

Multnomah County Master Gardener™ Association
Chapter By-Laws
Approved 9/9/2008, revised 5/12/2015 and 1/8/2019

Article I. Purpose

1. The Multnomah County Master Gardener Association of the Oregon State University Extension Service hereby associate to form a chapter of the state association for the following purposes, as stated in the bylaws of the parent organization:
 - A. To enhance and supplement the Oregon State University Extension Service Master Gardener Program.
 - B. To assume responsibility for performing special tasks and engaging in continuous activities related to the program.
 - C. To promote a wide dissemination of information to Oregon citizens, available as a result of University study and experimentation. Such information shall be in accordance with Oregon State University standards.
 - D. To work with other garden organizations to enhance gardening when appropriate.
2. The Multnomah County Master Gardener Chapter is subject to general supervision by the Oregon Master Gardener Association.

Article II. Organization

1. The Chapter shall be directed by an Executive Board consisting of a President, Past President, Vice President, Secretary, Treasurer, two Oregon Master Gardener Association Representatives, an Historian, and Chairpersons of Standing Committees. The President will appoint an Historian.
2. The President shall serve a one-year term and be responsible for 1) conducting meetings, 2) appointing ad hoc and standing committee chairpersons and members, 3) ensuring that a financial review is undertaken at least every other year [1] and 4) overseeing ongoing operations of the Chapter. The President shall serve a one-year term as Past President immediately following the term as President.
3. The Past President shall serve a one-year term and shall provide advice and assistance to the Chapter President.
4. The Vice President shall serve a one-year term and shall be responsible for membership activities for the Chapter, for documenting and maintaining Standard Operating Procedures for the Chapter and standing in for the President when the president is not available.
5. The Secretary shall serve a one-year term and shall be responsible for maintaining Chapter records – including meeting minutes, correspondence, bylaws and adopted procedures – and conducting Chapter correspondence.
6. The Treasurer shall serve a one-year term and shall be responsible for overseeing the financial operations of the Chapter and preparing the annual budget as directed by the Executive Board. The annual budget will be approved by the Executive Board and presented to the membership for approval.

7. The Oregon Master Gardener Association Representative shall serve a two-year term and shall be responsible for maintaining communication between the Chapter and Oregon Master Gardeners Association by attending OMGA quarterly meetings. One Oregon Master Gardener Association Representative shall be elected each year to serve a two-year term. Only one of the OMGA Representatives may be a voting member of OMGA.
8. The Historian shall be responsible for documenting the history of Chapter activities through photographs and written materials.
9. All terms of office shall begin on January 1. Officers shall serve for one calendar year, except for each OMGA representative, who will serve for two consecutive calendar years.
10. All elected officers may serve up to two terms in any given office.

Article III. Membership

1. Anyone completing the basic Master Gardener program is qualified to be a member. New Master Gardeners who finish classes in March are automatically members in good standing through December 31 of that same year. [2]
2. Extension agents are honorary members and are encouraged to engage in discussions, although they have no voting power and are ineligible to hold office.
3. Individuals in training for the OSU Master Gardener Program or operating a licensed horticultural-related business in or out of Multnomah County can be associate members but have no voting power and are ineligible to hold office.

Article IV. Voting and Elections

1. All members who have paid their dues are eligible to vote or serve as an officer. [3]
2. A quorum of the chapter shall consist of 10 percent or more of active members. A quorum of the Executive Board will be 50 percent of Board Members.
3. Resolutions guiding chapter activities shall be considered by active members at meetings and shall be approved by majority vote.
4. Election of officers will be by nominations in October, followed by election by majority vote in November, and installation in January. Nominations shall be accepted via a nominations committee appointed by the President. At the October Chapter meeting nominations will also be accepted from any active member, either from the floor or in writing. [4]
5. Officer vacancies during term of office shall be filled by appointment by the Executive Board for the remainder of the term.
6. An officer may be voted out of office due to lack of support for the program or repeated absence from the meetings. The Executive Board will make recommendations as necessary, and removal and replacement of an officer will be by majority vote of the Executive Board.
7. These bylaws may be amended or revised by majority vote at a general meeting where notice of the meeting has included notification at least one month in advance that bylaws revisions would be considered.

Article V. Meetings

1. Regular Chapter meetings will usually be held monthly except during the summer when meetings are not usually scheduled. The President may call a special meeting or cancel regular meetings for good cause. Special meetings require a minimum of seven days' notice, and notification of the meeting must be communicated to at least 60 percent of the membership.
2. Executive Board meetings will usually be held monthly except during the summer when meetings are not usually scheduled. The President may call special Executive Board Meetings or cancel board meetings for good cause.

Article VI. Miscellaneous

1. No discrimination in any aspects of the Master Gardener Association will be made because of race, color, sex, gender identity, national origin, age, disability, legal citizenship, income, political affiliation, religious affiliation or sexual orientation.
2. Robert's Rules of Order (Newly Revised) shall govern the conduct of all meetings in event conflict in process arises.
3. All service shall be voluntary with no remuneration except for out-of-pocket expenses, if funds are available. This must be done in accordance with the approved budget and/or as expenditure approved by majority vote.
4. The Chapter is expected to promote fundraising programs to cover operational expenses incidental to activities within the scope of these bylaws.
5. These Bylaws were approved by vote of the Multnomah County Master Gardener Chapter September 9, 2008.

[1] This section was revised 1/8/2019. It previously read:

"2. The President shall ... be responsible for ... 3) ensuring that a financial audit is undertaken each year"

[2] This section was revised 5/12/15. It previously read:

"1. Anyone completing the basic Oregon State University Extension Service Master Gardener program is qualified to be a member. New Master Gardeners who finish classes in March are automatically members in good standing through December 31 of that same year."

[3] This section was revised 5/12/15. It previously read:

"1. To be an active member, vote, or serve as an officer, Master Gardeners must pay current dues, participate in the program and be current on their certification."

[4] This section was revised 1/8/2019. It previously read:

"4. Election of officers will be by nominations in September, followed by election by majority vote in October, and installation in January. Nominations shall be accepted via a nominating committee

appointed by the President. At the September meeting nominations will also be accepted from any active member, either from the floor or in writing.”