

**THE UNIVERSITY OF TENNESSEE EXTENSION  
INSTITUTE OF AGRICULTURE  
MAURY COUNTY MASTER GARDENER ASSOCIATION  
BYLAWS**

**ARTICLE I – NAME**

This organization shall be known as the Maury County Master Gardener Association, herein referred to as “the MCMGA” or “the Association.”

**ARTICLE II – PURPOSE**

SECTION 1. The Maury County Master Gardener program trains and maintains horticultural volunteers for the University of Tennessee Extension, the off-campus educational unit of the UT Institute of Agriculture. The purpose of the Association is to foster and engage in activities that promote environmental stewardship and provide horticultural information based on UT Extension research to its members and to the community at large, thereby improving the quality of life for citizens of Maury County, Tennessee.

SECTION 2. The Association is a non-profit organization. It shall have the power to collect, manage, and expend dues and contributions in a manner consistent with its purpose; to incorporate as a non-profit corporation; to enlist services of independent contractors; and to perform all lawful actions consistent with the Association’s purpose and bylaws.

SECTION 3. The association does not participate in political campaigns and does not endorse candidates for public office.

**ARTICLE III – ROLE OF THE EXTENSION AGENT**

The County Extension Agent advises and supervises the MCMGA and, as the University of Tennessee Extension representative in Maury County, is the final authority on its Master Gardener program. The administrative directives set forth in these bylaws provide guidelines to facilitate operation of the Association.

## ARTICLE IV – MEMBERS

SECTION 1. Membership in the MCMGA shall be by completing Master Gardener training classes and by remaining a member in good standing. The program is open to all interested persons without regard to race, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status. Each member must maintain the integrity of the organization.

a. Members are those who have had Master Gardener certification conferred upon them after completing the required course of study conducted by the University of Tennessee Extension. They remain active members in good standing by maintaining certified status and paying annual dues each calendar year.

b. Master Gardener Interns, are required to perform 40 volunteer service hours and acquire an additional 8 continued education hours (CEHs), within 12 months of completion of the class.

c. To remain a certified Master Gardener in good standing in subsequent years, an individual must perform 25 volunteer service hours and acquire 8 CEHs within each year.

d. If an individual does not meet these requirements, he or she will no longer be considered a certified Master Gardener and will forfeit all privileges of membership. The Association, with the approval of the County Extension Agent, may make exceptions in unusual circumstances.

e. The County Extension Agent is the sole authority on certification status. He or she will notify the Association of any change in certification of its current members as well as persons newly certified after annual training classes.

f. Persons who have completed Master Gardener training in another Tennessee county or another state, and were members in good standing, may petition for immediate membership in the MCMGA (see UT Extension Master Gardener Program Guidelines and Procedures for out-of-state policy).

g. Life members are members who have served in good standing for 10 or more consecutive years. This status requires 15 hours of volunteer service and/or continued education annually. They may hold office and vote. They are exempt from paying dues.

h. Honorary members are persons who have shown overwhelming support for the organization, but have not been through the program. They are exempt from paying dues.

SECTION 2. All memberships are for a calendar year.

a. Members record volunteer/education hours from January through December and report as required by the County Extension Agent.

b. Interns who become certified may count all hours from January to December of that year to meet ongoing certification requirements.

SECTION 3. Membership dues shall be in an amount set annually by the Association, payable in January – February of each year. Life and Honorary members do not pay dues.

SECTION 4. Each dues-paying member shall be entitled to one vote on all matters brought before the Association.

#### ARTICLE V – OFFICERS AND ELECTIONS

SECTION 1. The officers of the Association shall be a President, two Vice Presidents, Secretary, Treasurer, and Immediate Past President. A co-officer can be available if needed. Duties are set forth in Section 3.

SECTION 2. Election of officers.

a. All members in good standing are eligible to serve as officers.

b. Elections shall be held biannually at the November meeting of the Association. At the September meeting, the President will provide brief descriptions of officer and committee chair duties and ask members to sign up for positions they are willing to hold. The president will appoint a nominating committee to review volunteers and other qualified candidates. This committee will present in October a slate of officers to be voted on at the November meeting. The slate proposed by the committee shall be published in electronic form prior to the November meeting.

c. Officers are elected for a period of two years, and their term of office shall begin on January 1 of the following year. Officers may serve multiple terms with the approval of the County Extension Agent.

d. No elected officer shall hold more than one office at a time.

e. In the event that an office becomes vacant, a special election will be held to elect a member to fill the position for the unexpired term.

