

Master Gardener | Brunswick County
Volunteer Association

Bylaws

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I. NAME

The name of this Association shall be "NC State Extension Master GardenerSM Volunteer Association of Brunswick County, Inc.", hereinafter referred to as the "Association".

II. PURPOSE

The Association is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code to accomplish the following purposes:

- A.** To enhance, supplement, and aid in improving the effectiveness of its members as volunteers in the Extension Master Gardener program of the NC State Cooperative Extension of Brunswick County;
- B.** To raise issues of concern for improvement of the Extension Master Gardener program;
- C.** To facilitate communication among Association members through an Association newsletter, regular meetings, and other events;
- D.** To undertake fund raising in support of the Association programs, consumer horticulture, and Extension Master Gardener programs;
- E.** To promote public awareness and appreciation of the horticultural services of Cooperative Extension with emphasis on the value and importance of education, consultation and training; and,
- F.** To sponsor and co-sponsor education and training activities for Master Gardeners of Brunswick County in partnership with programs of the Cooperative Extension.

III. MEMBERSHIP

There shall be four (4) classes of membership.

Active. Active membership shall be open to all Extension Master GardenerSM of Brunswick County certified as such by the Brunswick County Center of the North Carolina State Cooperative Extension Service having paid the prevailing association dues. Interns completing the Master Gardener Training Course are included in the Association for the remainder of the calendar year in which they complete the course.

Emeritus. Master Gardeners who have been awarded Emeritus status are eligible for membership in the Association and are entitled to vote as members of the Association upon the payment of annual dues.

Associate. Membership applies to any employee of Brunswick County Center of the North Carolina State Cooperative Extension Service. Associate members are exempt from dues and may not hold office.

Voting. Only Certified Master Gardeners, Master Gardeners Interns, and Emeritus Master Gardeners are entitled to vote as members of the Association. Only Certified Master Gardeners and Master Gardeners Interns are entitled to hold office.

No discrimination in membership will be made for any reason.

IV. ORGANIZATION

The members of the Association 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. The Officers and Standing Committee Chairs (or the Standing Committee Chair's designate in case of the Chair's absence) are entitled to vote as members of the Board.

1. The President shall:

- a. Preside at Board and General meetings of the Association and shall be responsible to the members for the efficient and accountable actions of the Association.
- b. Serve as ex-officio member of all committees except the Nominating Committee.
- c. Appoint one member to the Nominating Committee
- d. Appoint an auditor with the approval of the Board of Directors who shall audit the financial accounts of the Association and report to the Board and membership by the April meeting each year.
- e. Appoint a Newsletter Editor. The Newsletter Editor shall be responsible for the publication and distribution of the Association newsletter.
- f. Appoint such committees necessary for the operations of the Association.

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 alongside the President with the goal of becoming President the following year.
3. The Recording Secretary shall:
 - a. Provide minutes to be reviewed 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 bereavement, illness, surgery, injuries, 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 the Association.
 - b. Receive and disburse funds on behalf of the Association. (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.

V. COMMITTEES

A. Definitions. A Standing Committee is a committee established by the Bylaws for an indefinite time. A Special Committee is a committee established by the President to complete an assigned task in a specified time.

B. Appointment. The President shall appoint, from among the membership, such standing or special committees, including committee chairs and committee members as necessary to carry out the business of the Association. Except for those standing committees listed in Section V.C., the term length of special committees will end with the conclusion of their work or the term of the appointing President, whichever is earlier, unless reappointed by the succeeding President.

C. Standing Committees

The following committees shall be standing committees:

1. 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 in order to prepare the budget for review by the Board and for approval by the Membership in November.
2. The NCEMGVA Delegation Committee shall have one member plus one alternate delegate. The delegate or alternate will attend and represent the Association at State meetings and report back to the Membership at the monthly general meeting.

