

Bylaws / Brunswick County Master Gardener Volunteer Association

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I. NAME

The name of this Association shall be "The Brunswick County Master Gardener Volunteer Association", hereinafter referred to as "BCMGVA"

II. PURPOSE

The purpose of BCMGVA shall be as follows:

☑ To supplement and maintain the educational opportunities provided to Master Gardeners, thus enhancing their knowledge, expertise, and skills in delivering educational assistance to gardeners through the consumer horticulture program efforts of the Cooperative Extension Service in Brunswick County;

☑ To enhance friendships and promote a spirit of good fellowship among its members. It shall be the goal of BCMGVA to continue to improve the quality of the Extension Master Gardener Program and to increase the expertise of BCMGVA members;

☑ To strive to ensure a knowledgeable and experienced source of volunteers that can be utilized to complete projects under the direction of the Cooperative Extension Agents in the execution of their responsibilities.

III. ORGANIZATION

A) The members of BCMGVA shall be directed by the Board of Directors composed of the officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer), and all Standing* committee chairpersons.

B) The officers of BCMGVA shall be elected in November of each year to serve for a period of one (1) year effective January 1. The officers to be elected are President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The President with the approval of the Board of Directors will appoint the other officers and committee chairpersons.

- 1) The Committee President shall:
 - a) Preside at Board and General meetings of BCMGVA and shall be responsible to the members for the efficient and accountable actions of BCMGVA
 - b) Serve as ex-officio member of all committees except the Nominating Committee
 - c) Appoint one member to the Nominating Committee
 - c) Appoint an auditor with the approval of the Board of Directors who shall audit the financial accounts of BCMGVA and report to the Board and membership by the April meeting each year.
 - d) Appoint such committees necessary for the operations of BCMGVA.
- 2) The Vice President shall:
 - a) Preside at Board and General meetings in the absence of the President.
 - b) Perform other duties as requested by the President.
 - c) Work along side the President in order to learn the responsibilities in order to become President the following year.
- 3) The Recording Secretary shall:
 - a) Provide minutes to be checked by the President and/or Vice President and then posted online by the Webmaster.
 - b) Take attendance at all meetings.
 - c) Perform other duties as requested by the President.
- 4) The Corresponding Secretary shall:
 - a) Receive, read and respond to correspondence and send appropriate cards to members/Extension staff for illness/death/etc.
 - b) Send thank you notes to speakers and donations in kind
 - c) Perform other duties as requested by the President.
- 5) The Treasurer shall:
 - a) Serve without bond to keep financial records of BCMGVA.
 - b) Receive and disburse funds on behalf of BCMGVA. (Non-budgeted disbursement over \$500 must be approved of the Board of Directors and the Membership.)
 - c) Provide Treasurer's report at Board and General Meetings.
 - d) Provide a list of dues paying members to the Board at the end of each quarter.
- 6) Vacancies
Officer vacancies occurring before the expiration of their term shall be filled by appointment by the President with the approval of the Board of Directors.

IV. COMMITTEES

The following committees shall be standing committees:

☑ The Budget/Financial Planning Committee shall present annual budgets and financial recommendations to the Board of Directors. The Treasurer shall be one member of the committee.

The Budget/Financial Planning Committee will solicit budget requirements from all committees in October, to be provided to the Treasurer, in order to prepare the budget for review by the Board in November and for approval by the Membership in November.

The delegate to NCMGVA shall have one member plus one alternate delegate.

The Nominating Committee shall be responsible for creating a new slate of officers annually

* The Botanical Garden Committee will be Standing Committee of five to seven (5-7) members plus Extension Staff.

Members of the Committee will be volunteers or appointed by the President and will serve on a rotating basis. At least half of the members will remain for a two-year term to provide continuity. Meetings will take place as needed and minutes will be taken. The Committee will report to the Board and the Membership every month.

* The Plant Sale Committee will be a Standing Committee of five to seven (5-7) members plus Extension Staff.

Members of the committee will be volunteers or appointed by the President. Members will serve on a rotating basis. At least half of the committee will remain for two years to provide continuity. Meetings will take place as needed and minutes will be taken. The Committee will report to the Board and the Membership every month.

Other committees may be added at the discretion of the Board of Directors as circumstances or needs dictate.

V. NOMINATIONS AND ELECTIONS

Elections shall be by a majority of the members at the November Meeting.

1) Officers shall be elected for a one (1) year term beginning January 1. An officer may be elected for no more than two (2) consecutive terms and one (1) year must elapse before an outgoing officer is again eligible for election or appointment to the same office. However, the outgoing officer is eligible for election to any other office.

2) Nominating Committee:

a) Shall consist of three (3) members, one (1) to be appointed by the President and two (2) to be elected by the membership.

b) A slate of officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer), and two (2) Nominating Committee members shall be presented to the members at the October meeting. Nominations shall also be taken from the floor at the November meeting at which time elections will be held.

VI. MEETINGS

- 1) BCMGVA shall meet every fourth Thursday, if possible, of each month. The Board of Directors or the membership shall establish the time of the meetings.
- 2) Robert's Rules of Order shall serve as a guideline for the conduct of all meetings. The Recording Secretary shall ensure that a copy of Robert's Rules of Order is available at all meetings.
- 3) A simple majority of those in attendance shall rule at all Association meetings with the following exceptions: Disbursements > \$500 (which are not budgeted) require 67% of those attending a regular meeting
- 4) All meetings of BCMGVA, Board of Directors, and Committees are advertised and open to all members.

VII. MEMBERSHIP

- 1) No discrimination in membership will be made for race, sex, color, age, creed, religion, national origin, sexual orientation, or disability.
- 2) Membership in BCMGVA shall be open to all dues paying Brunswick County Master Gardeners certified as such by the Brunswick County Center of the North Carolina Cooperative Extension Service. Students completing the Master Gardener Training Course are included in BCMGVA for the remainder of the calendar year in which they complete the course.

VIII. DUES

Annual dues shall be determined by the Board of Directors and voted on by the membership of BCMGVA. Dues may be revised and adjusted, if necessary, at the October General meeting. Dues are payable in January of each year. The funds collected shall be used to operate BCMGVA. If dues are not paid by March 1st, the person will no longer be considered a member of BCMGVA.

IX. MISCELLANEOUS

- 1) These Bylaws may be amended or revised by a vote of at least 67% of the members attending a regular meeting of BCMGVA. Each member shall have a copy of the revisions at least two weeks prior to the meeting date.
- 2) All service shall be voluntary with no compensation except for out-of-pocket expense money, if funds are available and if disbursement is approved by the Board of Directors.
- 3) BCMGVA may promote fund-raising programs for operational expenses of BCMGVA with approval of the Board of Directors.
- 4) In the event BCMGVA ceases to function and dissolves itself, after all obligations have been satisfied, all assets shall be transferred to the Brunswick County Center of the North Carolina Cooperative Extension Service.

Revision date: Jan 2016 (adopted 3/24/16)