

**BYLAWS OF  
CENTRAL ALABAMA MASTER GARDENER  
ASSOCIATION, INC.**

**ARTICLE I**

**Name**

The name of the Corporation shall be CENTRAL ALABAMA MASTER GARDENER ASSOCIATION, Inc. (hereinafter sometimes referred to as the "Corporation").

**ARTICLE II**

**Objectives**

The objectives of this Corporation shall be to:

- 1) Enhance and supplement horticultural programs in extending, teaching, and aiding research of the Alabama Cooperative Extension universities;
- 2) Enhance Extension Master Gardeners' knowledge of and interest in horticulture and related activities;
- 3) 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
- 4) Provide opportunities for Extension Master Gardeners to associate with others who have interests in horticulture.

**ARTICLE III**

**Membership, Dues and Voting**

*Section 1.* There shall be five classes of membership:

active, alumni, provisional, associate and honorary.

- (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 completed a minimum of 25 hours of volunteer service annually, 10 of which must be Continuing Education Units (CEUs).
- (b) Alumni Members pay dues but have not fulfilled their total volunteer hour requirement for the past year. Alumni Members are allowed to vote and hold office.
- (c) Provisional Members will be those Intern Extension Master Gardeners who have completed the Program but have not satisfied the 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.
- (d) Associate Members are employees of the Alabama Cooperative Extension System who work regularly with the Corporation. Associate Members pay no dues and have no voting rights.
- (e) Honorary Members are individuals who have rendered outstanding contributions to the Corporation in meeting its objectives and have been approved by the Board of Directors (hereinafter referred to as the “Board”). Honorary Members pay no dues and have no voting rights.

*Section 2.* Only active and alumni Members are eligible to vote and hold office.

*Section 3.* Annual dues must be established each year by the Membership and must be paid before the first of each calendar year (January 1). Those Members who do not pay their dues by March 1 will be automatically dropped from membership in this organization.

*Section 4.* Any Member who desires to resign may notify the Secretary, who will promptly remove the Member's name from the Corporation's rolls. Members' names will also be removed from the Corporation's rolls in the event of death.

*Section 5.* In-State Extension Master Gardener Transfers: An Alabama Certified Extension Master Gardener from another county may join the Corporation by providing proof of state certification and fulfilling Active Membership requirements.

*Section 6.* Out-of-State Extension Master Gardener Transfers: Extension Master Gardeners from other states may join the Corporation on the condition that they audit the Program. Upon completion of the Program, they are eligible for full membership in the Corporation provided they fulfill Active Membership requirements.

## **ARTICLE IV**

### **Officers, Meetings, Board of Directors and Committees**

*Section 1. Officers.* The officers of the Corporation are a President, a Vice President, a Secretary, and a Treasurer. The Treasurer serves without bond. The Secretary and the Treasurer may be the same person if this Corporation so chooses for any term of office.

#### *Section 2. Election of Officers.*

- (a) Officers must be elected by a majority of the active and alumni Membership attending the meeting or voting by proxy.

- (b) Candidates for Offices may be chosen by a nominating committee from a list of active/alumni Members or by nominations from the floor at the election meeting.
- (c) The nominating committee is an ad hoc committee composed of three Members appointed by the President.

### *Section 3. Term of Office.*

Officers serve for a term of one calendar year or until their successors are elected. The term for all Officers begins the first day of the calendar year (January 1). Any vacancies that may occur among the Officers must be filled by a vote of the Membership at the next meeting after the vacancy occurs.

### *Section 4. Meetings.*

- (a) Election Meeting. This Corporation must hold an election meeting every year at a date, time, and place to be determined by the Membership, at which the Membership will elect Officers and transact such other business as may be appropriate.
- (b) Monthly Meetings. Monthly meetings may be convened as considered appropriate by the Membership. Notice of monthly meetings are to be emailed to the Membership via the monthly newsletter at least seven (7) days before the meeting and include a statement of the purpose or purposes for which this meeting is called.
- (c) Quorum. Twenty five percent (25%) of the voting Membership constitutes a quorum.
- (d) The current edition of Robert's Rules of Order shall govern the manner in which meetings are conducted

in all cases in which they are applicable and not inconsistent with these bylaws.

### *Section 5. **Board of Directors.***

The Board of Directors (referred herein as “the Board”) will consist of the Officers of this Corporation, Standing Committee Chairs, Advisory Council Representative and the immediate Past President. The Immediate Past President will serve in an advisory capacity and vote only in the case of a tie. A quorum shall consist of the President or Vice President and no less than 60% of the Board.

The Board of Directors, as a committee, will approve a budget for the necessary expenditures of the Corporation.

- (a) This budget will be created with the input of the various standing committee Chairpersons and will be submitted for approval by the Membership at a monthly meeting in the first quarter annually.
- (b) Expenditures against the budgeted amounts will be reimbursed upon submission of bill/receipt as outlined in the policies and procedures of the Corporation.

### *Section 6. **Committees.***

This Corporation’s standing committees are Program Committees and Special Committees. Special Committees include the Nominating Committee, Audit Committee, Bylaws Committee, and Budget Committee. The Chair of a Special Committee is not a Board member unless that Chair already serves on the Board in another capacity.

- (a) The Audit Committee will conduct an audit of the Treasurer annually.
- (b) The Program Committees, as determined by the President, consists of appointed members who plan

and coordinate the education, social and technology/ communication activities of this Corporation in accordance with the interests of the Membership. Chairpersons of these committees are appointed by the President.

- (c) The President may appoint special committees as needed.

## **ARTICLE V**

### **Extension Advisor**

This Corporation must request that the Alabama Cooperative Extension System appoint one Representative to serve as an Advisor and Liaison.

## **ARTICLE VI**

### **Amendment of Bylaws**

These bylaws may be amended at any meeting of this Corporation by a two-thirds majority vote of the Members present and voting, provided that notice of the proposed amendment(s) has been given to the Membership at least thirty (30) days before the meeting in which they are to be voted upon.

## **ARTICLE VII**

### **Miscellaneous**

*Section 1.* All services must be voluntary with no remuneration except for out-of-pocket expenses, if funds are available and approved by this Corporation.

*Section 2.* Within this Corporation there must be no discrimination with respect to race, color, sex, age, creed, or national origin.

Adopted: March 19, 2024