

Bylaws of the Master Gardeners of Central Georgia

Article I: Name, Address, Logo

Section 1: The name of this organization shall be the Master Gardeners of Central Georgia, Incorporated, hereafter referred to as MGCG.

Section 2: The address of this organization shall officially be the address of the Bibb County Extension Office: 736 Riverside Drive, Macon, GA 31201. All written communications to the MGCG shall be directed to this address. The address shall be changed only upon approval of the Executive Board.

Section 3: The official logo of the MGCG is as shown:



Article II: Purpose

Section 1: MGCG is founded as a non-profit service-oriented educational organization operating within the bounds of Section 501(c)(3) of the Internal Revenue Code.

Section 2: The purpose of the MGCG shall be to support the Georgia Master Gardener program and the University of Georgia Cooperative Extension in promoting good horticultural practices by:

- A. Increasing the Master Gardeners' and the community's knowledge, appreciation, and enjoyment of gardening and related activities;
- B. Enhancing and supplementing the horticultural efforts of the University of Georgia Cooperative Extension and the Georgia Master Gardener Program; and
- C. Providing opportunities for Master Gardeners to meet and associate with others who have similar horticultural interests.

Article III: Membership

Section 1: All Master Gardeners of the Central Georgia geographical area, which includes, but is not restricted to, the counties of Bibb, Houston, Monroe, Peach, Crawford, Jones, and Twiggs, who have met the annual volunteer hour requirements of the individual's respective County Agent and are current in their MGCG dues, are

members of MGCG. Annual dues are payable in January of each year. Interns are granted a one year provisional membership (see section 3).

Section 2: A certified Master Gardener is one who has completed the Georgia Master Gardener Program training, passed the final exam, and is current in the volunteer service by the Georgia Master Gardener Program as certified by the County Extension Agent. Volunteer hours must be accomplished and documentation forwarded to the County Agent in time to meet Extension Report requirements to maintain certification.

Section 3: Master Gardener Interns are automatically eligible for membership after completion of the training program and passing the final exam. This membership is offered only for one year until the intern is certified as a Master Gardener. After completion of initial volunteer service and certification as a Master Gardener, required annual volunteer service must be accomplished and reported to retain currency as in Sections 1 and 2.

Section 4: Out-of-state Master Gardeners are eligible for membership and shall serve as Interns as stated in Section Three of this article until such time as they shall complete the requirements of the Georgia Master Gardener Program on certification of out-of-state Master Gardeners and any requirements of the applicable County Extension Agent.

Article IV: Meetings

Section 1: It shall be the policy of the MGCG to conduct ten scheduled monthly meetings during the calendar year. A regular meeting date, time, and location shall be decided by a simple majority vote of the quorum of the Executive Board.

The organization's Annual Meeting will be held in November of each year. At this meeting, three items of business should be addressed. 1) The budget for the following year, which has been approved by a majority of the Executive Board, will be presented to the membership. 2) Officers will be elected. 3) A review of the past year will guide plans for the following year. Notice of this meeting shall be provided by the Secretary to all members. Notice shall be provided at least seven days prior to the date of the meeting.

Section 2: Regular Executive Board meetings are addressed under Article V.

Section 3: Additional meetings of the MGCG may be called at any time by the President or by a majority of the Executive Board. Notice of such meetings shall be provided to the membership by the Secretary at least seven days prior to the date of the meeting.

Article V: Voting and Elections

Section 1: Only certified Master Gardeners as defined in Article III, Section 2 and Master Gardener Interns having membership in good standing as defined in Article III, Section 3 of the Bylaws shall be entitled to vote on matters brought before the membership or serve as officers, committee members or in other positions of leadership.

Section 2: A simple majority of the membership present can conduct business at meetings except for the transaction of any business in which quorums are specified by the Executive Board.

Section 3: At the Annual Meeting in November, the Nominating Committee will present a slate of proposed officers. Nominations will be open to the floor with prior consent of nominees. If there are no floor nominees, the slate may be approved by a show of hands. If there are nominations from the floor, voting will be conducted by secret ballot.

Article VI: The Executive Board

Section 1: The Executive Board shall consist of the Officers, Chairpersons, and Advisor as follows:

- A. President
- B. President-Elect
- C. Secretary
- D. Treasurer
- E. Immediate Past President
- F. Ways and Means Chair
- G. Education Committee Chair
- H. County Agent Advisor

At such time as may be deemed necessary, the Executive Board may create and appoint additional temporary or permanent positions.

Section 2: If a vacancy occurs on the Executive Board, the remaining members of the Executive Board shall have the power to appoint a successor to serve for the balance of the term.

Section 3: A simple majority of the Executive Board shall constitute a quorum for the transaction of business at any of the Executive Board meetings. The President shall vote only to break a tie.

Section 4: Terms and Duties of Executive Board Members

Section 4.1 All newly elected Officers and appointed Chairpersons shall begin to serve in their elected capacity on the first day of January in the following calendar year. Term runs from 1 Jan through 31 Dec for a calendar year.

