

By-Laws of the University of Illinois Extension Master Gardener Advisory Committee

I. Mission Statement:

The mission of the University of Illinois Extension Master Gardener Advisory Committee is "to unify, strengthen and support the Illinois Master Gardener program".

II. Purpose:

The purposes of the University of Illinois Extension Master Gardener Advisory Committee are as follows:

- (1) Serve as advisory counsel to state level Master Gardener administration.
- (2) Encourage equitable distribution of state Master Gardener resources.
- (3) Recommend minimum standards for University of Illinois Extension Master Gardener core course training.
- (4) Strengthen state Master Gardener education and training.
- (5) Increase awareness of University of Illinois Extension Master Gardener programs.
- (6) Support an annual University of Illinois Extension Master Gardener conference.
- (7) Recommend policies and guidelines for University of Illinois Extension Master Gardener programs while recognizing local needs.

III. Meetings:

Meetings of the University of Illinois Extension Master Gardener Advisory Committee are held from 10 a.m. until 3 p.m. quarterly (February, May, November and at the annual state conference). Meeting dates, times and locations may be modified at the committee's discretion.

IV. Membership:

The University of Illinois Master Gardener Advisory Committee will consist of the following:

- (1) Two (2) certified University of Illinois Extension Master Gardeners from each of the five (5) University of Illinois Extension regions. If no certified Master Gardener applicants are available from a given region, a Master Gardener Intern may represent that region.
- (2) Two (2) extension staff members from each of the five (5) University of Illinois Extension regions.
- (3) One (1) representative from the University of Illinois Extension Master Gardener program at Chicago Botanic Garden.
- (4) The state Master Gardener Coordinator and one (1) state staff member.
- (5) One (1) representative from the University of Illinois Extension administration. This ex-officio member of the committee may be chosen by the state Master Gardener Coordinator or at the discretion of extension administration.

Guest Master Gardeners and University of Illinois Extension staff are welcome to attend State Advisory Committee meetings as non-voting observers.

V. Selection Process:

Recruitment of Master Gardeners for the State Advisory Committee will be through the state Master Gardener newsletter, center and unit extension staff members and other certified Master Gardeners. Master Gardeners interested in becoming State Master Gardener Advisory Committee members shall submit a standardized application to the State Master Gardener office. Final decision of membership rests with the State Master Gardener staff with input from center and unit staff and other certified Master Gardeners.

Recruitment of staff members for the State Advisory Committee will be done through the State Master Gardener office with recommendations from regional extension directors.

VI. Terms of Assignment:

The committee year (as applied to membership and officers) is from September 1st to August 31st.

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

Should a member be unable to fulfill his/her term on the committee, a replacement from the same region will be recruited. The replacements for Master Gardener positions shall submit an application to the State Master Gardener office to fill out the remaining term. Replacements for unit and center staff positions will be coordinated through regional directors.

The state Master Gardener coordinator is a permanent appointee to the committee. Replacement of the state staff member will be at the discretion of the state coordinator.

VII. Dismissal:

Any committee member with unexcused absences from two (2) consecutive committee meetings shall be subject to dismissal from the committee. The committee shall consider extenuating circumstances before recommending dismissal.

VIII. Committee Leadership:

Officers of the University of Illinois Extension Master Gardener Advisory Committee 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 committee's discretion. Election of officers for the following year shall

take place at the May meeting each year. If at all possible, at least one (1) officer shall be a Master Gardener and one (1) officer shall be a University of Illinois Extension unit or center staff member.

The duties and responsibilities of the officers of the University of Illinois Extension Master Gardener Committee are as follows:

Chairperson

- (1) To announce to all committee 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 office) the program agenda to cover date, time and location.
- (3) Preside at all scheduled/special meetings of the University of Illinois Extension Master Gardener Advisory Committee.
- (4) Start and stop all meetings on time.
- (5) Be a contact spokesperson for the Illinois Master Gardener program and the State Master Gardener Advisory Committee.
- (6) Assign sub-committee/teams as necessary and maintain committee 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 office.

Vice-Chairperson

- (1) Assume the duties/responsibilities of the University of Illinois Extension Master Gardener Advisory Committee Chairperson in his/her absence.
- (2) Other duties/responsibilities as deemed necessary and appropriate by the committee.

Secretary

- (1) Record all activities at the scheduled/special meetings of the University of Illinois Master Gardener Advisory Committee.
- (2) Assure that copies of the minutes of each scheduled/special meeting are distributed to each Advisory Committee member within thirty (30) days following the meeting.
- (3) Other duties/responsibilities as deemed necessary and appropriate by the committee.

IX. Operation of the Committee:

A quorum shall consist of at least twelve (12) members of the University of Illinois Extension Master Gardener Advisory Committee.

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

X. Revision of the Advisory Committee By-Laws:

The by-laws of the University of Illinois Extension Master Gardener Advisory Committee shall be reviewed annually by the committee at the November meeting, but changes may be proposed at any meeting. Proposed revisions to the by-laws will be published in the meeting minutes and distributed to all committee members. The proposed revisions will be discussed at the following committee meeting. Approval of the revisions to the by-laws requires a two-thirds (2/3) majority of all voting members. Votes shall be submitted in writing prior to or at the next meeting. Votes shall be submitted in writing prior to or at the next meeting. The proposed changes may be sent to committee member by email for their votes to be recorded the same way.

Approved 8/23/00

Revised November 17, 2003

Approved November 2004