

Cameron County Master Gardener Association
(In support of the Texas Cooperative Extension)

BYLAWS

Revised January 2015

Article I. Name

The name of this organization shall be the Cameron County Master Gardener Association.
(Referred to hereafter as CCMGA.)

Article II. Mission

The mission of the CCMGA is to beautify and environmentally improve communities through promotion of good gardening practice and horticulture education in an atmosphere of friendship, fellowship and fun, in support of Texas Cooperative Extension.

Article III. Goals

This organization shall be a non-profit, educational and charitable association of volunteers in support of Texas Cooperative Extension. Said organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code. The CCMGA goals are:

- A. To increase the gardening knowledge of its members and the general public.
- B. To support and assist Texas Cooperative Extension by providing the community with information and guidance on good gardening practices through personal contact, news articles, clinics, presentations at garden clubs, schools and other community groups.
- C. To support youth horticulture education.
- D. To assist Master Gardener Interns in fulfilling their volunteer commitment.

Article IV. Membership

Section 1. Members of this organization shall be graduates of a Texas Master Gardener Program, administered by the Texas Cooperative Extension, the Texas A&M University System.

Section 2. Master Gardener Interns will be deemed "Auxiliary Members", and will be accepted into full membership upon completion of the Master Gardener Program and payment of their dues.

Section 3. To maintain good standing, each member must pay dues for the current year and retain Master Gardener re-certification.

Section 4. Dues for members of this organization shall be payable annually by January 31. These dues include membership in the Texas Master Gardener Association. The annual dues shall be set by a majority vote of the Executive Committee.

Section 5. Auxiliary members, may serve on any committee, attend CCMGA meetings, however, do not have voting privileges until completion of the Master Gardener program.

Section 6. Members must maintain their membership through re-certification annually. Re-certification will include 6 County Extension Agent approved education hours and 24 additional hours of Master Gardener volunteer work in Cameron County.

Section 7. If a member has a financial hardship regarding the payment of dues, they must contact the Executive Committee or Horticulture Agent before Jan 31 for the year owed. The

Executive Committee or the Horticulture Agent may pro-rate, waive, reduce or extend the deadline for payment of dues.

Section 8. All members must comply with protocol and abide by Chain of Command. Members must seek Executive Committee approval prior to making contact with any Federal, State, County or Municipal office or person, as well as any contact with vendors for any benefit when related to CCMGA business.

Section 9. Any member seeking reimbursement for any expenditure incurred must have prior approval by CCMGA or the Executive Committee. This must be reflected in the minutes of a CCMGA meeting or Executive Committee meeting.

Article V. Meetings

Section 1. Meetings will be held not less than four times per year.

Section 2. Special meetings may be called, if the need arises, at the discretion of the Executive Committee. Such special meetings shall be announced to members by phone, Mail, and/or e-mail at least seven days prior to the meeting date.

Article VI. Fiscal Year

The fiscal year of this organization shall run from January 1 through December 31 of each year.

Article VII. Officers

Section 1. Elected officers of this organization shall be:

President
Vice President / Program Chair
Secretary
Treasurer

Appointed officers shall be:

Recorder (records member service and educational hours and provides statistics to the County Extension Agent.
Historian (maintains scrapbook)
State Delegate (attends state meetings)

Section 2. Officers shall be nominated by the Nominating Committee consisting of a chair and 2 other members. A slate of candidates shall be presented to the membership at the October meeting. Nominations will be accepted from the floor.

Section 3. Officers shall be elected by a quorum of members present at the November business meeting. New officers will assume their duties the following January 1st.

Section 4. A term of office shall be one year.

Section 5. Officers may be reelected to the same office, not to exceed three consecutive terms.

Section 6. All nominees for office must be active members in good standing.

Section 7. In the event that an office is unfilled, the association will continue to function.

Section 8. Appointed offices will be filled for a term of one year at the discretion of the Executive Committee, effective as of the January meeting.

