

CONSTITUTION OF THE MASTER GARDENERS OF CENTRAL GEORGIA

ARTICLE I NAME

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

ARTICLE II PURPOSE

The purpose of the MGCG shall be to support the Georgia Master Gardeners Program and the University of Georgia Cooperative Extension Service in promoting good horticultural practices by:

- A. Increasing the Master Gardener and the community knowledge of gardening and related activities;
- B. Enhancing and supplementing the horticultural efforts of the University of Georgia Cooperative Extension Service 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 Gardener's of the Central Georgia geographical area who have met the volunteer hour requirements of the individual's respective County Agent are members of the MGCG.

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 required by the Georgia Master Gardener Program as certified by the County Extension Agent. Volunteer service must be accomplished and documentation forwarded to the County Agent in time to meet Extension Service 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 Section One.

SECTION 4:

Out-of-state Master Gardeners are eligible for membership and shall serve as Interns as stated in Section 3 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

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Agent.

ARTICLE IV MEETINGS

SECTION 1:

It shall be the policy of the MGCG to conduct regularly scheduled general membership meetings. A regular meeting date, time, and location shall be decided by a simple majority vote of the quorum of the general membership.

One regularly scheduled general membership meeting will also be the organization's Annual Meeting. 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 vote 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, ELECTIONS AND THE EXECUTIVE BOARD

SECTION 1:

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

SECTION 2:

A simple majority of the membership present shall constitute a quorum for conducting business at meetings except for the transaction of any business in which different quorums are specified by the Constitution or Standing Rules.

SECTION 3:

The Executive Board shall consists of the Officers, Directors, and Advisor as follows:

- A. President
- B. President-Elect
- C. Secretary
- D. Treasurer
- E. Two to Six Directors
- F. Master Gardener Advisor

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

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SECTION 4:

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 5:

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.

**ARTICLE VI
TERMS AND DUTIES OF EXECUTIVE BOARD MEMBERS**

SECTION 1:

All newly elected Officers and Directors shall begin to serve in their elected capacity on the First day of January in the following calendar year.

SECTION 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. Directors three-year term
 - F. Advisor filled in perpetuity by a county extension service agent
- Added: Note: Term runs from 1 Jan through 31 Dec for a calendar year.

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 any position on the Executive Board. In addition, the same person may serve as both Secretary and Treasurer at the same time.

SECTION 3:

Duties of Officers and other Executive Board Members 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 committees and any special committees;
- 4. Prepares the annual budget for approval by the Executive Board and presentation to the general membership; and
- 5. Signs checks in the absence of the Treasurer.

B. PRESIDENT-ELECT

- 1. Fulfills the duties of the President in his/her absence;
- 2. Serves as chair of the Program Committee to ensure that programs and refreshments are

provided at all regularly scheduled general membership meetings;

3. Serves as chair of the Nominating Committee; and
4. Assists the President in all activities and positively promotes the MGCG locally and nationally.

C. 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.

D. SECRETARY

1. Records the minutes of all MGCG meetings;
2. Maintains the general membership roster and a file of all statements and rulings of the Executive Board; and
3. Presents a summary of activities for the year at the Annual Meeting and maintains all necessary documents, correspondence and notices of meetings.

E. DIRECTOR

1. Represents the MGCG at gardening meetings, functions, and related activities and reports on these activities to the general MGCG membership; and
2. Directs, supports, and participates in the continued education of Master Gardeners and Master Gardener Interns and assists the Executive Board in compiling and maintaining written, printed, and pictorial records of MGCG activities.

F. ADVISOR

1. Advises on all educational programs; and
2. Is the liaison between the County Extension Service and the MGCG.

**ARTICLE VII
COMMITTEES**

Committees, both Standing and Special, 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 request for necessary funding to 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.

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**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, unless specified otherwise by the Constitution or Standing Rules.

