

## **Executive Board's Vision and Goals**

### **Vision**

To maximize the talents and efforts of the Central Alabama Master Gardeners to visibly benefit the communities.

### **Goals**

1. Conduct monthly programs to enhance the horticultural knowledge of members, and to disseminate information.
2. Maintain on-going community projects to further the mission of the Alabama Cooperative Extension System.
3. Serve on committees that meet the Association administrative requirements.

## **BYLAWS OF THE CENTRAL ALABAMA MASTER GARDENER ASSOCIATION**

### **ARTICLE I**

#### **Name**

The name of the Association shall be Central Alabama Master Gardener Association, (hereinafter sometimes referred to as the "Association").

### **ARTICLE II**

#### **Objectives**

The objectives of the Association shall be to:

- a) Enhance and supplement the Consumer Horticulture programs in extension, teaching, and aid research of the Alabama Cooperative Extension Universities;
- b) Enhance Master Gardeners' knowledge of an interest in horticulture and related activities;
- c) Provide community service to residents of Alabama, by way of horticultural projects and dissemination of information on horticultural practices and techniques as approved by the Alabama Cooperative Extension System; and
- d) Provide opportunities for Master Gardeners to associate with others who have interests in horticulture.

### **ARTICLE III**

#### **Membership, Dues and Voting**

*Section 1.* There shall be four classes of membership, as follows:

- a) Active Members will be those graduates of the Cooperative Extension Service Master Gardener Program who have completed their initial volunteer service requirement, who pay their dues and give a minimum of twenty-five (25) hours of volunteer service annually. Active Members are expected to report ten (10) Continuing Education Units (CEU's) annually.
- b) Provisional Members, sometimes referred to as Interns, will be those members of the Cooperative Extension Service Master Gardener Program who are working to fulfill their initial fifty (50) hour volunteer service requirement. Provisional Members pay no annual dues and have no voting rights. Provisional Members will be eligible for Active Membership upon completion of their fifty (50) hour (of which ten (10) hours are in support of the helpline) volunteer service requirement.
- c) Associate Members are employees of the Alabama Cooperative Extension System who work regularly with the Association. Associate Members pay no dues and have no voting rights.
- d) Honorary Members are individuals who have rendered outstanding contributions to the Association in meeting its objectives and have been approved by the Board of Directors. Honorary Members pay no dues and have no voting rights.

*Section 2.* Active Members shall pay dues per calendar year in such amount as may be established by the Board of Directors, subject to membership approval.

*Section 3.* Only Active Members are eligible to vote and hold office.

*Section 4.* In-State Master Gardener Transfers: An Alabama Certified Master Gardener from another county may join the Association by providing proof of State certification and fulfilling Active Membership requirements. Extension may recommend that classes related to soils and other regional topics are audited.

*Section 5.* Out-of-State Master Gardener Transfers: Master Gardeners from other states may join the Association provided they audit the Alabama Master Gardener course. Upon completion of the course, they are eligible for full membership in the Association provided they fulfill Active Membership requirements.

#### **ARTICLE IV Officers, Officers' Duties**

*Section 1.* The officers of the Association shall be President, Vice President, Secretary and Treasurer. Officers' duties are as follow:

- a) The President shall preside at regularly scheduled Association meetings as well as Board meetings as arranged. The President will act as the co-signer for the Treasurer. The President shall appoint committees and chairpersons for each committee; committees serve at the discretion of the President. The President shall be an ex-officio member of all committees with the exception of the Nominating and Audit Committees. At the conclusion of the President's term of office, all records will be delivered to the incoming President. The outgoing President will sit for one additional year as a Board member.
- b) The Vice President shall preside at all meeting in the absence of the President. The Vice President, serving as Program Chair, shall be responsible for arranging appropriate monthly programs. Programs should be scheduled in advance to insure availability of speakers or tour locations and will be publicized early to promote maximum membership attendance. The Vice President is responsible for presenting a token gift as well as writing a follow-up thank you note to any guest speakers. At the conclusion of the Vice President's term, all pertinent records will be delivered to the incoming Vice President.
- c) The Secretary shall prepare and maintain minutes of all meetings, record all votes and record membership attendance at monthly meetings. If not previously published in the monthly newsletter, the minutes will be a matter of record and available for membership review. The Secretary shall prepare and maintain minutes of all Board meetings. The Secretary shall be responsible for maintaining a permanent record of all Association and Association Board meeting minutes. At the conclusion of the Secretary's term, all pertinent records will be delivered to the incoming Secretary.
- d) The Treasurer shall receive and account for all funds of the Association. The Treasurer shall be responsible for the timely payment of financial obligations as well as the preparation and presentation of a monthly financial statement. The Treasurer shall maintain up-to-date state and/or local membership rosters of current dues-paid members. In accordance with the Alabama Master Gardener Association (AMGA) tracking methods, the Treasurer will use an AMGA issued database for ongoing membership tracking. The Treasurer will be responsible for submitting an end-of-the-year financial report showing total monies incoming and outgoing; the report will display line-by-line descriptions of expenses. At the end of each fiscal year the Treasurer, at the request of the Audit Committee, shall turn over all financial records for review. At the conclusion of the Treasurer's term, all pertinent records will be delivered to the incoming Treasurer.

