

Extension Master Gardener National Committee

Bylaws

Adopted December 8, 2020

1. NAME

- a. The name of this committee is the Extension Master Gardener National Committee, hereafter referred to as EMGNC.

2. PURPOSE

- a. The mission of the EMGNC is to foster a national support network for Extension Master Gardener (EMG) coordinators that cultivates excellence in Extension programming and volunteer engagement.
- b. The EMGNC will:
 - i. Facilitate national cooperation among states for the sharing of program management and volunteer engagement strategies.
 - ii. Facilitate national communications and collaborations to avoid redundancy in development of materials and training.
 - iii. Facilitate regional or national web-based or in-person courses to enhance EMG volunteer continuing education and retention.
 - iv. Promote sharing of EMG state projects and successes.
 - v. Provide a network to mobilize EMGs as front line information providers on critical or emergency national horticultural issues.
 - vi. Enhance national recognition and support for the EMG program by utilizing the national logo, reporting and sharing impacts, and encouraging communications.
 - vii. Facilitate the International Master Gardener Conference and the National Coordinators Conference by identifying host sites and serving as support to ensure success.
 - viii. Recognize EMG coordinators for creative excellence, racial equity work, and career service through a biennial coordinator awards program.
 - ix. Support strategic plan goals around professional development, communication and evaluation. Ensure that pursuing diversity, equity and inclusion is a component of each strategic plan goal.

3. MEMBERSHIP

- a. The EMGNC State Coordinators or State Representatives (in States that do not have State Coordinators, or a County-Regional Coordinator who is appointed by the State Coordinator) are eligible to serve as Regional Representatives and are elected by all Coordinators participating in the Extension Master Gardener Coordinator listserve.
- b. Regional Representatives will represent the six Extension geographical regions as defined below.
- c. Elected Regional Representatives serve two-year terms. Northeast, Southwest, and Southeast Regions are elected in even years; Northcentral, Northwest, and Southcentral Regions are elected in odd years.
 - i. Northeast Region: West Virginia, Pennsylvania, Delaware, New Jersey, Connecticut, New York, Massachusetts, Maryland, New Hampshire, Rhode Island, Vermont, and Maine

- ii. Northcentral Region: North Dakota, South Dakota, Nebraska, Kansas, Missouri, Iowa, Minnesota, Wisconsin, Michigan, Illinois, Ohio, and Indiana
- iii. Northwest Region: Washington, Oregon, Idaho, Montana, Wyoming, Alaska, and Hawaii
- iv. Southwest Region: California, Nevada, Utah, Arizona, Colorado, and New Mexico
- v. Southeast Region: Alabama, Georgia, Florida, South Carolina, North Carolina, and Virginia
- vi. Southcentral Region: Texas, Oklahoma, Arkansas, Louisiana, Mississippi, Kentucky, and Tennessee
- d. Regional Representatives will constitute the Executive Board and govern the organization.
 - i. Regional Representative may not serve for more than two consecutive two-year terms. Once elected, Regional Representative may serve the second term at their choice.
 - ii. Regional Representative Positions that become vacant mid-term should be filled. The Secretary must receive nominations for new members to fill the vacancy from the present EMGNC members. The nominees shall be voted on at the next available EMGNC monthly meeting. These vacancies will be filled only to the end of the particular EMGNC member's term.
- e. The EMGNC includes the Executive Board as well as the At-Large positions.

4. MEETINGS

- a. The EMGNC will meet monthly on a schedule to be determined by the Executive Committee. The EMGNC Chair will establish the venue.
- b. The EMGNC will also meet annually at the National EMG Coordinator's Conference in even years and during the International Master Gardener Conference in odd years; EMGNC will also meet during other national meetings such as the National Extension Volunteer Conference and others as appropriate.
- c. Special meetings may be called by the EMGNC Chair or with a simple majority of the committee.
- d. Notice of meetings will be given via email to the EMGNC.
- e. Quorum consists of half of the members of the EMGNC.

5. VOTING

- a. All issues to be voted on shall be decided by a simple majority of those EMGNC members present at the meeting in which the voting takes place.
- b. Electronic voting may be permitted providing the EMGNC Chair receives the votes within 5 days of the email requesting a vote.

