By-Laws of the Missouri State Master Gardener Advisory Board

I. Mission Statement:

The mission of the Missouri State Master Gardener Advisory Board is "To unify and strengthen the Missouri Master Gardener program".

II. Purpose:

The purpose of the Missouri State Master Gardener Advisory Board is as follows:

1. Serve as a sounding board for needed resources in the Master Gardener program and communities.
2. Assure equitable distribution of state Master Gardener resources.
3. Establish minimum standards for core course training.
4. Expand the state Master Gardener program throughout the state.
5. Strengthen state Master Gardener education and training.
6. Raise awareness of the Master Gardener program throughout the state.
7. Support an annual state Master Gardener conference.
8. Establish policies and guidelines for state Master Gardener program.

III. Meetings:

Meetings of the Missouri State Master Gardener Advisory Board are held on the first Friday of March, June, and November. Meeting dates, times and locations may be modified at the board's discretion.

IV. Membership:

1. The Missouri State Master Gardener Advisory Board will consist of the following:
   A maximum of two (2) certified Master Gardeners from each of the eight (8) University of Missouri Extension regions. If no certified Master Gardeners are available from a given region, a Master Gardener intern may represent that region. Each region shall also designate an alternate who may attend board meetings in place of one of the regular members from that region.
2. A maximum of four (4) staff members.
3. The state Master Gardener Coordinator.
4. A Master Gardener shall be invited to represent any group that exceeds 7500 volunteer hours in one calendar year. This will be in addition to the two regional representatives serving on the board, with equal representation across the region. These Master Gardener groups will be identified when the yearly volunteer hours are reported to the State Coordinator.

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Guest Master Gardeners are highly encouraged to attend State Advisory Board Meetings.

V. Selection Process:

Recruitment of Master Gardeners for the State Advisory Board will be through the state Master Gardener Newsletter, regional staff members and other certified Master Gardeners. Master Gardeners interested in becoming State Master Gardener Advisory Board members shall submit a standardized application to the State Master Gardener Coordinator. Final decision on membership rests with the State Master Gardener Coordinator with input from regional staff and other certified Master Gardeners.

Alternates will be recruited through regional staff members and other certified Master Gardeners from that region. Alternates need not submit an application form.

Recruitment of staff members for the State Advisory Board will be done through the State Master Gardener Coordinator.

VI. Terms of Assignment:

A board year (as applied to membership and officers) is from January 1st to December 31st.

Master Gardener members of the State Advisory Board will serve a term of three (3) years, not to exceed a maximum of two (2) consecutive terms unless modified at the Board's discretion. After an absence of one (1) year, a Master Gardener may apply for another term. One-third (1/3) of the Master Gardeners on the board will be replaced each year, thus maintaining a balanced continuity for conducting business.

Should a Master Gardener be unable to fulfill his/her term on the board, a replacement from the same region will be recruited. The replacement shall submit an application to the State Master Gardener Coordinator to fill out the remaining term.

Terms of assignment for staff members of the State Advisory Board will be determined by the State Master Gardener Coordinator.

VII. Dismissal:

Any board member with unexcused absences from two (2) consecutive board meetings

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shall be subject to dismissal from the board. The board shall consider extenuating circumstances before recommending dismissal.

VIII. Board Leadership:

Officers of the Missouri State Master Gardener Advisory Board shall consist of a Chairperson, a Vice Chairperson and a Secretary.

These officers are elected for a term of one (1) year, not to exceed two (2) consecutive terms unless modified at the board's discretion. Election of officers for the following year shall take place at the final meeting (November) of each year.

The duties and responsibilities of the officers of the Missouri State Master Gardener Board are as follows:

**Chairperson**
1. To announce to all Board members the time, date and location of all scheduled and/or special meetings
2. Prepare and have available for mailing (after review with the State Master Gardener Coordinator) the program agenda to cover date, time and location.
3. Preside at all scheduled/special meeting of the State Master Gardener Advisory Board.
4. Start and stop all meetings on time.
5. Be a contact spokesperson for the Master Gardener program and the State Master Gardener Advisory Board.
6. Assign sub-committee/teams as necessary and maintain Board functions and responsibilities.
7. Check all details ahead of scheduled/special meetings (i.e. agenda items, projects, facilities, etc.)
8. Prepare and follow scheduled order of business at all meetings.
9. Relay to the appropriate sub-committee/teams related and pertinent information as received through the State Master Gardener Coordinator.

**Vice-Chairperson**
1. Assume the duties/responsibilities of the State Master Gardener Advisory Board Chairperson in his/her absence.
2. Other duties/responsibilities as deemed necessary and appropriate.

**Secretary**
1. Record all activities at the scheduled/special meetings of the State Master Gardener Board.

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2. Type and see that copies of the minutes of each scheduled/special meeting are distributed to each Advisory Board member.
3. Other duties/responsibilities as deemed necessary and appropriate.

IX. Operation of the Board:

The state Master Gardener Coordinator, the Advisory Board Chairperson, Advisory Board staff members, alternates and guests are not voting members of the board. However, the Advisory Board Chairperson may vote in case of a tie. All other Master Gardener members of the State Master Gardener Advisory Board are voting members.

A quorum shall consist of one-half plus one of the voting members of the State Master Gardener Advisory Board.

Voting will be verbal. However, a vote by show of hands or by secret ballot may be requested by any board member. Approval of motions brought before the board, with the exception of revisions to the Advisory Board by-laws (see below), requires a simple majority of the voting members present.

X. Revision of the Advisory Board By-Laws:

The by-laws of the Missouri State Master Gardener Advisory Board shall be reviewed annually by the board but changes may be proposed at any board meeting. Proposed revisions to the by-laws will be published in the meeting minutes and distributed to all board members. The proposed revisions will be voted on at the following board meeting. Approval of the revisions to the by-laws requires a two-thirds (2/3) majority of all voting members.

XI. State Conference Representation by Advisory Board

1. A State Advisory Board member from the Master Gardener group hosting the state conference will serve on the state conference steering committee as a voting member. This board member shall confirm that the steering committee follows the state conference guidelines.
2. Any Master Gardener group requesting a loan for seed money for a state conference shall pay back the amount loaned within 90 days of the completion of the state conference.
3. A $5.00 fee will be collected from all registrants and remitted to the Master Gardener State Advisory Board treasurer within 90 days of completion of the conference. Of the $5.00 fee, $1.00 will be contributed to the Ray

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Rothenberger and Jim Wilson Missouri Master Gardener Endowment Fund.

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