BY-LAWS

(Revised and Approved As Of May 25, 2017)

SJC Master Gardeners

(In Support of Texas AgriLife Extension)

ARTICLE I. NAME

The name of this Organization shall be the SJC Master Gardeners, hereinafter referred to as the “Organization.”

ARTICLE II. OBJECTIVE

Section 1

This Organization shall be a non-profit organization to support the Texas AgriLife Extension, the Texas A & M University System, formed exclusively for educational, scientific, literary, and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code. This Organization will not be affiliated with any commercial enterprise.

Section 2

The objectives of the Organization shall be:

1. To provide advanced training, continuing education and additional exposure in horticulture to its members.
2. To support and assist the Texas AgriLife Extension by providing the community with information on good gardening practices.
3. To assist in recruiting and selecting potential candidates, training and coordinating volunteer commitment obligations of “Master Gardeners in Training” at the discretion of the Extension Agent and the President.
4. To assist in volunteer coordination and re-certification of Master Gardeners.
5. To maintain records of all Master Gardeners and Master Gardeners-in-Training activities.
6. To provide scholarships when deemed appropriate.

ARTICLE III. MEMBERSHIP

Section 1

Members of the Organization shall be graduates of a Texas Master Gardeners Program, administered by the Texas AgriLife Extension, the Texas A & M University

System and determined to be in good standing in any given year. Graduates of the

Master Gardener Programs administered by Extension Services outside of San Jacinto County may seek membership in the SJC Master Gardeners by submitting an application to the Membership Committee Chair to be reviewed by the Membership Committee.

Section 2

Requirements for membership shall be established by the By-Laws subject to approval of the general membership and the County Extension Agent.

Section 3

To maintain good standing, each member must have paid dues for the current year, meet at least the minimum re-certification requirements as stated in the Standing Rules and must maintain the integrity of the Organization.

Section 4

Dues for members of the Organization shall be set at $27.00 per year.

ARTICLE IV. MEETINGS

Section 1

Meetings will be held the 4th Thursday of every month excluding holidays. When in holiday conflict, the Executive Committee will determine the meeting date and will notify the general membership with a 30-day advance notice.

Section 2

Special meetings may be called, if the need arises, at the discretion of the Executive Committee. Such special meetings shall be announced to members by phone, US mail, or email at least three days before the special called meeting date.

Section 3

The Annual Meeting of the General Membership shall be held on the 3rd Thursday in November. The purpose is to elect officers for the coming year.

ARTICLE V. FISCAL YEAR

The fiscal year of the SJC Master Gardeners shall run from January 1 through December 31. Within 30 days after the completion of the state and federal revenue and expense reporting, an annual audit of the financial records shall be initiated by a person who is not a member of the Executive Committee. The results of this audit will be tendered to the President within 90 days after submission.

ARTICLE VI. OFFICERS

Section 1

Officers of this Organization shall be as follows:

EXECUTIVE COMMITTEE

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. County Agent, Adjunct

STANDING COMMITTEES

1. Audit
2. Awards and Grants
3. Bereavement
4. Educational Outreach and Programs (including Junior Master Gardeners, Trades Day, Spring and Fall Fundraisers)
5. The Gardens of SJC Master Gardeners
6. Nominating
7. Publicity/Marketing
8. Social
9. Propagation
10. Hospitality
11. Website/Facebook

Section 2

The Nominating Committee will be appointed by the President at the October meeting in advance of the election of officers for the coming year. No member shall be nominated for candidacy without prior express agreement by such member. The election of officers shall take place (by ballot) at the November meeting. Each member shall be entitled to one (1) vote for each officer. A quorum of votes of the membership in good standing and in attendance will elect the officers.

1. All duly qualified members, in good standing, may be nominated for any office.
2. An officer may be elected to the same office for more than one (1) term, but not more than three (3) terms unless an extension is approved by majority of votes of members in good standing.

Section 3

The rules for removal of an officer are:

1. An elected officer may be removed from office of the SJC Master Gardeners at the discretion of the Executive Committee and Extension Agent if three consecutive Board Meetings or regular monthly meetings are missed.
2. The General Membership, by a majority of those present and voting, provided a quorum is present, may remove an officer from office.

Section 4

Each officer shall serve a term beginning January 1 and ending December 31 to coincide with the fiscal year.

ARTICLE VII. DUTIES OF OFFICERS

Following are the basic duties expected of each officer. Additional duties are to be found in the Standing Rules.