Article VIII. Duties of the Officers

Section 1. The President shall:

A. Preside at all meetings of the organization.

- B. Appoint a chair for each committee.
- C. Be an ex-officio member of all committees except the Nominating Committee.
- D. Work with the Treasurer and Vice President/Program Chair to prepare an annual budget in support of association activities.
- E. Serve as Chair of the Executive Committee.
- F. Provide each Master Gardener class with an overview of Master Gardener responsibilities and opportunities.

Section 2. The Vice President/Program Chair shall:

- A. Preside at meetings in the absence of the President.
- B. Attend committee meetings at the President's request.
- C. Chair the bylaws committee.
- D. Chair the program committee.
- E. Plan all programs for the membership.
- F. Work with the Treasurer and President to prepare an annual budget in support of association activities.

Section 3. The Secretary shall:

- A. Record minutes of each meeting of the membership.
- B. Read the minutes of the previous meeting for approval.
- C. Be responsible for official correspondence of the association.
- D. Maintain all non-financial records of the association.

Section 4. The Treasurer shall:

- A. Receive all dues and monies for the association.
- B. Keep an exact account of all dues, other income, bank deposits, disbursements and other financial matters.
- C. Pay all bills authorized by the Executive Committee.
- D. Report fiscal activity to the membership
- E. Present the financial records for audit annually.
- F. Develop an annual budget with the President and Vice President/Program Chair to be approved by the Executive Committee.
- G. Keep a current list of member's names and addresses.

Article IX. Committees

Section 1. The committee chairs shall be appointed by the President and announced at the first meeting of the calendar year. Each committee is responsible to report each meeting results to the Executive Committee when an executive member is not present at their meeting.

Section 2. The standing committees and duties of each are:

- A. Program
 - 1. The Vice President shall serve as chair with additional members appointed by the chair as required.

This committee is responsible for arranging programs for meetings and additional education enrichment programs, seminars and field trips
- B. Publicity
 - 1. The committee shall consist of at least a Chair.
 - 2. The committee will acquaint the community with the association's programs and projects through the media.
- C. Nominating
 - 1. The committee shall consist of a chair and at least 2 other members who are not currently serving on the Executive Committee.

2. The committee will provide a slate of candidates for the October meeting.
 3. The committee will appoint persons to fill vacancies that might occur in elected offices.
- D. Audit
1. The committee shall consist of a chair and at least one other member who is not currently serving on the Executive Committee.
 2. The committee will audit the association's financial records annually, in the presence of the Treasurer and President, prior to the first meeting of the calendar year.
- E. Newsletter
1. The committee shall consist of at least a chair/editor, with additional members appointed by the chair as required.
 2. The committee shall prepare and make available to members an informative and educational publication no less frequently than quarterly.
 3. The committee shall maintain an electronic bulletin board, when feasible, listing all meetings, program and project dates, times and locations and other items of interest to the membership. One member of this committee shall be designated CCMGA's Webmaster who will be responsible for maintaining the Association's web site.

Section 3. Other committees may be called to action as needed. The committee chairs shall be appointed by the President, unless otherwise specified in this document.

Article X. Executive Committee

Section 1. The Executive Committee shall consist of the President, who will serve as chair, Vice President, Secretary, Treasurer, the Arboretum Chairman and the immediate Past President, who will serve as ex-officio advisor.

Section 2. A staff member of the Texas Cooperative Extension shall serve as advisor to the Executive Committee.

Section 3. The Executive Committee shall meet as necessary.

Section 4. The Executive Committee shall approve the annual budget for the calendar year and present it to the membership at the first meeting of the year.

Article XI. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the association in all cases in which they are applicable and when not inconsistent with the bylaws of this association.

Article XII. Voting

Section 1. A quorum shall consist of 25 percent of the membership.

Section 2. Election of officers shall be by majority approval of the members attending the November business meeting.