Section 4.2: The terms of Officers and other Executive Board Members are as follows:

- | | |
|------------------------------|--|
| A. President | one year term |
| B. President-Elect | one year term, then becomes President the following year |
| C. Secretary | one year term |
| D. Treasurer | one year term |
| E. Immediate Past President | one year term |
| F. Ways and Means Chair | one year term |
| G. Education Committee Chair | one year term |
| H. Advisor | filled in perpetuity by a county extension agent |

The Office of President is not an elected position. The President-Elect always ascends to the Presidency.

The same person may be elected to serve for multiple terms in positions C-G (see above) on the Executive Board .

Section 4.3: The duties of the Officers are as follows:

- A. President
 1. Presides at all meetings of the MGCG and performs general supervision of its affairs
 2. Chairs the Executive Board
 3. Appoints standing committee chairs and any special committees
 4. Prepares the annual budget for approval by the Executive Board and presentation to the general membership
 5. Signs checks in the absence of the Treasurer
- B. President-Elect
 1. Fulfills the duties of the President in his/her absence
 2. Ensures that programs are provided at all regularly scheduled general membership meetings
 3. Appoints a Hospitality Chairperson
 4. Serves as chair of the Nominating Committee
 5. Assists the President in all activities and positively promotes the MGCG locally and nationally
 6. Assists the President in the preparation of the budget

- C. Secretary
 - 1. Records the minutes of all MGCG meetings and the Executive Board meetings
 - 2. Maintains the general membership roster
 - 3. Maintains all necessary documents and correspondence
- D. Treasurer
 - 1. Makes disbursements upon Executive Board authorization, keeps accurate records of all funds, gives a report upon request and receives and monitors payment of dues by the membership as determined by the Executive Board
 - 2. Assists the President in the preparation of the budget
- E. Chair of Ways and Means Committee
 - 1. Proposes to the Executive Board new avenues of revenue
 - 2. Monitors and reports to the Board the progress of all fundraising projects
- F. Chair of Education Committee
 - 1. Proposes continuing education opportunities to the Executive Board
 - 2. Reports on community activities of MGCG members
 - 3. Appoints and supervises a Public Relations Chair who will work to keep the community informed of MGCG activities
- G. Advisor
 - 1. Advises on all educational programs
 - 2. Is the liaison between the County Extension and the MGCG

Article VII: Committees

Section 1: Standing Committees: The standing committees of MGCG shall include Nominations, Education, Hospitality, Grants, and Ways and Means.

Section 1.1 Duties of Standing Committees

- 1. **Nominations:** Proposes slate of officers which shall include President, President-Elect, Secretary, and Treasurer, for General Meeting
- 2. **Ways and Means:** Investigates new sources of revenue for MGCG
- 3. **Education:** Works with the advisor to insure that continuing education opportunities are made available to the general membership; Recognizes and responds to opportunities in the community to further educate homeowners with research-based information from Extension
- 4. **Hospitality:** Makes sure refreshments are provided at all meetings; Contact members who are having current challenges by written correspondence or phone to provide support and encouragement; Coordinates all special social events with the President-Elect for the organization
- 5. **Grants:** Receives and reviews all applications for monies; Awards qualified monies to applicants based on available funds and grant guidelines; Sets up a subcommittee on Scholarships whose job will be to search out individuals

engaged in the study of horticulture who would benefit from financial support from MGCG.

Section 2: Special Committees: Special committees shall be appointed as necessary by the President and approved by the Executive Board. Any MGCG member in good standing may serve. Committees are formed to carry out the objectives of the MGCG. Committee Chairpersons are required to report the status of their activities and to request necessary funding of the Executive Board.

Article VIII: Waiver of Responsibility

All meetings, field trips or other MGCG activities are attended by members or guests at the sole election of the attendees. MGCG assumes no responsibility for personal injury or loss of or damage to property.

Article IX: Conduct of Business

Section 1: The business of the MGCG shall be conducted in accordance with the recently revised Robert's Rules of Order and supervised by a Parliamentarian as deemed necessary by the President unless specified otherwise by the Bylaws.

Section 2: The MGCG shall not engage in any business or other enterprise with intent to provide a profit to members, investors, or contributors.

Article X: Dissolution

Upon the dissolution of the MGCG, the Executive Board will distribute any remaining assets, after payment of all just debts, to Extension horticulture departments in the Middle Georgia area. These distributed assets shall be given for the purpose of furthering the Georgia Master Gardener Program in areas currently covered by MGCG membership.

Article XI: Amendments

Section 1: A review of the Bylaws will be conducted by the Executive Board every three years beginning in 2014 and take appropriate actions.

Section 2: To amend the Bylaws, a two-thirds majority of the Executive Board shall be required. Any change must be published in the MGCG newsletter or otherwise provided to all members.

MGCG founded June 14, 1994

Bylaws revised October, 2010