

Sevier County Area Master Gardeners Association

Constitution And By-Laws

Sevier County Area Master Gardeners Association Constitution

Article I. Name

- Section I.** The name of the organization shall be the Sevier County Area Master Gardeners Association.
- Section II.** The primary office of this organization shall be located at the Sevier County Courthouse 125 Court Avenue, Room 102 - Sevierville, TN 37862.

Article II. Affiliations

- Section I.** This organization is affiliated with the University of Tennessee, County Extension Service. It is subject to the Constitution and By-Laws of this body in so far as they affect and prescribe the functions of the Master Gardeners and are not in conflict with the policies of the Extension Master Gardener Program.
- Section II.** The Sevier County Area Master Gardeners Association shall have a perpetual existence. However, the form of its organization may be modified as needed by amendments to the Constitution and By-Laws.

Article III. Purpose

- Section I.** The purpose of this organization shall be to support and engage in projects and activities that will foster horticulture and horticulture related activities. The organization may engage in other projects and activities, which it may deem advisable and which will enhance the quality of life of the residents of the Sevier County Area. All such projects and activities shall be in cooperation with the University of Tennessee Sevier County Extension Office.
- Section II.** It shall be the purpose of this organization to provide its membership horticulture expertise and leadership. The Association shall not protect, promote or stimulate any specific product, business for profit or commercial services.
- Section III.** The Association shall be prohibited from participating in or supporting any candidate for public office.

Article IV. Membership

- Section I.** The membership of the Sevier County Area Master Gardeners Association shall be open to all persons who have had the title of Master Gardener or Master Gardener Trainee conferred upon them by the University of Tennessee Sevier County Extension, or by the Extension Service of any other state. Members will be required to complete the education hours and volunteer service as required by the Tennessee Master Gardener Program. All

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volunteer service must be for the Master Gardener projects, service directly to the Extension Office or service approved by the Extension Supervisor.

Section II. The officers of the Association may make requests for honorary membership to the University of Tennessee County Extension Service.

Article V. Management of the Association

Section I. The officers of this organization shall consist of President, President elect, Vice-President, Secretary, Treasurer and Certification Officer and shall manage the business affairs of the Association. The offices of Secretary and Treasurer may be combined at the request and approval of the Executive Board and membership.

Section II. The Executive Board shall consist of the officers, the retiring President and the Director of the University of Tennessee Sevier County Extension Office.

Section III. The financial records of the Association shall be open to inspection by the President, the Executive Board and any auditors or trustees who are authorized by the Executive Board. The financial records shall be audited at the end of the year by the Executive Board or by person/persons appointed by the Executive Board.

Section IV. The Constitution and By-Laws may be amended by two-thirds (2/3) vote of the membership present at any regular or special meeting, provided that written notice of the proposed amendment had been distributed or mailed to each member at least ten (10) days prior to the date of such meeting.

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Article I. Types and Responsibilities of Membership

Section I. Active Members: Active members shall consist of Master Gardeners and Master Gardener Interns and shall:

- 1) Pay annual dues. Dues are due in January and payable by March 31st, unless other arrangements are made.
- 2) Complete required volunteer service and continuing education units annually
- 3) Keep records of service and education hours and report them as required by the Tennessee Master Gardener Program
- 4) Have a right to vote and hold office
- 5) Regularly attend meetings and activities.

Section II. Associate Members: An Associate Member shall be a Master Gardener or Master Gardener Intern who finds it impossible to attend regular scheduled meetings because of other obligations over a lengthy period of time. Annual dues will be on a voluntary basis. This member will have the privilege to participate in any or all club activities during the year and will be required to complete and report the hours of volunteer service and education as required by the Tennessee Master Gardener Program. To be eligible for Associate membership, member must submit written request to board for approval. After one year, another written request must be submitted for approval.

Section III. Honorary Members: All persons, who have had the title of Honorary Master Gardener conferred upon them as described in Article IV, Section II of the Constitution, shall have all the rights and privileges of a Master Gardener except they shall not hold office nor vote in elections or business of the Association.

Section IV. Lifetime Member: After ten (10) years of being a Master Gardener in good standing, a lifetime designation will be "obtained". No volunteer hours or continuing education units will be required to maintain membership.

Section V. Master Gardener Volunteer VIP: Are certified Master Gardeners who have remained with the Volunteer program for a minimum of three years, and/or have provided exceptional service for the program's mission. Master Gardener VIP's are eligible for Advanced Master Gardener Training.

Section VI. Out of State: Accepting Certified Master Gardener Volunteers from other states is encouraged using the following criteria.

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- They must provide proof of enrollment in out-of-state program: either a letter from their former Master Gardener Coordinator or their certificate.
- They must audit the Tennessee Master Gardener Course in their county.
- Cost to cover publications, plus \$10.00 to cover miscellaneous expenses.

Article II. Meetings

Section I. Regular meetings shall be held on the third Monday of each month at 6:30 p.m. unless otherwise notified.

Section II. The club year shall begin on January 1 and end on December 31.

Section III. Special meetings may be called by the President or as requested or required by the membership.

Section IV. Those active members present at a meeting shall constitute a quorum.

Article III. Duties of Officers

Section I. President: The President shall be the presiding officer at all meetings, including the Executive Board meetings and shall prepare an agenda for each meeting. The President shall appoint the chairpersons and members of all standing committees. The President shall also appoint special committees as appropriate or at the direction of a majority of the officers and membership. Consideration and preference to committee participation will be given to volunteers. The President shall act as representative of the club when required.

Section II. President Elect: The President Elect shall assist the President as needed and shall perform the duties of the President in his or her absence. The President Elect shall serve as program director and shall be in charge of publicity. The President Elect shall also become the President for the un-expired term of the President upon his or her death or resignation.

Section III. Vice President: The Vice President shall serve as Projects Director and keep the members informed of volunteer service opportunities.

Section IV. Secretary: The Secretary shall be responsible for taking the minutes of all regular and special meetings of the Association and the Executive Board. The Secretary shall report the prior month's minutes at the regular meeting. The minutes should contain:

- A. Date, place and time of meeting
- B. Type of meeting (regular or special)
- C. Name of person presiding
- D. Name of Secretary and approval of or correction to the minutes
- E. Name of Treasurer
- F. All MAIN motions, whether adopted or rejected

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- G. Points or order and appeals, whether sustained or lost; and
- H. The names of person making and seconding the motions. The minutes do not need to contain the motions that were withdrawn.

The Secretary shall also:

- A. Keep an attendance record of meetings and activities
- B. Assist the President with official correspondence
- C. Be responsible for sending announcements and notices of all meetings to the membership and notifying the Association's newsletter coordinator; and
- D. Be the custodian of all official records of the Association

Section V. Treasurer: The Treasurer shall have custody of all funds of the Sevier County Area Gardeners Association; shall keep the financial records; shall collect all dues; shall make disbursements as authorized by the Association and issue a report at each regular meeting of the club. The Treasurer shall obtain receipts for all expenditures and keep them as a part of the financial records. The Treasurer will establish a checking account with either the Treasurer's or President's signature.

Section VI. