advising, planning, and overseeing special projects adopted by the association membership. This includes county fair entry intake, lawn judging, ordering memorial bricks for the path in the garden, ordering or inscribing the outstanding service award plaques to be awarded at Harvest Feast, as well as other events or projects as decided by the Executive Committee.
- D. **Hospitality Committee:** coordinates refreshments, setup, and clean up for monthly meetings as well as purchasing and maintaining sufficient supplies (plates, cups, coffee, etc.) This committee plans and organizes the Harvest Feast, the holiday party. This committee plans and organizes the Master and the Master Gardener Training Class potluck lunch early in the training period on the first day of class. Responsibilities include coordinating helpers and snacks or potluck dishes. This committee is also responsible for sending cards or gifts as necessary.
- E. **Public Relations Committee:** assists the Horticulture Educator in promoting CCMGA programs and activities within Cleveland County. Duties include submitting monthly event or activity information for inclusion in the CCMGA newsletter and local newspapers. The PR Chair is also responsible for providing content to the webmaster of the CCMGA website as needed, and posting upcoming classes and events on the CCMGA Facebook page. A pictorial history of CCMGA events and of the Demonstration and Teaching Gardens will be maintained throughout the year. The PR Chair is also responsible for ensuring the newsletter is published at least nine times a year.

- F. **Membership Committee:** is responsible for providing mentors to aid in retaining Master Gardener trainees and Master Gardener member retention. Duties include providing mentors for master gardener trainees at the desk and to the master gardener classes each week, ~~and welcome students during the first class potluck.~~ A sub-chair should be designated to focus on member retention.
- G. **Demonstration Garden Committee:** oversees the management and maintenance of the CCMGA Demonstration and Teaching Gardens. Will compile and present a budget for each year's garden plans to the general membership for approval no later than the March meeting. Responsible for creating long-term plans for the garden. ~~The chairperson recruits committee members as well as an Assistant Chairperson to become Chair the following year.~~ The Chairperson's responsibilities include serving as a point of contact, being familiar with the garden and volunteers, supervising garden volunteers, attending Executive Committee meetings, writing garden reports for the newsletter, and reporting on the garden at the monthly meeting. In the event Chairperson cannot be filled, the Garden Committee will be responsible for all necessary tasks.
- H. **Greenhouse Committee:** responsible for planning inventory and growing plants for a public sale held in April each year. The greenhouse is maintained, and its use is scheduled through the Extension office. CCMGA is automatically scheduled for greenhouse use from the last Thursday of October through April of the following year. Please reference the Greenhouse Memorandum of Understanding, in the directory, for details. ~~oversees the management and basic maintenance of the CCMGA greenhouse. Grows and overwinters plants for Teaching and Demonstration Garden use, the Garden Party, and other events as approved.~~
- I. **Education Committee:** will fulfill community email and phone requests ~~for youth and for~~ adult gardening education via CCMGA volunteers. Duties include recruiting informational speakers from the association, maintaining a schedule for upcoming events, report to Executive Committee and Monthly meetings, and hold planning meetings as necessary. ~~OSU and other research based information boxes will be maintained and utilized in these outreach efforts.~~
- J. **Fundraising Committee:** will coordinate fundraising for the CCMGA. The Fundraising Chairperson researches feasibility and develops projects to raise money to support the association. Duties include arranging projects, recruiting CCMGA volunteers, and presenting updates to the Executive Committee and at the Monthly Meeting.
- K. **Junior Master Gardener Committee:** will coordinate educational and outreach events focused on youth. This can include, but is not limited to, summer camps, youth-focused community gardens, school enrichment, and coordinating youth tours in the garden. This committee will work with the education committee to ensure any public requests for youth education is fulfilled.
- L. **Plant Doctor Committee:** is responsible for ensuring that the Master Gardener help desk is covered throughout the year. The Plant Doctor Committee is also responsible for recruiting members to work informational booths throughout the community. The Committee Chairperson is responsible for scheduling additional trainings or educational outings for

committee members.

~~MK.~~ **Executive Committee:** shall consist of the President, President-Elect, immediate Past-President, Secretary, Treasurer, Parliamentarian, and committee chairs. The Executive Committee shall meet prior to each monthly business meeting and consider all relevant association issues including but not limited to committee reports, membership, finances, and electronic media.

ARTICLE VI

MEETINGS

Section 1 The regular meeting of the Master Gardeners shall be held on the ~~second Friday~~third Wednesday of each month. Scheduled meetings may be held on a different date with a majority approval of members present at a regularly scheduled meeting.

~~**Section 2** Eight members (not including the presiding officer) of the Association shall constitute the quorum necessary to conduct Association business.~~

Section 23 Special Meetings may be called by the Horticulture Educator or by written —request of five (5) members to the Horticulture Educator with appropriate notification of the general membership.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The parliamentarian will be issued the association's edition of "Robert's Rules of Order" which shall govern the conduct of Association meetings.

ARTICLE VIII

AMENDMENT OF THE CONSTITUTION AND -BY-LAWS

Section 1 Amendments shall be submitted, in writing, to the Horticulture Educator for inclusion in the next CCMGA newsletter.

Section 2 This Constitution and its by-laws may be amended by a two-thirds vote of the members present, provided the amendment has been ~~published in the newsletter prior to that regular meeting~~provided to the membership prior to that regular meeting.

Section 3 Approved motions established by a simple majority vote of the membership shall be documented in the minutes of the meeting. These ~~motions~~ will expire after twelve (12) months unless re-approved by the membership for an additional one (1) year or incorporated into this Constitution.

ARTICLE IX

OATH OF OFFICE

The following Oath of Office will be administered to all officers at the beginning of their terms of office.

I _____ do solemnly and sincerely promise on my honor as a member of the CCMGA, that I will faithfully discharge the duties of my office and that I will, to the best of my ability, abide by the Constitution and by-laws of the Master Gardener Association of Cleveland County, and work in cooperation with Cleveland County OSU Extension Service.

**~~BY LAWS OF THE CLEVELAND COUNTY MASTER GARDENER ASSOCIATION
(CCMGA)~~**

- ~~1. Any member not wearing their CCMGA name tag to a regular monthly meeting will be subject to a 25 cent fine.~~
- ~~2. On the death of any member in good standing, or a relative living in the home, a memorial gift not to exceed fifty (50) dollars will be purchased by the Hospitality Committee and sent to the deceased's family in the name of the Association.~~

Certification

We do hereby certify that the above constitutes a true and correct copy of the CCMGA Constitution and by-laws as approved by a two-third majority of CCMGA members at the regular monthly meeting held on January 10, 2020.

Joan Barker

Brenda L. Hill, Ph.D