

Mission Statement

To maximize the talents and efforts of the Central Alabama Master Gardeners to provide visible benefits to the communities.

BYLAWS OF THE CENTRAL ALABAMA MASTER GARDENER ASSOCIATION

Article I -- Name

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

Article II -- Objectives

The objectives of CAMGA shall be to:

- a) Enhance and supplement horticultural programs in extending, teaching, and aiding research of the Alabama Cooperative Extension universities;
- b) Enhance Master Gardeners' knowledge of and interest in horticulture and related activities;
- c) Provide community service to residents of Alabama and beyond 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 Alabama Cooperative Extension System Master Gardener Training Program (hereinafter referred to as the "Program") who have completed their initial volunteer service requirement, paid local dues, and given a minimum of 25 hours of volunteer service annually, 10 of which must be Continuing Education Units (CEUs).
- b) Provisional Members will be those Intern Master Gardeners who have completed the Program but have not satisfied the 50-hour volunteer service requirement for certification during the first year. Once these requirements have been met, a Provisional Member may be certified and becomes eligible for Active membership. Provisional Members pay no annual dues and have no voting rights.

- c) Associate Members are employees of the Alabama Cooperative Extension System who work regularly with CAMGA. Associate Members pay no dues and have no voting rights.
- d) Honorary Members are individuals who have rendered outstanding contributions to CAMGA in meeting its objectives and have been approved by the Executive Board (hereinafter referred to as the "Board"). 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, 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 CAMGA by providing proof of state certification and fulfilling Active Membership requirements. Extension may recommend that classes related to soils and other regional topics be audited.

Section 5. Out-of-State Master Gardener Transfers: Master Gardeners from other states may join CAMGA on the condition that they audit the Program. Upon completion of the Program, they are eligible for full membership in CAMGA provided they fulfill Active Membership requirements.

Article IV -- Officers and Officers' Duties

Section 1. The officers of CAMGA shall be President, Vice President, Secretary, and Treasurer. Officers' duties are as follows:

- a) The President shall preside at regularly scheduled CAMGA meetings as well as Board meetings as arranged. The President shall act as the co-signer for the Treasurer. The President shall appoint committees and chairpersons of committees; committees serve at the discretion of the President. The President shall appoint the Advisory Council Representative and Alternate and the following Special Committees: Nominating, Audit, By-Laws, and Budget. [See Article V, Board and Committees, Sections 7-10 for additional information.] The President also shall have the option to appoint a Parliamentarian. 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 meetings in the absence of the President. The Vice President is responsible for:
 - Scheduling and coordinating programs for CAMGA meetings that further the mission of the organization, including taking responsibility for speaker needs such as audio-visual set-ups;

- Planning, promoting, and coordinating field trips for members;
- Coordinating members' use of CAMGA's projection equipment and laptop computer;
- Maintaining a Speaker's Bureau so that quality horticultural programs are made available to other organizations.

At the conclusion of the Vice President's term of office, all pertinent records will be delivered to the incoming Vice President.

- c) The Secretary shall prepare and maintain minutes of all meetings and record membership attendance and all votes 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 CAMGA and Board meetings. 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 CAMGA funds and shall chair the Budget Committee. 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 electronic format. In accordance with requirements of the Alabama Master Gardener Association (hereinafter referred to as "AMGA"), 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, no later than January 15 of the new fiscal year, the Treasurer shall turn over all financial records to the Audit Committee 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. 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 and Committees

Section 1. The Board shall consist of the Officers, Standing Committee Chairs, Advisory Council Representative, the Immediate Past President, and the Extension Advisor.

Section 2. Special Committees shall include a three-member Nominating Committee, a two-member Audit Committee, a Bylaws Committee, and a Budget Committee. The Chair of a Special Committee is not a Board member unless that Chair already serves on the Board in another capacity.

Section 3. The President, with Board approval, shall fill the vacancy of any Officer for the balance of the term. The President may fill a vacancy of a Standing Committee chair without Board approval.

Section 4. The President, with Board approval, shall have authority to create committees from among the membership as may be deemed expedient and shall prescribe their duties.

Section 5. All Committee Chairs are responsible for soliciting committee members as needed.

Section 6. The Advisory Council Representative and Alternate are appointed positions for a one-year term. The duty of those serving in the positions is to act as a liaison between CAMGA and AMGA.

Section 7. A Nominating Committee shall be appointed in August. They shall select officers from among the active membership and present a slate of officers both in the October CAMGA newsletter and at the October CAMGA meeting, at which time nominations also may be accepted from the floor prior to voting. No name shall be presented without the consent of the nominee.

Section 8. An Audit Committee, consisting of two Active Members who are not current Board members, shall be appointed and approved by the Board in November of each year. The Audit Committee shall examine the Treasurer's accounts for the calendar year and submit to the Board a written report signed by both members of the committee no later than the February meeting of the following year.

Section 9. A Bylaws Committee shall be appointed by the President annually to review CAMGA's bylaws and to report their findings/recommendations to the Board.

Section 10. A Budget Committee, chaired by the Treasurer, shall develop an annual budget to be approved by the Board before presenting it to the membership.

Section 11. The Board may approve expenditures of up to \$100 for non-budgeted items without the vote of the entire membership. The Board will advise the membership of any expenditure approved in this way at the following monthly meeting.

Article VI -- Meetings

Section 1. Regular CAMGA meetings will be scheduled monthly and held on the third Tuesday of each month at a time and place that is agreeable to the membership. The time and place of the meetings will be announced in advance in the CAMGA newsletter.

Section 2. A valid meeting may take place either in person or virtually, and—in the case of pressing or time-sensitive matters that arise between scheduled meetings—the Board may vote via email.

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 60% of the Board.

Article VII -- Parliamentary Authority

The current edition of *Robert's Rules of Order* shall govern the manner in which CAMGA meetings are conducted in all cases in which they are applicable and not inconsistent with these bylaws.

Article VIII -- Amendments and Operations

Section 1. These Bylaws will be reviewed annually and may be amended at any CAMGA meeting by a two-thirds majority vote of the members present, provided that notice of the proposed amendments have been given to the membership at least 21 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 CAMGA's best interests will be served.

Section 3. The fiscal year of CAMGA shall be the calendar year.

Section 4. The official publication for CAMGA is the newsletter entitled *Garden Buzz*. Publication of information and notices in the *Garden Buzz* shall constitute official notification to CAMGA members. The *Garden Buzz* shall also serve as the official archive for the meeting minutes and Treasurer's report.

Section 5. All information in the CAMGA *Membership Directory and Information Guide* or on class rosters, including addresses, phone numbers, and email addresses, is for the exclusive use of Active CAMGA members and current Interns, Extension Office personnel, and AMGA. 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, provided funds are available and approved by the Board and/or membership.

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

2021 Bylaws Committee:

Amanda W. Borden, Chair
Anne Carr
Janet Lewis