

GLOUCESTER MASTER GARDENER ASSOCIATION

Bylaws

ARTICLE 1: NAME AND PURPOSE

Section 1. The name of the organization shall be the Gloucester Master Gardener Association, a not-for-profit organization hereinafter referred to as the “Association”.

Section 2. The purpose of this organization shall be:

- a.** To promote and serve the Virginia Master Gardener Program in cooperation with the Gloucester County Extension Office and the Virginia Cooperative Extension Office located in Blacksburg, VA.
- b.** To provide opportunities for new Master Gardeners to fulfill their service obligations for the instruction received at Master Gardener classes.
- c.** To promote continuing service opportunities and educational activities for Master Gardeners.
- d.** To provide horticultural educational opportunities to the public, through research based horticultural educational programs and activities to enhance the environment and lives of residents in our community.
- e.** To maintain a good esprit de corps among Master Gardeners through social activities and other opportunities to associate and work with people with similar interests.

ARTICLE II: MEMBERSHIP

Section 1. The Gloucester Master Gardener Association shall consist of four classes of membership:

- a. Active:** An active member is one who has completed the Master Gardener Training Program, fulfilled the annual service/educational requirements of 28 hours (*8 in educational endeavors*), and paid annual dues. Active members can vote and hold office.
- b. Inactive:** An inactive member is a temporary status available for a one or two year period upon request of the individual and approval of the Executive Committee/Coordinator. This could occur when a member cannot complete the obligated required hours due to circumstances beyond their control. This status should be reviewed annually and may require additional training to reactivate an individual to VCE-MG status.

- c. **Interns/Trainees:** Intern/Trainee members are those enrolled in the Master Gardener Training Program. Upon completion of the class and the required 50 volunteer service hours within one year, these members can then become active members by paying annual dues.
- d. **Emeritus:** An Emeritus member is a dedicated Master Gardener who “retires” due to health or other reasons after 300 hours of service, or as determined by the Executive Board. This is a high honor status and should have limited use. This title is specifically for individuals who can no longer complete the requirements of remaining an active member but whose dedication and contributions have earned continued affiliation with the program.

Section 2. Dues

- a. **Dues are payable annually at the beginning of the year and become delinquent on March 1st of the same year. The amount of the annual dues is determined by the Executive Board.**

ARTICLE III: ORGANIZATION, ELECTION AND DUTIES

Section 1. Officers and Term of Office

- a. **The elected officers of this association shall consist of a President, Vice-President, Secretary, Treasurer and a Member-At-Large. They form the nucleus of the Executive Board and shall be known as the Executive Committee.**
- b. **The term of office for all elected officers shall be for one year from January 1 to December 31. Any elected officer may be re-elected to the same office for the following year, but may not serve more than two (2) consecutive years in that same position. With the exception of the President, any elected officer may be elected to another position on the Executive Committee for another two year period. The President, following his/her tenure, will serve as Immediate Past President. No one should serve more than four consecutive years on the Executive Committee. If the Nominating Committee is unable to find a candidate for any Executive Committee position, the incumbent may serve with the Executive Committee’s approval until the position is filled.**
- c. **Officers will be elected by a majority vote of the Association membership.**

Section 2. The duties of the officers of the Executive Committee shall be as follows:

- a. **The President shall preside at all meetings of the Association and of the Executive Board and shall coordinate the work of the Officers and Committees of the Association. The President will attend meetings held bi-monthly of the Gloucester Leadership Council.**

- b. The Vice-President shall perform the duties of the President in the event of his/her absence and such other duties as may be assigned by the President. The Vice President, at his or her discretion, shall preside as Chairman of the Project Review Committee.**
- c. The Secretary shall record the minutes of all meetings of the Association and Executive Board and maintain a true and faithful record of each meeting. The Secretary shall also be responsible for all correspondence of the Association including but not limited to the mailing of information to members, thank you notes, get well cards, etc.**
- d. The Treasurer shall maintain all funds of the Association, disburse any funds for official Master Gardener activities and provide financial reports as required by local, state or federal government. In addition, the Treasurer will prepare for an annual audit and draft an annual budget for review and approval of the membership.**
- e. The Member-at-Large shall act as a liaison to the Executive Board representing the interests of the Association membership. The Member-at-Large shall also preside as Chairman of the Mentoring Committee.**

Section 3. The Executive Board shall consist of the Executive Committee, the Immediate Past President of the Association, a member of the Extension Office and any other members such as Committee chairs, that the Board finds necessary to carry out the responsibilities of the Association. The Immediate Past President and the Member from the Extension Office will act only in an advisory capacity.

- a. A majority of the membership of the Executive Board shall constitute a quorum.**
- b. All actions and business conducted by the Executive Board shall be by a majority vote of those present.**
- c. The Executive Committee and Board shall meet at the call of the President as often as necessary to carry out the Association business. The Executive Board shall meet at least biannually.**
- d. Duties of the Executive Committee and Executive Board shall be:**
 - (1) To transact necessary day-to-day business in the intervals between Association membership meetings.**
 - (2) To create committees and/or appoint individuals to plan and prepare for various programs and activities and to approve such plans and preparations.**

- (3) To present a report of its activities and plans which will be detailed in the newsletter or, when applicable, at the Association membership meetings.**

ARTICLE IV: COMMITTEES

Section 1. Standing Committees will be created to manage and/or conduct important on-going operations and responsibilities of the Association.

- a. Standing Committees and their chairpersons will be approved by the Executive Board. The term of service of the Committee chair/members will be for one year coinciding with the term of the elected officers of the Association.**
- b. Standing Committee members may be reapproved by the Executive Board.**

Section 2. Special Committees will be created to manage and/or conduct activities that are one-time events of short duration, or have a specific task to accomplish.

- a. Special committees and their chairpersons will be approved by the Executive Board.**
- b. Special Committee's terms of service will continue until the activity or task for which they were appointed has been completed.**

Section 3. Vacancies shall be handled as follows:

- a. Committee chair vacancies which develop for any reason shall be filled with the approval of the Executive Board in consultation with the remaining committee members.**
- b. Vacancies on the Executive Committee shall be filled by the nomination and majority vote of the Association membership on a qualified Association member who will then fill the unexpired term of office vacated.**

ARTICLE V: ASSOCIATION MEMBERSHIP MEETINGS

Section 1. Association Membership Meetings shall be held on the first Monday of the month, unless otherwise notified by phone, through e-mail or newsletter.

Section 2. The time and place will be designated by the President.

Section 3. All actions/recommendations submitted to the membership shall be approved by a majority vote of those present at the meeting.

ARTICLE VI: AMENDMENTS

Section 1. These by-laws may be amended at any meeting of the Association by a majority vote of those present provided that the proposed amendment(s) shall have been submitted to the membership in writing at the previous meeting or by mail postmarked with not less than 15 days prior to the meeting.

ARTICLE VII: AUTHORITY

Section 1. The rules contained in the current edition of “Roberts Rules of Order Newly Revised” shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of the order the Association may adopt.

Section 2. The Immediate Past President will serve as Parliamentarian for one year following his/her tenure as President.

ARTICLE VIII: MISCELLANEOUS

Section 1. This Association is organized and will be operated exclusively for educational or charitable purposes. No part of its net earnings will inure to the benefit of private individuals. No substantial part of the Association’s activities will consist of carrying on political propaganda or otherwise attempting to influence legislation. It will not participate in any political campaign for public office.

Section 2. In the event of the Association’s dissolution, its assets will be permanently dedicated to a purpose consistent with 26 USC, Section 501 (IRS code section 501).

Section 3. This Association will not discriminate on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, or veteran status.