### SECTION 3. Duties of Officers.

- a. The President shall:
  - 1) Prepare an agenda for each meeting of the Association. **In business meetings, the president will expect the cooperation of the outgoing president from the previous year's election.**
  - 2) Preside at all meetings of the Association
  - 3) Appoint Standing and Special Committee chairs
  - 4) Be an official representative of the Association at State, Regional, or other events external to the county organization
  - 5) Call special Association meetings, as requested or required
  - 6) Be an ex officio and voting member of all committees
  - 7) Publish monthly and special communications via email
  - 8) Be responsible for notices of meetings
  - 9) Perform other duties as may be required
- b. The Vice Presidents shall:
  - 1) Preside when the President is absent or unable to act
  - 2) Be in charge of meeting programs and plan activities
  - 3) Attend committee meetings at the President's request
  - 4) Perform other duties as may be required
- c. The Secretary shall:
  - 1) Record the minutes of all meetings of the membership and make them available before the next meeting. **In business meetings, the secretary will expect the cooperation of the outgoing secretary from the previous year's election.**
  - 2) Be the custodian of the records of the organization
  - 3) Handle general correspondence of the organization
  - 4) Keep a record of attendance at monthly meetings
  - 5) Perform other duties as may be required
- d. The Treasurer shall:
  - 1) By November, with a committee, prepare annual budget for coming year based on requests of officers and chairs. **In conjunction with the outgoing treasurer from the previous election.**
  - 2) Collect monies due the MCMGA, including member dues
  - 3) Make necessary disbursements only as approved by President and membership -- if more than \$100, by approval of members at an Association meeting by simple majority; if less than \$100, President is authorized to make the disbursement
  - 4) Keep an accurate account of receipts and disbursements, and make monthly and annual reports to the membership
  - 5) Submit financials as required by UT Extension
  - 6) Keep a record of contact information for members
  - 7) Perform other duties as may be required
- e. The Immediate Past President, the outgoing president, shall:
  - 1) Serve in a consulting capacity
  - 2) Share in committee oversight as designated by the newly elected president of the Association
  - 3) Chair the nominating committee

## ARTICLE VI – MEETINGS

SECTION 1. Membership meetings of the MCMGA shall be held monthly at such days, times and places as the membership may designate.

SECTION 2. A meeting in November of every other year shall include the election of officers.

SECTION 3. At all meetings where business is conducted, voting members present shall constitute a quorum.

SECTION 4. The fiscal year for financial reporting is January 1 to December 31. At the January meeting, the end-of-year financial report and the budget for the following year will be presented for approval of the membership.

## ARTICLE VII – COMMITTEES

The President may create committees as needed and shall appoint committee chairs. The chair of a committee selects committee members. Committees are of two general types:

SECTION 1. Standing committees are necessary for the continued existence or functioning of the Association.

SECTION 2. Special committees may be appointed to meet short-term or immediate goals and can be for any purpose, including special events.

SECTION 3. The quorum for a committee shall be a majority of members in attendance.

SECTION 4. The President shall be an ex officio member of all committees with the right to vote.

SECTION 5. Each Committee Chair shall:

- a. Understand needs and arrange funding as needed
- b. Schedule committee meetings and workdays, as needed
- c. Inform membership of workdays and progress via the monthly email communication
- d. Record the minutes of committee meetings and issue a brief summary to the Secretary to be made available with the monthly minutes of the Association
- e. Report progress at monthly meetings, as appropriate
- f. Submit budget requests for the following year to the Treasurer
- g. Apply for grants and awards, as appropriate

## ARTICLE VIII – COMMUNICATION

SECTION 1. Official communication of The MCMGA is through electronic means, such as monthly email, website and Facebook.

SECTION 2. When any notice is required to be given to the membership, electronic publication is deemed sufficient.

## ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised will govern the Association in all cases to which they are applicable.

## ARTICLE X – AMENDMENTS

SECTION 1. This organization may adopt new or revised bylaws or amendments to the bylaws at any time.

SECTION 2. Changes to the bylaws may be proposed at any membership meeting by any member in good standing.

SECTION 3. At the time it is presented, an amendment may be amended by simple majority vote. It may not be finally adopted at the same meeting in which it was proposed.

SECTION 4. A proposed amendment will be advertised by electronic means prior to the next meeting of the membership, at which time it will be brought to a vote. Changes to the bylaws require an affirmative vote of two-thirds of voting members present.

## ARTICLE XI – DISSOLUTION

In the event that the MCMGA disbands or otherwise ceases to function, all assets of whatever nature which remain after just debts and responsibilities have been satisfied shall be deposited in the Maury County Extension Office account to be used for educational purposes. No part of the net income shall inure to the benefit of any member or be distributed to its members or officers.

REVISED February 11, 2020