

MASTER GARDENERS OF LAWRENCE COUNTY, TN BYLAWS

11/06/2017

Article I. NAME

The name of this Association shall be the Master Gardeners of Lawrence County, TN

Article II. TERRITORIAL LIMITS

The territorial limits for projects shall be boundaries of Lawrence County, TN and shall be limited to the property of publicly owned or non-profit organizations

Article III. OBJECTIVES

The objective of this Association shall be but not limited to:

1. To enhance and supplement consumer horticulture programs in extension, teaching and research of the Tennessee Agriculture Extension Service as associated with the University of Tennessee and Tennessee State University.
2. To extend the Master Gardener's knowledge of, and interest in, horticulture related activities.
3. To disseminate to Lawrence County citizens and residents, information on horticulture practices and techniques in accordance with standards approved by the Tennessee Agriculture Extension Service.
4. To provide opportunities for its members to meet and to associate with others who have similar horticulture interests.

Article IV. Membership

Section I. The membership of the Association may be any individual who has successfully completed an approved Extension Service Master Gardener Training Program.

Section 2. Prior class members must pay current years due, as outlined in Article VII, and perform service hours as established by the Extension Agent Advisor to remain in good standing as Active members. All active members' service hours shall be documented and submitted every six months.

Section 3. Current year class members are invited to attend and participate in the Association as Active Members during the year that they are taking the classes and fulfilling their services requirements and are exempt from paying dues that year.

Section 4. Voting membership shall consist of the active members and current year class members.

Section 5. Exception to the above statement membership requirements shall be granted by the extension agent advisor on a case-by-case basis.

Article V. MEETINGS AND ELECTIONS

Section 1. A meeting of the active board plus any other interested active members will be held in early January to establish General Meeting schedule time and venue for the year. This will then be published to all members. During the active gardening season, the members may choose to replace the original format with meetings or tours at other venues or time. These changes will be announced to all members. Members family members are invited to attend the dinners, meetings, and programs.

Section 2. Special meetings may be called by the executive board as needed. Members will be notified at the regular meetings or via email or by using a "telephone tree".

Section 3. Twenty (20) percent of active membership shall constitute a quorum for conducting business.

Section 4. A committee of at least three persons, designated by the Association of Presidents, will be formed to identify nominations of officers for the following year, and present a slate at the October meeting. No name shall be presented without the permission of the nominee.

Section 5. Election of officers shall be by ballot, unless there is only one nominee for an office, in which event a voice vote may be taken. A plurality shall elect. Election of officers shall be at the November meeting with installation at the end of the December meeting. Only prior year, active members who have completed their service hours are also eligible.

Article VI. OFFICERS AND EXECUTIVE BOARD

Section 1. The Officers of the Association shall be a President, Vice-President, Secretary, and a Treasurer. Co-Officers are allowed if authorized by vote of the members.

Section 2. The Executive board shall consist of the elected officers and the extension agent advisor. Committee Chairpersons shall be included on the executive board when actions or decisions of the board pertain to that committee's project. The board shall have general supervision of the affairs of the Association between meetings, provided that none of the acts shall constitute quorum for transaction of business.

Section 3. The President, Vice President and secretary shall be elected for one-year term. Treasurer shall be elected for two years term. Officers shall take office immediately following the December meeting. All officers are eligible to serve and additional terms, if elected in accordance with Article V, Section 4 and 5.

Section 4. Vacancies in offices shall be filled by appointment by executive board for the remainder of the year.

Section 5. Duties of Officers

President: Shall preside at all meetings of the Association and the Executive Board. He/She shall be the Chief Executive Officer and shall appoint Committee Chairpersons and Committee Members, and recommend projects for the Association, to be approved by a majority of members present. The president shall coordinate, prepare, and arrange programs for the Association meetings as needed, and schedule field trips of interest to the membership.

Vice-President: In the absence or inability of the president, shall perform those duties. He/She shall record and collate active members service hours and submit that information to the extension advisor no later than June 1 or December 1 each year. The vice president will promote interest in volunteer

activities of the Association throughout the local community and shall coordinate and schedule the membership to serve as chairpersons for projects and to complete the work. He/She will also attend or designate a representative to attend meetings elsewhere to promote the Association.

Secretary: Shall keep and distribute for the membership a record of the proceedings of the meeting of the Association and of the Executive Board and conduct correspondence not specifically assigned to the Offices or Committees. He/She will develop in March, a booklet listing current and class members with information on how to reach them.

Treasurer: Shall receive all funds of the Association and shall deposit them in a local bank. He/She shall disburse these funds by checks as directed in an approved budget or by the executive board. The treasurer shall keep an account of all monies and make a report to the Association at regular or special meetings. The treasurer shall prepare a financial report at the end of the year and at the end of the treasurer's tenure of office. The president shall also be authorized to endorse checks for Association business as approved by the executive board or general membership vote in the event of the absence or inability of the treasurer.

Section 6. No officer shall be related to one another by either blood or marriage.

Article VII. FINANCES

Section 1. The budget year of this Association shall be September 1 through August 31.

Section 2. Dues are payable at the January meeting and are delinquent after the March meeting. The amount of the annual dues may be changed by recommendation of the executive board and with the approval of the general membership at the October meeting or at a special meeting. It shall become effective for the ensuing calendar year.

Section 3. The Executive Board will prepare an annual budget. It will be presented to the Association for discussion and revision at the June meeting, and/or further revised and approved at the August meeting. Copies will then be emailed or mailed to the members according to members providing their contact information.

Section 4. The Executive Board may approve up to \$300 without presenting it the Association for approval. Over \$300 must be presented to the membership for discussion and approval. Any charitable underbudgeted expenditure shall be limited to horticulture or agricultural organizations.

Article VIII. AMENDMENT

These By-Laws may be amended by a two-thirds (2/3) vote of those active members present at a meeting, provided those present constitute a quorum, and provide the amendment(s) has/have been presented in writing and made known at the prior regular meeting.

Article IX. PARLIAMENTARY AUTHORITY

The rules contained in the current revision of Roberts Rules of Order govern the Association in all cases to which they apply, and in which they are not inconsistent with these By-Laws.

Adopted as revised November 2, 2017