

BYLAWS

Wiregrass Master Gardeners Association

(Revised - 8/18/2015)

ARTICLE I: Board of Directors

Section 1:

The Board of Directors shall consist of twelve (12) members: President, Vice-President/President Elect, Secretary, Treasurer, Immediate Past President, Program Chair, **Communications** Chair, **Ways and Means** Chair, Membership Chair, Projects Chair, Extension System Advisor as a non-voting member, and one member “**at large**” elected from the membership.

Section 2:

The Board shall meet at least **quarterly** during the fiscal year and shall fix the time, date and place of its meetings. Special meetings of the Board may be called by the President or, upon written request of a simple majority of the members of the Board. A quorum of the Board shall be two-thirds of the directors.

Section 3: Objectives:

- A. To foster the educational and charitable principles and goals of the organization.
- B. To propose educational and charitable goals and objectives for the Association.
- C. To provide orientation and guidance to the committees to accomplish the goals.
- D. To insure that all activities of the Association are conducted with impeccable ethics in furtherance of the goals and objectives.
- E. To fill any unexpired term of any officer vacating the position

ARTICLE II: Duties and Responsibilities

Section 1:

President

- Preside at all board meetings and general membership meetings.
- Preside over the operation of the association in accordance with the bylaws.
- Ensure that bylaws reflect the way the association operates.
- Prepare meeting agenda.
- Possess a working knowledge of *Roberts Rules of Order* and conduct meetings in accordance with those rules.
- **President**

President (continued)

- Provide input for each newsletter the association publishes.
- Appoint committee Chairpersons.

Vice President/President Elect

- Perform the duties of the President if the President is absent or unable to perform their assigned duties.
- Coordinate appropriate recognition of outgoing President
- Serve on Programs and Projects Committee.
- Perform other duties as assigned by the President.

Secretary

- Possess a working knowledge of Robert's Rules of Order and local association bylaws.
- Serve as custodian of all official records for the association.
- Record the proceedings of all board meetings to include members present.
- Record the proceedings of all membership meetings to include # of members and # of guests present.
- Draft copies of the minutes will be distributed to the board for comment as directed by the President.
- Perform other duties as assigned by the President.

Treasurer

- Serve on Ways and Means Committee
- Cause an audit of financial records annually at a time as stated in the association bylaws and when a change of Treasurer occurs. This audit may be conducted by a committee of three persons who are not Officers or Directors.
- Prepare an annual budget for presentation to the association at the annual meeting.
- Ensure that there are at least three persons in the association that are authorized to have access to the financial accounts.
- Provide a report of who has paid their annual dues to the Membership Chairperson.
- Collect and Remit annual membership dues to AMGA secretary along with a list of paying members.
- Provide a financial report to the association as required by association bylaws.

Treasurer (continued)

- Reimburse association members for costs incurred according to the association bylaws.
- Perform other duties as assigned by the President.

Member-At-Large

- Coordinate with Committee Chairs to secure projects for all Interns to achieve required volunteer hours for certification within the required time limit.
- Advise Membership Chair when an Intern has completed all requirements for Active membership in WMGA
- Perform other duties as assigned by the President.

State Advisory Council Representative

- Appointed by the President.
- Attend State Advisory Council meetings. If you cannot attend ensure that an officer or local representative attends the meeting.
- Solicit input from association members on issues that may be of interest to the advisory council.
- Serve or identify persons to serve on AMGA's standing and special committees.
- Serve as liaison between AMGA, WMGA & ACES.

Committee Chairs:

The Association's standing committees shall be appointed by the President. Each Chair may select additional members, with the approval of the President. Sub-committees may be formed in each area as needed.

Chair for Communications

- Responsible for disseminating information about the association and the AMGA program through media outlets.
- Provides news releases to local media outlets.
- Coordinates with the assistant chair for the Web site if association has a website.
- Serve as Web Master for association web site.
- Ensure all information on the web site is timely.
- Arrange for hosting of web site and coordinate with the Treasurer for the cost of the web site.
- Serve as editor of the newsletter.

- Arrange for publishing of newsletter and coordinate with the Treasurer for any costs associated with the newsletter. (Due to the cost of printing it is recommended that newsletter be distributed via email.)
- Obtain input from the association members on articles of interest for the newsletter.
- Participate in on-going communication with sponsoring ACES agent during intern classes.
- Submit articles to AMGA.

Chair for Membership

- Maintain an up-to-date record of dues paying members.
- Issue a notice to membership 30 days prior to the date membership fees become due.
- Work with local association board to encourage retention of interns for membership.
- Submit Membership information to AMGA Membership Database Manager using the template provided by AMGA
- Coordinate with Treasurer on membership paid status.
- Contact members who fail to renew their membership.
- Solicit nomination for awards from association members.
- Submit updated roster to WMGA BOD quarterly.

