

# **County Master Gardener Association, Inc.**

## **Bylaws**

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

### **Article I**

The name of this organization shall be the *County Master Gardener Association*.

### **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 Interns" in fulfilling their volunteer commitment
- to raise funds to support the educational mission and activities of the Master Gardener program

### **Article III Membership**

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

Section 2. Non-voting associate membership shall be extended to participants of the Extension Master Gardener 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 are 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 Extension Master Gardener Program and paying their dues.

Section 6. Failure to attend five or more of the regular meetings of the association may result in loss of membership in the association.

## **Article IV Meetings**

Section 1. Meetings will be held monthly on the first Thursday of each month.

Section 2. Special meetings may be called if the need arises at the discretion of the executive committee (see Article IX, Section 1). Members will be notified at least 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 Extension Master Gardener 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. If applicable, The President-elect shall serve for 1 year, then succeed to the presidency for 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 IX Executive Committee**

Section 1. The executive committee will consist of the president who will serve as chairperson, president-elect (if applicable), 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 staff member 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. If the Association is a member of the TMGA, ensure that the 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 shall

1. Be chairperson of the bylaws committee.
2. Be chairperson of the 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 IX, 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 and 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 recertification requirements.

### **Communication**

1. This committee may include social media, websites, newsletter, etc.
2. The chairperson will serve as content coordinator.
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 chair shall serve as an administrator for the VMS.
3. The committee will encourage associate members to become members upon their completion of the class.

### **Nominating**

1. The committee will consist of a chairperson and two 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 county agent.

#### Audit

1. The committee will consist of a chairperson and two 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 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 vote of the membership.

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

### **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.

Bylaws are a set of guiding rules that govern the operations and management of an organization. They provide a framework for organizing functions, outlining structure, responsibilities, and decision-making processes. They are legally binding. Ideally, bylaws should not need major revisions, however, they should be reviewed every 3-5 years to ensure they remain relevant and effective.

Specific details that outline how business is conducted should be placed in a Policy and Procedures manual. Policies and procedures are also useful for incoming officers to guide them through the process(es) of their position. This can serve as a historical account of when and why changes are made.

Policies and procedure manuals should never conflict with the organization's bylaws or with AgriLife's Extension Master Gardener Management Guide. Examples of things to be included in a policies and procedures manual are the dollar amount of dues to be paid, the way information is communicated, and/or expands on the role of each officer and committee member. Finally, associations may want to put recertification requirements in their bylaws. Please note certification and recertification are an AgriLife decision and the only statement that is to be included in Association bylaws is that members must be certified or recertified according to AgriLife requirements.