6. OFFICER POSITIONS

- a. Elections for open Officer Positions will be held at the first meeting of the year. The Officers will be elected by a simple majority vote of the EMGNC.
- b. Officers will serve 1 year terms.
- c. The Officer positions shall consist of a Chair, Vice Chair, Secretary, and Treasurer. Duties are as follows:
 - i. Chair: **Must be an elected Regional Representative** and shall schedule and preside over EMGNC meetings, and undertake actions to ensure the success of

the EMGNC. The Chair will be the primary contact for the committee. The Chair will contact state and province EMG Coordinators. In addition, the Chair shall:

1. Represent all EMGs on a national and international basis.
 2. Facilitate regular EMGNC communication.
 3. Serve as the contact for grants, national/regional EMG collaborations in research, education, etc.
 4. Develop partnerships and sponsors on a national level.
 5. Be responsible for organizing the EMG Coordinator's meeting at the IMGNC and for presenting at the National EMG Coordinator's Conference and other national meetings.
- ii. Vice Chair: **Must be an elected Regional Representative** and shall assist the Chair in presiding over meetings in the absence of the Chair. The Vice Chair will become Chair the following year.
- iii. Secretary: May be an elected Regional Representative or an At-Large member and shall record and post meeting minutes and other key EMGNC documents to current communication avenues for EMG Coordinators.
- iv. Treasurer: May be an elected Regional Representative or an At-Large member and shall manage funds and develop fundraising plans, and make financial information available to the Committee members as well as funding sources and stakeholders.

7. RESIGNATION, TERMINATION, AND ABSENCES

- a. Resignation must be in writing and received by the Secretary. An EMGNC member shall be terminated from the Committee due to 3 or more absences without prior notice to the Chair. An EMGNC member may be removed for other reasons by a three-fourths vote of the remaining Committee members.

8. SPECIAL MEETINGS

- a. Special meetings shall be called upon request of the EMGNC Chair, or one-third of the EMGNC. Notice of special meetings shall be sent out to each EMGNC member at least one week in advance.

9. AT-LARGE POSITIONS

- a. An unspecified number of at-large representatives who are providing leadership to various aspects of the EMG program or who direct other national projects related to EMG programs are voting members of the EMGNC. If the EMGNC determines that another At-Large position/s should be established or abolished, it may do so by a simple majority vote. These positions are filled by appointment from the elected Regional Representatives. Current At-Large positions include:

i. PROFESSIONAL DEVELOPMENT

1. Continuing Education (EMG Coordinators Discussion)
2. Coordinator Resources (resource website, procuring resources)
3. International Master Gardener Conference Representative (either host state Coordinator or designee, reports on upcoming conference, is responsible for the Search for Excellence at the next IMGNC)
4. National EMG Coordinator Conference Representative (either host state Coordinator or designee, reports on upcoming conference, is responsible for Coordinator Awards at the next EMGCC)

- 5. National Extension Volunteer Conference Representative (serves on the NEVC Planning Committee)
- ii. **DEI**
 - 1. Diversity and Inclusion (develops recommendations for expanding access to the EMG program)
- iii. **COMMUNICATIONS**
 - 1. Communications (social media, E-Blast, E-Mag, website)
- iv. **EVALUATION**
 - 1. Impact and Evaluation (national report, national impact assessments and measures)
- b. At-large positions are 2 year terms. There is no limit to the number of terms at-large members may serve.
- c. EMGNC reviews At-Large positions annually in the fall to consider new At-Large positions and to determine if active At-Large positions should continue or should not continue. Active At-Large representatives are asked to continue at will.

10. SUB COMMITTEES

- a. Sub committees or task forces may be appointed by the EMGNC if an issue/opportunity arises.

11. LIAISONS TO THE COMMITTEE

- a. A USDA/NIFA National Program Leader with responsibilities for EMG programs will be a nonvoting member of the EMGNC. Additionally, non-voting liaisons from other Federal Agencies will be invited to meet with the EMGNC as needed/appropriate.

12. PROCESS CHANGES

- a. These Bylaws are established by the EMGNC and can be modified by a 2/3 vote of the EMGNC provided 30-day notice is given for any proposed changes.

13. CERTIFICATION

- a. These Bylaws were approved at a meeting of the EMGNC by a unanimous vote on December 8, 2020.

SECRETARY

DATE