Chair for Finance *(these duties, except for audit, will be performed by the Treasurer if a Chair for Finance is not appointed)*

- Cause an audit of financial records annually at a time as stated in the association bylaws and when a change of Treasurer occurs.
- A committee of two persons who are not officers or board members may conduct this audit.
- Coordinate with the President to obtain committee members to conduct an audit as required by the Bylaws.
- Present report of audit results to the association officers for review and subsequent forwarding to the association membership.

Chair for Ways and Means

- Develop ideas and plans for fund raising. Make recommendations to the officers and board for fund raising events.
- Coordinate all fund raising efforts.

Chair for Programs

- In coordination with the Board of Directors determine the number and types of programs needed
- Schedule speakers for programs to include a follow-up a week before the meeting.
- Arrange for audio-visual aids needed for the program.
- Introduce the speaker or provide biographical information to the president if he/she will do the introduction.
- Send a thank you letter after the event to the speaker
- Keep association members aware of workshops, seminars, and regional workshops that may be of interest to the membership
- Develop and maintain a list of persons in the association who are willing to speak if requests for speakers are received and the subject they are expert in
- Responds to request for speakers and make it known that speakers are available.
- Identify and report on opportunities to promote the Master Gardener program to the community.

Chair for Projects

- Maintain project request forms used by the association
- Receive completed project forms and present them to the Board of Directors and the local sponsoring ACES agent for **concurrence**.
- Ensure that an association member is designated as the point of contact for each project that is approved
- Ensure that all association members are afforded an opportunity to participate in projects.
- Update ACES coordinator/agent of new projects
- Maintain a record of completed projects
- In coordination with the Board of Directors, select one project annually that has made a significant difference in the community and write a story about it for the annual ACES Report and for submission to local and/or state newsletters.

Section 2:

An Audit Committee of three members shall be appointed by the President at the **October Meeting** and shall present its findings at the February meeting.

Section 3:

A Nominating Committee shall be appointed at the August meeting, composed of three (3) members. It shall present its report via electronic distribution to the active members prior to the October Meeting.

Section 4:

The Board may create, instruct, or terminate other committees as necessary.

ARTICLE III: Finance

Section 1:

The Fiscal year of the Association shall be 1 January through 31 December.

Section 2:

Annual dues shall be determined by vote of the active membership at the Annual Meeting. Dues not received by 31 January are delinquent. The Membership Chair shall notify in writing those members whose dues are delinquent, before the next regularly scheduled meeting. Members whose dues remain unpaid by 31 March shall be considered no longer active and will be dropped from correspondence until payment is received.

Section 3:

The Association shall maintain a sound financial position. The Treasurer shall present a summary report at each regular meeting and shall make all financial records available to the Audit Committee within ten (10) calendar days after the close of the fiscal year.

Section 4:

All service to or through the Association shall be voluntary and no member shall be remunerated or be financially compensated except for out-of-pocket expenses **per approved Project Request form.**

ARTICLE IV: Extension Agent

The Association shall request that the Alabama Cooperative Extension System appoint one (1) representative to serve an advisor and act as its liaison to the Association.

ARTICLE V: Amendment of Bylaws

These Bylaws may be amended at any meeting of the Association by at least a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given to the membership at least one regularly scheduled meeting in advance.

ARTICLE VI: Miscellaneous

Section 1:

The current edition of *Robert's Rules of Order, Revised*, shall govern the Association in applicable cases, when consistent with the Articles of Incorporation and Bylaws and any special rules of order which the Association may adopt. The President may appoint a Parliamentarian.

Section 2:

Any officer may be removed from office and any member may be expelled for cause. Cause is determined by a simple majority of the Board of Directors voting.

Section 3:

The Association shall not discriminate with respect to race, color, gender, creed, or national origin.

Section 4:

The Association will not attempt to influence any legislation or participate to any extent in a political campaign for or against any candidate for public office.

Section 5:

Typographical or technical errors in these Bylaws not changing the intent of the Association shall not require an amendment to either the Articles of Incorporation or the Bylaws.

Section 6:

The Association shall be defined as a Florist with Nursery for the State of Alabama tax purposes as defined in Sections 40-23-31, 83 Part 810-6-3-.22 of the Code of Alabama 1975. All plants that are sold without state sales tax being assessed at any WMGA plant sale must have been propagated, planted, cultivated, grown, and tended by Master Gardeners or interns, or must have been donated without costs to WMGA and if donated from a retail or wholesale establishment plants are to be repotted from the original containers, any labels removed, and further cultivated before subsequent sales.

These Bylaws were approved by the Members of the Wiregrass Master Gardeners Association by at least a two-thirds (2/3) vote at the meeting held on the 18th day of August 2015.