

BYLAWS GWINNETT COUNTY MASTER GARDENERS ASSOCIATION

ARTICLE I – ADMINISTRATION

Section 1. Management of the organization shall be vested in the Board of Directors, hereafter referred to as the Board.

Section 2. The name of the Association, the Gwinnett County Master Gardeners Association, is abbreviated as "GCMGA" to avoid confusion with similarly named entities.

Section 3. The latest revision of "*Robert's Rules of Order*" shall govern the business of the GCMGA.

Section 4. The fiscal year of GCMGA shall be from January 1 through December 31.

Section 5. Members and guests attend all GCMGA meetings and events at their sole discretion. GCMGA assumes no responsibility for personal injury or the loss or damage to any property or material.

Section 6. Committees shall be established as required to conduct business.

Section 7. All communication to GCMGA shall be directed as determined by the Executive Committee.

Section 8. The Board will determine the method for proxy voting.

Section 9. Definitions as stated in the current Constitution of GCMGA apply throughout.

ARTICLE II – MEMBERSHIP

Section 1. Members, according to Article III of the Constitution, shall be entitled to vote on matters brought before the Association.

Section 2. Membership dues are payable on January 1 and delinquent by March 1 of each year.

Section 3. Any member delinquent in their payment of dues shall automatically have their membership suspended. Members so suspended may be reinstated during the calendar year by payment of their annual dues.

Section 4. The Treasurer shall maintain the GCMGA membership list.

Section 5. The Executive Committee shall have the authority to reprimand and/or suspend any member for just cause. Written notice will be provided to the member at least two weeks prior to said action. Within the two week notification period, the member may request a meeting with the Executive Committee to appeal said action.

ARTICLE III – BOARD OF DIRECTORS

Section 1. Adoption of new policies, changes, and deletions to existing policies shall be made by a simple majority vote of the Board.

Section 2. The Board shall serve from January 1 through December 31.

Section 3. A Board position may be declared vacant upon failure of that person to attend, without adequate reason, two consecutive Board meetings. Vacancies that occur on the Board shall be filled by appointment of the President with the advice and approval of the Executive Committee.

Section 4. The Board shall determine the annual dues.

ARTICLE IV – BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

Section 1. Executive Committee.

A. The President shall:

- 1) Preside at all membership meetings, Executive Committee meetings and Board meetings;
- 2) Appoint Committee Chairpersons with the advice and approval of the Executive Committee;
- 3) Be an ex-officio member of all committees except the Nominating Committee;
- 4) Work with the Treasurer to develop the budget presented to the Board at the January Board meeting;
- 5) Be authorized to sign checks in the absence of the Treasurer;
- 6) Coordinate all activities of GCMGA;
- 7) Notify the Board of meetings and activities;
- 8) Be responsible for annually reviewing and maintaining the Board's Duties and Responsibilities and GCMGA Policies and Procedures.

B. The Vice President shall:

- 1) Assist the President in the operation of GCMGA;
- 2) Preside at all meetings in the absence of the President;
- 3) Arrange and prepare programs at least three months in advance of scheduled meetings;
- 4) Be the Chairperson of the Nominating Committee;
- 5) Be authorized to sign checks in the absence of the Treasurer;
- 6) Perform other duties and responsibilities as required.

C. The Secretary shall:

- 1) Record minutes of Executive Committee meetings, Board meetings and the business segment of general membership meetings;
- 2) Coordinate the publication of Board approved minutes in a media available to members;
- 3) Assist the President and Vice President with member communication as requested;
- 4) Perform other duties and responsibilities as required.

D. The Treasurer shall:

- 1) Collect and be the depository for all monies of GCMGA;
- 2) Maintain appropriate accounts;
- 3) Make disbursements;
- 4) Provide financial reports at each Board meeting;
- 5) Provide and communicate to all members a year-end summary of the financial status;
- 6) Maintain the current membership list;
- 7) Perform other duties and responsibilities as requested.
- 8) Ensure compliance with all state and federal regulations.

E. The Immediate Past President shall:

- 1) Be a member of the Board for one year following service as President;
- 2) Convene and chair the Constitution/Bylaws Committee as needed;
- 3) Convene and chair the Long Range Planning Committee as needed;
- 4) Perform other assigned duties as required.

Section 2. Standing Committees

- A. Formed to aid the Board in accomplishing their mission.
- B. Chairpersons shall have Board voting privileges.
- C. Committees may include, but not be limited to:
 - 1) Education: Shall organize all education events.
 - 2) Field Trips: Shall organize all field trips.
 - 3) Garden Tour: Shall organize and be responsible for holding the event.
 - 4) Grants: Shall coordinate and review the grant applications and submit recommendations to the Executive Committee for awards.
 - 5) Historian: Shall maintain the history of the association through pictures and articles.
 - 6) Hospitality: Shall coordinate the food and refreshments at all general meetings.
 - 7) Parliamentarian: Shall be responsible for ensuring that the Board and Executive Committee meetings run in accordance with Robert's Rules of Order and the GCMGA Constitution and Bylaws.
 - 8) Plant Sale: Shall organize and be responsible for holding the event.
 - 9) Public Relations: Shall announce GCMGA events through the appropriate media.
 - 10) Trainee Breakfast: Shall organize and be responsible for holding the events.
 - 11) Website: Shall be responsible for continuously developing and maintaining the GCMGA Website.
 - 12) Weed and Feed: Shall organize and be responsible for member assistance Weed and Feeds;

Section 3: Select Committees/Appointments

- A. Are formed to address specific issues;
- B. Chairpersons shall not have Board voting privileges;
- C. Select Committees may include, but not limited to:
 - 1) Financial Review Committee: Shall consist of the incoming and out-going Treasurer, the incoming and out-going President and a reviewer.
 - 2) Long Range Planning Committee: Shall identify the future course for GCMGA.
 - 3) Nominating Committee: Shall consist of the Vice President and four members from the general membership of GCMGA to recruit and identify potential candidates for President, Vice President, Secretary and Treasurer for the upcoming year.

ARTICLE V – ELECTION OF OFFICERS

Section 1. All nominees for positions to the Executive Committee must be Master Gardener members and have consented to the nomination.

Section 2: The proposed slate of President, Vice President, Secretary and Treasurer for the upcoming year will be presented by the Nominating Committee Chairperson for approval to the Executive Committee and at the September general meeting. The President will then accept nominations from the floor.

Section 3: At the October membership meeting, the slate of candidates will be presented and the election will follow.

ARTICLE VI – VOTING QUORUM

Section 1: Constitutional amendments shall require a voting quorum of at least 30% of the voting members. A quorum must be present, or represented by proxies, at any meeting where action is required.

Section 2: By-Law amendments shall require a voting quorum of at least 50% of the Board members. A quorum must be present, or represented by proxies, at any meeting where action is required.

ARTICLE VII RATIFICATION AND AMENDMENTS

The Bylaws are policies and procedures adopted and approved by Gwinnett County Master Gardeners Association.

Adopted: October 10, 1994
Amended: November 15, 2004
Amended: August 30, 2007
Amended: November 16, 2009
Amended: July 27, 2015
Amended: November 11, 2018