Section 1

The President shall:

1. Plan the Agenda and preside at all meetings of the Organization.
2. Appoint a Parliamentarian and the Chairperson of each Standing Committee, as needed.
3. Be an advisory member of all committees except the Nomination Committee. The President shall not lead or vote – except in the event of a tie vote.
4. Work with the Treasurer on the budget.
5. Represent, or appoint a designee to represent, the Organization in all additional relevant community functions and groups.
6. Supervise the website.

Section 2

The Vice-President shall:

1. Preside at meetings in the absence of the President.
2. Be Chairperson of the By-Laws Committee.
3. Have oversight in developing, promoting, and implementing continuing education programs to enable members to meet re-certification requirements.
4. Ensure that all participants receive credit for continuing education.

Section 3

The Secretary shall:

1. Record the minutes of each Executive Committee meeting and report the highlights by email as an addition to the monthly minutes.
2. Record all meeting minutes and file all minutes, records and documents/attachments to meeting minutes with the county extension office within two weeks of the meeting date.
3. Take care of all necessary correspondence.
4. Serve as a liaison between Committee Chairpersons and the Executive Committee.

Section 4

The Treasurer shall:

1. Assist the President in preparing an annual budget based on accepted general accounting procedures.
2. Comply with general accounting and auditing procedures.
3. Receive all dues and monies for the Organization.
4. Keep an exact account of all dues, other income, bank deposits, disbursements, and other financial matters.
5. Pay all bills according to the protocols stipulated in the Standing Rules.
6. Make a monthly financial report to the membership and submit each report for audit.

ARTICLE VIII. COMMITTEES

Section 1

All committee chairpersons shall be appointed by the President, except when stated differently in the duties of specific officers. With approval of the Executive Committee, the President may also cause all committees to be formed or dissolved. See Article VIII in the Standing Rules for a list of committees and their duties.

Section 2

Where appropriate, each committee chairperson shall submit to the Treasurer a proposed budget, by December 15th, of the committee’s activities for the coming year.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the officers listed above in Article VI, with the President serving as chairperson. A quorum will consist of at least half of the voting officers referenced in Article VI. The County Extension Agent, as Adjunct, will provide the deciding vote, if needed.

Section 2

A staff member of the Texas AgriLife Extension with horticultural duties shall serve as advisor to the Executive Committee.

Section 3

The Executive Committee shall meet as necessary on call of the President or two other members of the Executive Committee.

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 a quorum of the Executive Committee.

Section 5

Purposes and/or objectives of the Executive Committee include but are not limited to:

1. Coordinating Organization activities with the Extension Office.
2. Providing overall direction for the Organization.
3. Reviewing activities of committees and providing guidance.
4. Approving the budget and supplemental financial requests.
5. Reviewing and taking necessary action in the event a member has not complied with the requirements of membership.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Orders, Revised shall govern the organization in all cases in which they are applicable and when not inconsistent with the By-Laws of the Organization. A current member will be appointed by the President to serve as Parliamentarian.

ARTICLE XI: RULES FOR FISCAL TRANSFER

Section 1

Following the election of new officers for the coming year, it is necessary to report these changes to the bank holding the SJC Master Gardeners account. Before the January meeting the newly elected President and Treasurer will meet with an official of our bank. At that meeting, the names of any prior officers should be removed from the signatory card for the SJC Master Gardeners account and the newly elected President and Treasurer will be placed on the card.

Section 2

In the event that the Treasurer shall become incapacitated and cannot perform his/her duties, the President will perform all duties assigned to the Treasurer until such time as a new Treasurer can be elected.

ARTICLE XII. VOTING

Section 1

A quorum shall consist of a minimum of 51% of the members in good standing.

Section 2

Any SJC Master Gardener member who is a representative of any other group or organzation that might benefit from the expenditure of funds of the SJC Master Gardeners should recuse him or herself from initiating the motion or voting on any expenditure that would benefit their group or organization. The member may advise SJC Master Gardeners on any topic.

ARTICLE XIII. AMENDMENTS

Section 1

These By-Laws may be amended by a majority of the membership in good standing present and voting, provided a quorum is present.

Section 2

Notice of all proposed amendments to the By-Laws must be presented in writing at a regular meeting and a copy must be mailed by U.S. mail and/or email not less than 10 days prior to the next regular meeting to the members not present. Proposed amendments will be voted on at the next regular meeting.

ARTICLE XIV. DISSOLUTION

Upon dissolution of the SJC Master Gardeners, all assets shall be distributed to the Texas AgriLife Extension Office in San Jacinto County, Texas, as specified in Section 214, and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or under Section 23701d of the Revenue and Taxation Code.