3. The Nominating Committee shall consist of three (3) members, one (1) to be appointed by the President, two (2) to be elected by the Association membership by a simple majority of the members at a regular meeting of the Association. The Nominating Committee shall prepare the slate of officers per Section VII.2. of these Bylaws.
4. The Botanical Garden Committee will consist of Association members and Extension Staff. Members of the Committee will be volunteers or appointed by the President and will serve on a rotating basis. It is recommended that at least ½ of the committee members remain for a two-year term. (Goal is less than ½ members are replaced each year). Meetings will take place as needed and minutes will be taken. The Committee will report to the Board and the Membership every month.
 - a. The Committee will work with Extension personnel to provide a long-term vision for the Botanical Garden. The Botanical Garden will be for the display, study and understanding of plants that thrive in southeastern coastal Carolina. Plants will be labeled with common and scientific names for the certification process of professional landscapers as well as the education of the public.
5. The Plant Sale Committee will consist of Association members and Extension Staff. Members of the committee will be volunteers or appointed by the President. Members will serve on a rotating basis. It is recommended that at least ½ of the committee members remain for a two-year term. (Goal is less than ½ members are replaced each year). Meetings will take place as needed and minutes will be taken. The Committee will report to the Board and the Membership every month.
 - a. The Association plant sales are fund raising events for the organization. The mission of the plant sale committee is to select plants, compile and distribute informational materials on plants being sold, prepare publicity, and maintain data on plants sold. The plant sales will aid our mission of public outreach by answering customer's gardening questions and providing online information on each plant for sale, and strive to offer a different plant selection and purchase experience than typically provided by traditional retail establishments.
6. The Education Committee will consist of Association member volunteers or as appointed by the President. Members will serve on a rotating basis. It is recommended that at least ½ of the committee members remain for a two-year term. (Goal is less than ½ members are replaced each year). Meetings will take place as needed and minutes will be taken. The Committee will report to the Board and the Membership every month.
 - a. The Education Committee will collaborate and partner with the Brunswick County Extension Agent in formulating and participating in educational opportunities for Master Gardener Volunteers.
 - b. The Committee will oversee, plan and implement other Educational Programs for Brunswick County Master Gardeners, that meet Education Hours Standards set by the Extension Service. Such programs may include, but are not limited to:
 1. Speakers at monthly BCMGVA meetings
 2. Specialty Workshops
 3. Educational Field Trips
 - c. Review, recommend and manage the Outreach Scholarship Program (i.e., 4H, Brunswick Community College, etc.).

7. The Membership Committee will consist of Association member volunteers or as appointed by the President. Members will serve on a rotating basis. It is recommended that at least ½ of the committee members remain for a two-year term. (Goal is less than ½ members are replaced each year).
 - a. The Committee shall maintain membership records, examine membership issues, and provide a current list of Association members to the President, Recording Secretary, Newsletter Editor, and other members of the Board as needed.
 - b. The committee will also be responsible for negotiating discounts with local merchants, preparing a list of participating merchants for the membership, and providing discount ID cards to the members.
 - c. 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.

VI. MEETINGS

1. The Association 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 the Association, Board of Directors, and Committees are advertised and open to all members.

VII. NOMINATIONS AND ELECTIONS

Elections shall be by a simple majority of the members in attendance 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 shall:
 - a. Present a slate of officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer), and two (2) Nominating Committee members.
 - b. The slate of officers shall be printed in the Association newsletter no less than one month prior to the election and presented to the members at the October meeting. Nominations shall also be taken from the floor at the November meeting (provided the nominee has agreed to serve in the capacity for which he/she is being nominated) at which time elections will be held.
 - c. Vacancies among Officers shall be filled by appointment of the President with the approval of the Board of Directors. A member appointed to fill an unexpired term of an officer is eligible for

election to the same office, or another office, at the expiration of the appointed term. In the event of death, resignation, or incapacity of the President, the Vice-President shall become President for the unexpired portion of the term.

VIII. DUES

Changes to annual dues shall be determined by the Board of Directors and voted on by the membership of the Association. 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 the Association. If dues are not paid by March 1st, the person will no longer be considered a member of the Association.

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 the Association. 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. The Association may promote fund-raising programs for operational expenses of the Association with approval of the Board of Directors.
4. In the event that the Association ceases to function and dissolves itself, all assets after obligations of the Association have been satisfied, shall be transferred to the North Carolina Extension Master Gardener Endowment. In no event shall any assets be distributed to any organization that does not qualify under Section 501(c)(3) of the Internal Revenue Code of 1954 or its corresponding subsequent provisions.

List of Revisions January 31, 2018 (adopted March 22, 2018):

1. Changed Association Name to NC State Extension Master GardenerSM Volunteer Association of Brunswick County, Inc.
2. Changed "BCMGVA" to "the Association"
3. Revised current "II. Purpose" section to reflect alignment with Article 2 of the NCEMGVA Bylaws.
4. Membership classes clarified; aligned with NCEMGVA Bylaws, Article 3/Membership
5. Statement revised on Discrimination within the Membership Article.
6. Clarified who are the voting members of the Board
7. Addition of Newsletter Editor added to duties of the President.
8. Clarified Corresponding Secretary duties
9. Clarified Delegate/Alternate role
10. Moved Vacancies from Organization to Nomination and Elections; revised to align with State bylaws.
11. Created Paragraph V.C. for Standing Committees
12. Nomination Committee aligned with State bylaws
13. Added recommended membership terms and goals of Botanical Garden Committee
14. Added recommended membership terms and goals of the Plant Sale Committee
15. Added Education Committee and Membership to Standing Committees
16. Revised Nomination & Elections section to better align with State Bylaws; added section on Vacancies
17. Revised Dues section to read "Changes to annual dues..."
18. Changed Dissolution Statement to align with State Bylaws
19. Applied consistent numbering/spacing throughout