

**Extension Master Gardener National Committee
(EMGNC)**

Bylaws

Adopted July 6, 2016

A. NAME

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

B. PURPOSE

1. The primary purpose of EMGNC is to provide a national focus and contact point for the nationwide Extension Master Gardener (EMG) program.
2. The EMGNC will
 - a. Facilitate national cooperation among states for the sharing of program management strategies for EMG volunteers.
 - b. Facilitate national communications and collaborations to avoid redundancy in development of materials and training.
 - c. Facilitate regional or national web-based courses to enhance EMG volunteer continued education and retention.
 - d. Promote sharing of EMG state projects and successes through vehicles such as the EMG Blog.
 - f. Provide a network to mobilize EMGs as front line information providers on critical or emergency national horticultural issues.
 - g. Enhance national recognition and support for the Extension Master Gardener program by utilizing the national logo and encouraging communications through the eXtension listserv as well as the newsletter, E-News Blast!
 - h. Facilitate the National Coordinators Conference by identifying host sites and serving as support to ensure success.
 - i. Support the efforts of the IMGNC.

C. MEMBERSHIP

1. 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 listserv. They will represent six Extension geographical regions as defined below. Elected Regional Representatives serve two-year terms.
 - a. **Northeast Region:** West Virginia, Pennsylvania, Delaware, New Jersey, Connecticut, New York, Massachusetts, New Hampshire, Vermont, and Maine (*Term ends 2016*).
 - b. **North Central Region:** North Dakota, South Dakota, Nebraska, Kansas, Missouri, Iowa, Minnesota, Wisconsin, Michigan, Illinois, Ohio, and Indiana (*Term ends 2017*).
 - c. **North West Region:** Washington, Oregon, Idaho, Montana, Wyoming, and Alaska, Hawaii (*Term ends 2017*).
 - d. **South West Region:** California, Nevada, Utah, Arizona, Colorado, and New Mexico (*Term ends 2016*).
 - e. **South East Region:** Alabama, Georgia, Florida, South Carolina, North Carolina, and Virginia (*Term ends 2016*).
 - f. **South Central Region:** Texas, Oklahoma, Arkansas, Louisiana, Kentucky, and

Tennessee (*Term ends 2017*).

2. Regional Representatives will constitute the Executive Board and govern the organization.
 - a. Regional Representatives may not serve for more than two consecutive two-year terms.
 - b. 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 EMGNC monthly meeting. These vacancies will be filled only to the end of the particular EMGNC member's term.
3. The EMGNC includes the Executive Board as well as the At-Large positions.

D. MEETINGS

1. The EMGNC will meet the second Tuesday of the month at 1:00 pm Eastern Time. It is up to the chair to establish the venue.
2. The EMGNC also will meet annually at the National Coordinator's Conference in even years and the during the International Master Gardener conference in odd years.
3. Special meetings may be called by the EMGNC Chair or with a simple majority of the committee.
4. Notice of meetings will be given via email to the EMGNC listserv.
5. Quorum consists of half of the members of the EMGNC.

E. VOTING

1. 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.
2. Electronic voting may be permitted providing the EMGNC Chair receives the votes within 5 days of the email requesting a vote.

F. EXECUTIVE BOARD

1. Elected Regional Representatives shall serve as the Executive Board; elections for officers will be held at the first meeting of the year. The Executive Board will be elected by a simple majority vote of the EMGNC.
2. The Executive Board officer positions shall consist of a Chair, Vice-Chair, Secretary, and Treasurer and duties are as follows:
 - a. Chair - shall schedule and preside over EMGNC meetings, and undertake actions to ensure the success of 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:
 - i. Represent all EMGs on a national and international basis.
 - ii. Collaborate and serves as point person for EMGs with eXtension.
 - iii. Facilitate regular Committee communication.
 - iv. Serve as the contact for grants, national/ regional EMG collaborations in research, education, etc.
 - v. Develop partnerships and sponsors on a national level.
 - b. Secretary - shall records and posts meeting minutes and other key EMGNC documents to the Google site for EMG Coordinators.
3. **Treasurer** - shall manage funds and develop fundraising plans, and make financial information available to the board members as well as funding sources and stakeholders.
4. **Vice Chair** - shall assist the Chair and will preside over meetings in the absence of the Chair.

G. RESIGNATION, TERMINATION, AND ABSENCES

1. 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 Executive Board members.

H. SPECIAL MEETINGS

1. 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.

I. AT-LARGE POSITIONS

1. 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, it may do so by a simple majority vote. These positions are filled by appointment from the Executive Board. Current at-large positions include:
 - a. EMG Coordinators Discussion EMG
 - b. Continuing Education
 - c. Marketing
 - d. Social Media
 - e. Fundraising and Partnership
 - f. Volunteer Management
 - g. Impact and Evaluation
 - h. IMG Conference Representative
 - i. EMG National Coordinator Conference Representative

J. SUB COMMITTEES

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

K. LIAISONS TO THE BOARD

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

L. PROCESS CHANGES

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

M. CERTIFICATION

1. These bylaws were approved at a meeting of the board of directors by a two-thirds electronic majority vote on July 6, 2016.

Secretary

Date

