

Bylaws for the Brunswick County Master Gardener Volunteer Association

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I. NAME

The name of this Association shall be "The Brunswick County Master Gardener Volunteer Association," hereinafter referred to as "the Association."

II. PURPOSE

The purpose of the Association shall be as follows:

To supplement the educational opportunities provided to Master Gardeners, thus enhancing their knowledge, expertise, and skills in delivering educational assistance to gardeners through the consumer horticulture program efforts of the Cooperative Extension Service in Brunswick County;

To maintain the members' level of expertise so that they may assist other individuals and organizations in achieving a desired knowledge of gardening and gardening activities;

To enhance friendships and promote a spirit of good fellowship among its members. It shall be the goal of the Association to continue to improve the quality of the Extension Master Gardener Program and to increase the expertise of the Association members;

To strive to ensure a knowledgeable and experienced source of volunteers that can be utilized to complete projects under the direction of the Cooperative Extension Agents in the execution of their responsibilities.

III. ORGANIZATION

- A. The members of the Association shall be directed by the Board of Directors composed of the officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer), and all standing/permanent committee chairpersons.
- B. The officers of the Association shall be elected in November of each year to serve for a period of one (1) year effective January 1. The officers to be elected are President, Vice-President, and Treasurer. The President with the approval of the Board of Directors will appoint the other officers and committee chairpersons.
 - (1) The President shall:
 - (a) Preside at Board and General meetings of the Association and shall be responsible to the members for the efficient and accountable actions of the Association.
 - (b) Serve as ex-officio member of all committees except the Nominating Committee.

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- (c) Appoint an auditor with the approval of the Board of Directors who shall audit the financial accounts of the Association and report to the Board and membership by the April meeting each year.
- (d) Appoint such committees necessary for the operations of the Association.
- (2) The Vice President shall:
 - (a) Preside at Board and General meetings in the absence of the President.
 - (b) Perform other duties as requested by the President.
 - (c) Work along side the President in order to learn the responsibilities in order to become President the following year.
- (3) The Recording Secretary shall:
 - (a) Keep minutes of the Board and General meetings and provide a duplicate chronological complete set of them in the Master Gardener office.
 - (b) Take attendance at all meetings.
 - (c) Perform other duties as requested by the President.
- (4) The Corresponding Secretary shall:
 - (a) Receive, read and respond to correspondence and send appropriate cards to members/Extension staff for illness/death/etc.
 - (b) Perform other duties as requested by the President.
- (5) The Treasurer shall:
 - (a) Serve without bond to keep financial records of the Association.
 - (b) Receive and disburse funds on behalf of the Association. (Non-budgeted disbursements over \$100 must be approved of the Board of Directors and the Membership.)
 - (c) Provide Treasurer's report at Board and General meetings.
 - (d) Provide a quarterly list of dues paying members to the Board.
- (6) Vacancies
Officer vacancies occurring before the expiration of their term shall be filled by appointment by the President with the approval of the Board of Directors.

IV. COMMITTEES

The following committees shall be standing committees:
Budget/Financial Planning
Greenhouse
Liaison
Nominating

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Other committees may be added at the discretion of the Board of Directors as circumstances or needs dictate.

The Budget/Financial Planning Committee shall present annual budgets and financial recommendations to the Board of Directors. The Treasurer shall be one member of the committee. The Budget/Financial Planning Committee will solicit budget requirements from all committees in October in order to prepare the budget for review by the Board in December and the Membership in January.

The Greenhouse Committee shall be responsible for planning and executing the greenhouse activities, such as plant sales.

The Liaison Committee shall have one member plus an alternate Association member appointed to act as liaison between the Association and the North Carolina State Master Gardener Association.

The Nominating Committee shall be responsible for creating a new slate of officers annually.

V. NOMINATIONS AND ELECTIONS

Elections shall be by a majority of the members at the November Meeting.

- (1) Officers shall be elected for a one (1) year term beginning January 1. An officer may be elected for no more than two (2) consecutive terms and one (1) year must elapse before an outgoing officer is again eligible for election or appointment to the same office. However, the outgoing officer is eligible for election to any other office.
- (2) Nominating Committee:
Shall consist of three (3) members, one (1) to be appointed by the President and two (2) to be elected by the membership. A slate of officers (President, Vice-President, Treasurer), and 2 Nominating Committee members shall be presented to the members at the October meeting. Nominations shall also be taken from the floor at the meeting at which elections are held.

VI. MEETINGS

- (1) The Association shall meet every fourth Thursday, if possible, of each month. The Board of Directors or the membership shall establish the time of the meetings.
- (2) The meeting for the election of new officers shall be the regular scheduled meeting in November each year.
- (3) Robert's Rules of Order shall serve as a guideline for the conduct of all meetings. The Recording Secretary shall ensure that a copy of Robert's Rules of Order is available at all meetings.
- (4) A simple majority of those in attendance shall rule at all Association meetings with the following exceptions:
Disbursements > \$1000 (which are not budgeted) require 67% of those attending a regular meeting
Bylaws changes require 67% of those attending a regular meeting.
- (5) All meetings of the Association, Board of Directors, and Committees are open to all members.

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VII. MEMBERSHIP

- (1) No discrimination in membership will be made for race, sex, color, age, creed, religion, national origin, sexual orientation, or disability.
- (2) Membership in the Association shall be open to all dues paying Brunswick County Master Gardeners certified as such by the Brunswick County Center of the North Carolina Cooperative Extension Service. Students completing the Master Gardener Training Course are included in the Association for the remainder of the calendar year in which they complete the course.

VIII. DUES

Annual dues shall be determined by the Board of Directors and voted on by the membership of the Association. Dues may be revised and adjusted, if necessary, at the October General meeting. Dues are payable on or before January 1 each year. The funds collected shall be used to operate the Association. If dues are not paid by March, the person will no longer receive the newsletter.

IX. MISCELLANEOUS

- (1) These Bylaws may be amended or revised by a vote of at least 67% of the members attending a regular meeting of the Association. Each member shall have a copy of the revisions at least two weeks prior to the meeting date.
- (2) All service shall be voluntary with no compensation except for out-of-pocket expense money, if funds are available and if disbursement is approved by the Board of Directors.
- (3) The Association may promote fund-raising programs for operational expenses of the Association with approval of the Board of Directors.
- (4) In the event the Association ceases to function and dissolves itself, after all obligations have been satisfied, all assets shall be transferred to the Brunswick County Center of the North Carolina Cooperative Extension Service.

**11/04
BYLAWS OF
THE BRUNSWICK COUNTY
MASTER GARDENER VOLUNTEER ASSOCIATION**