



## **Wilson County Extension Master Gardener Association**

### **Bylaws**

Wilson County Extension Master Gardener Association  
(In support of Texas A&M AgriLife Extension Service)

#### **Article I Name**

The name of this organization shall be the *Wilson County Extension Master Gardener Association (WCEMG)*.

#### **Article II Objective**

This organization shall be a non-profit, educational, literary, and charitable association to support Texas A&M AgriLife Extension Service. This organization will not be affiliated with any commercial enterprises.

Its objectives shall be:

- to increase knowledge of gardening to the general public and its members
- to support and assist Texas A&M AgriLife Extension Service
- to assist "Extension Master Gardener (EMG) Interns" in fulfilling their volunteer commitment
- to raise funds to support the educational mission and activities of the EMG program

#### **Article III Membership**

Section 1. Members of this organization shall be Texas Master Gardeners (TMGA), certified or recertified by Texas A&M AgriLife Extension service.

Section 2. Non-voting associate membership shall be extended to participants of the EMG Intern training class. No dues will be required of associate members.

Section 3. To maintain good standing, each member must pay dues for the current year.

Section 4. Dues for the members of this organization will be payable annually. New memberships during the year are to be prorated to January.

Section 5. Associate members will be accepted into full membership upon completing the EMG certification classes, required volunteer hours and paying their dues.

Section 6. Failure to attend five (5) or more of the regular meetings of the organization annually may result in loss of membership.

#### **Article IV Meetings**

Section 1. Meetings will be held monthly.

Section 2. Special meetings may be called, if the need arises, at the discretion of the executive committee (see Article VII, Section 1). Members will be notified at least three (3) days prior to special meetings.

#### **Article V Fiscal Year**

The fiscal year of this organization shall run from January 1 to December 31 of each year.

#### **Article VI Officers**

Section 1. Officers are known as the Executive Committee.

Section 2. The nominating committee shall select officers. The nominating committee must gain the approval of the Texas A&M AgriLife Extension Agent acting as the EMG Coordinator prior to adding anyone to the slate. The slate of candidates shall be presented in October.

Section 3. Officers shall be elected by secret ballot in the regular November meeting and will be installed at the December meeting. Officers will assume their duties upon installation.

Section 4. The President-elect shall serve for one (1) year, then succeed to the presidency for one (1) year.

Section 5. Officers may be re-elected to the same office for a second term.

Section 6. All nominees for the office must be active members in good standing.

#### **Article VII Executive Committee**

Section 1. The executive committee will consist of the president who will serve as chairperson, president-elect, vice president, secretary, treasurer, and the immediate past president who will serve as a non-voting, ex-officio mentor.

Section 2. A Texas A&M AgriLife Extension Service Agent shall serve as an advisor to the executive committee.

Section 3. The executive committee will meet monthly or as necessary.

Section 4. In the event a vacancy occurs on the executive committee, such vacancy shall be filled for the remainder of the term by a person approved by a majority vote of the executive committee.

### **Article VII Duties of Officers**

#### Section 1. The President shall

1. Preside over meetings of the organization.
2. Appoint the chairperson of each standing committee, and any special committees.
3. Be an ex-officio member of all committees except the nominating committee.
4. Work with the treasurer on the budget.
5. Co-sign checks along with the treasurer.
6. Review financial management modules provided by AgriLife Extension.
7. Ensure that the TMGA requirements are met by appropriate deadlines.

#### Section 2. The President-elect shall

1. Take charge of meetings in the absence of the president.
2. Assist the President.
3. Attend committee meetings at the president's request.

#### Section 3. The Vice President

1. Be chairperson of the Bylaws committee.
2. Be chairperson of the Educational Enrichment Program committee.
3. Be responsible for reserving the meeting room and ordering the necessary furnishings.

#### Section 4. The Secretary shall

1. Take care of all necessary correspondence.
2. Keep a current list of members' names and addresses.
3. Record and post the minutes of each meeting.
4. Keep a record of attendance at meetings.

#### Section 5. The Treasurer shall

1. Review financial management modules provided by AgriLife Extension
2. Receive all dues and monies for the association.
3. Keep an exact account of all dues, other income, bank deposits, disbursements, and other financial matters.
4. Pay all bills upon receipt of a written statement and purchase proof with the co-signature of the president.
5. Make a monthly financial report for the membership.
6. Present the financial records for audit annually.

7. Assist with the development of an annual budget to be approved by the executive committee (see Article VII, Section 1).

## **Article VIII Committees**

Section 1. The standing committee chairperson shall be appointed by the president and announced at the first meeting of the year.

Section 2. Associate members may serve as members of committees.

Section 3. The standing committees, if applicable and the duties of each are:

### **Educational Enrichment Program**

1. The vice president shall serve as chairperson.
2. This committee is responsible for arranging programs for monthly meetings, certification classes, additional educational enrichment programs, seminars, and field trips.
3. This committee will work with the Extension Agent to ensure that all programs are appropriate and suitable for certification and recertification requirements.

### **Communication**

1. The chairperson will serve as content coordinator.
2. This committee may include social media, websites, newsletter, etc.
3. The committee will prepare and send a monthly correspondence to inform members of pertinent information.

### **Membership**

1. The committee will consist of at least a chairperson.
2. The committee shall serve as an administrator for the VMS.
3. The committee will encourage associate members to become members upon completion of the certification class and required volunteer hours.
4. The committee will track member accomplishments and work with the president to present awards.

### **Nominating**

1. The committee will consist of a chairperson and two (2) members who are not currently serving on the executive committee.
2. The committee will provide a slate of candidates for offices at the October meeting.
3. The committee will gain approval for any person put forth as an officer from the extension agent.

### **Audit**

1. The committee will consist of a chairperson and two (2) members who are not currently serving on the executive committee.
2. The committee will audit the financial records in the presence of the treasurer and president annually.

3. Provide an audit report to keep on file.
4. Review financial management modules provided by AgriLife Extension

### **Article X Parliamentary Authority**

The rules contained in Robert's Rules of Order revised shall govern the association in all cases in which they are applicable and when consistent with the bylaws of this association.

### **Article XI Voting**

Section 1. A quorum shall consist of twenty-five (25) percent of the active members.

Section 2. Election voting shall be by secret ballot.

### **Article XII Amendments**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the active membership.

Section 2. Notice of all proposed amendments to the bylaws must be presented at one (1) regular meeting and distributed to the membership. Proposed amendments will be voted on at the next regular meeting.

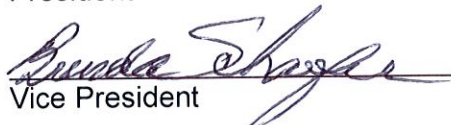
Section 3. These bylaws are legally binding. They will be reviewed every three (3) to five (5) years to ensure the bylaws remain relevant and effective.

### **Article XIII Dissolution**

Upon the dissolution of the organization, assets shall be distributed to the Junior Master Gardener Program (or other AgriLife program) for tax exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such asset not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



President



Vice President