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, any remaining assets, after payment of all just debts, shall be distributed to bona fide teaching, research, and Extension horticulture departments in the State of Georgia. These distributed assets shall be given for the purpose of furthering the Georgia Master Gardeners Program.

**ARTICLE XI
AMENDMENTS**

To amend the Constitution, 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.

To amend the Standing Rules, 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
Constitution and Standing Rules revised October 2001

**STANDING RULES OF THE
MASTER GARDENERS
OF CENTRAL GEORGIA**

1. Organization address. The MGCG shall maintain the address of the Houston County Extension Office as the official address of the organization. All written communications to the MGCG shall be directed to this address. The address shall be changed only upon approval of the Executive Board.
2. Objectives. The methods for attaining organization objectives include but are not limited to:
 - A. Publishing and distributing articles, newsletters, and other printed materials;
 - B. Planning, conducting, and participating in projects, meetings, seminars, workshops, speaking engagements, exhibits, and other activities; and
 - C. Assisting Master Gardener Interns in fulfilling and reporting their training requirements and volunteer services.
3. Membership.
 - A. Membership in the MCGG shall be on a calendar year basis. Annual membership for the year must be certified by the applicable County Agent. Any Master Gardener who has not accomplished and reported their volunteer hours for the previous calendar year to their County Agent are decertified and will be dropped from the MGCG membership list. Members who are dropped because of de-certification may be reinstated after meeting requirements of the County Agent.
 - B. Membership dues shall be established and controlled by the Executive Board. If established, dues will be on an annual basis in conjunction with the requirements of membership.
 - C. The Secretary shall maintain the membership list of the MGCG. This list may be distributed to members and to other individuals and organizations having similar interests and non-profit restrictions.
7. Meetings. It shall be the policy of the MGCG to conduct regularly scheduled general membership meetings every month except during the month of December. A designated general membership meeting will also be identified as the organization's Annual Meeting. The Annual Meeting shall be a review of all the transaction of business that has occurred during that calendar year. Members will also conduct business at the Annual Meeting necessary to meet the MGCG needs for the following calendar year. This agenda will include but not be limited to:
 - A. Review of Treasurer's financial report for the current year;
 - B. Review of all projects and/or activities completed in the current year or still in process; and
 - C. Election of Officers and Directors for the following term.
8. Voting, Elections and the Executive Board.
 - A. Voting will be conducted as follows:
 - 1) To elect Officers and Directors, i.e. the Executive Board, at the Annual Meeting a simple majority of a quorum shall be required. Only those members in good standing may be nominated.
 - 2) These elections will be conducted by secret ballot if more than one candidate is being considered for a single position. If the Nominating Committee presents a slate of

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candidates and there are no nominations from the floor, these elections may be conducted by a show of hands.

B. The Executive Board shall meet at least once during each calendar quarter and shall initiate and direct all organizational policies. The Executive Board shall meet the first month of each quarter (January, April, July, and October) at a date, time, and location determined by the Executive Board. The Secretary shall provide notice to all Executive Board members at least seven days prior to the meeting.

C. At each quarterly Executive Board meeting the Treasurer shall present a summary of the revenues and expenses, with supporting records that occurred during the previous quarter.

D. The Executive Board shall review the Treasurer's summary and report status to the general membership at the next regularly scheduled general membership meeting.

9. Areas to consider for committee work include:

A. Programs: President-Elect will serve as chair of this committee, which provides programs and coordinates refreshments for all regularly scheduled general membership meetings.

B. Newsletter: Publishes, with membership input, a MGCG Newsletter each month.

C. Nominating: Presents a slate of candidates at the Annual Meeting. Chair is President-Elect.

D. Projects: Coordinates MGCG resources to complete projects selected and prioritized by the Executive Board.

E. Membership: Works to increase membership and membership participation in organization activities.

10. No member or group of members shall incur any indebtedness in the name of the MGCG without approval of the Executive Board. All expenditures will be documented with receipts.

END

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