Article XIII. Awards

Section 1. The organization should recognize the efforts of its members and demonstrate its gratitude for service through awards and acknowledgement.

Section 2. At the close of each fiscal year, the Secretary shall chair and appoint at least one other member to an Awards Committee.

Section 3. The Awards Committee shall:

- A. Review and amend the awards guidelines, with approval of a majority of the Executive Committee.
- B. Recommend members for annual awards, based upon the member's service, as outlined in the awards guidelines.
- C. Submit award recommendations to the Executive Committee.

Section 4. The Executive Committee shall determine which members, in good standing, shall receive awards, within the constraints of the organization's budget.

Section 5. The Executive Committee shall be responsible for creating or obtaining all rewards.

Section 6. The Executive Committee shall report the recipients of the awards to the general membership

Section 7. The President, or his/her appointee, shall grant the awards at the Intern Graduation or another appropriate general gathering of the membership.

Article XIV. Amendments

Section 1. Notice of proposed amendments to the By-Laws will be made available at a membership meeting and by email to the members thirty days prior to a specified general meeting.

Section 2. At the specified general meeting the proposed amendments will be discussed, finalized and put to vote.

Section 3. Bylaws must be amended in the presence of a quorum of the membership. Approval shall be by majority vote of the members present.

Article XV. Assets

Section 1. All assets of the Cameron County Master Gardeners, including, but not limited to, all dues monies, revenues, gifts, grant monies, equipment and intellectual properties are the property of the CCMGA.

Section 2. Equipment, including but not limited to, electronic equipment, gardening supplies, office supplies, and event support supplies

- A. Shall be housed in a location determined by the Executive Committee.
- B. Shall be inventoried once per year by the Audit Committee, prior to the first meeting of the calendar year. The Audit Committee shall prepare an inventory report and present said report to the President.
- C. Shall be equally accessible for Master Gardener activities, by prior arrangement, to all members, upon request on a first come, first serve basis. Any equipment removed from the premises must be signed out and authorized.

Section 3. Fiscal assets, including, but not limited to, all dues monies, revenues, monetary gifts and grant monies:

- A. Shall be the responsibility of the Treasurer.

- B. Shall be deposited in a FDIC insured account, under the name of "Master Gardener Operating Fund," in an institution approved by a quorum of the Executive Committee.
- C. The Treasurer, President, Vice President/Program Chair and Secretary shall all have full access to the "Master Gardener Operating Fund."
- D. Any fiscal reports generated by the institution housing the organization's assets shall be directed to the Treasurer.
- E. All reimbursement or cash advance requests must be directed to the Treasurer.
- F. Reimbursement or cash advances shall be permitted only when expenditures have been approved by a majority of the Executive Committee.
- G. The Treasurer shall surrender the organization's fiscal records for audit at the close of each fiscal year to the Audit Committee.
- H. The Treasurer shall surrender the organization's fiscal records for audit at the close of each fiscal year to the Audit Committee. This Audit Committee shall submit The Yearend Audit Checklist to the accuracy of the books to the President and Treasurer.

Article XVI. Dissolution

Section 1. In the event that it is deemed necessary to dissolve the association, the dissolution resolution must be approved by a quorum of 25 percent of the active membership.

Section 2. Upon dissolution of the organization, assets will be distributed for one or more tax exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such asset not disposed of by the Treasurer, after all outstanding accounts are settled, will be distributed, with the approval of the Executive Committee, to other local organizations that share the mission of the CCMGA.

Article XVII. Declaration of By-Laws

In the year 2004 the Board declared the By-Laws to be in existence for the Association.

In subsequent years, the By-Laws shall be amended as mentioned in Article XIV.

We hereby declare this to be the By-Laws of the CCMGA.

February 2015

Charles A. Malloy III, President _____

Sheila Bradstreet, Vice-President _____

Lori Murray, Secretary _____

Becky Zaragoza, Treasurer _____