*Section 2.* Officers shall be elected by majority vote of the active membership in attendance at the October meeting. Each officer will serve for the calendar year, January 1 to December 31, except for the Treasurer who serves from March 1 to February 28/29. No officer shall serve more than two consecutive terms except when the position cannot be filled through normal recruitment efforts by the Nominating Committee.

#### **ARTICLE V Board of Directors and Committees**

*Section 1.* The Board of Directors (hereinafter sometimes referred to as "the Board") shall consist of the officers, committee chairs, Advisory Council Representative(s), the immediate past President, and the Extension Advisor.

*Section 2.* The Board, subject to membership approval, at the next regular monthly meeting, shall fill the vacancy of any officer or Board member for the balance of the year.

*Section 3.* All Committee Chairs are responsible for soliciting committee members.

*Section 4.* A Nominating Committee and its chair, appointed by the Board in August of each year, shall solicit candidates from Active Members to fill the Association's officers and Advisory Council Representative positions. The Nominating Committee chair shall present a slate of nominees during the September and October meetings; nominations will also be accepted from the floor at this time. No name shall be presented without the consent of the nominee. Voting will take place during the October meeting.

*Section 5.* An Audit Committee shall be appointed and approved by the Board in October of each year. The Audit Committee shall consist of two (2) Active Members who are not current Board Members. The Audit Committee shall examine the Treasurer's accounts for the calendar year and submit a written report to the Association Board signed by both members of the committee no later than the February meeting of the following year.

*Section 6.* The Board can approve monthly expenditures of up to \$300 without the vote of the entire membership. The Board will advise the membership of any expenditure approved in this way at the next monthly meeting.

#### **ARTICLE VI Meetings**

*Section 1.* Regular Association meetings will be scheduled monthly, held on the third Tuesday of each month at a time and place that is convenient to the membership. The time and place of the meetings will be announced in advance in the *Garden Buzz*.

*Section 2.* The Association will hold its annual meeting each year in October. The membership shall elect officers and transact such other business as may properly come before the annual meeting. Ten- percent (10) of the voting membership shall constitute a quorum.

*Section 3.* The President may call Board meetings to consider special issues and make recommendations to the membership. A quorum shall consist of the President or Vice President and no less than one quarter (1/4) of the whole Board.

#### **ARTICLE VII Amendments and Operations**

*Section 1.* These Bylaws may be amended at any meeting of the Association by a two-thirds (2/3) majority vote of the members present, provided that notice of the proposed amendment(s) have been given to the membership at least thirty (30) days prior to the meeting in which they are to be voted upon.

*Section 2.* Any Officer or Committee Chair elected or appointed to office may be removed by the persons authorized under these Bylaws to elect or appoint such persons, whenever in their judgment the best interests of this Association will be served.

*Section 3.* The fiscal year of the Association shall be the calendar year.

*Section 4.* The official publication for the Association is the newsletter, entitled *Garden Buzz*. Publication of information and notices in the *Garden Buzz* shall constitute official notification to members of the Association. The *Garden Buzz* shall also serve as the official archive for the Meeting Minutes and Treasurer's Report.

*Section 5.* All information in the Association Information Guide and Membership Directory or on class rosters, including addresses, phone number and email addresses, is for the exclusive use of Active Central Alabama Master Gardener Association members, Extension Office personnel and the AMGA Membership Chair. It is not to be shared with or distributed to other individuals or organizations.

*Section 6.* All service shall be voluntary with no remuneration except for out of pocket expenses, providing funds are available and approved by the Board and/or membership.

*Section 7.* Within the Association there will be no discrimination with respect to race, color, sex, age, creed, or national origin.

2010 Bylaws Committee:  
Anida Wishnietsky, Chair  
Becky Ashurst  
Linda Griebel

The Central Alabama Master Gardener Association Board and membership approved these bylaws at the regular monthly meeting on July 20, 2010.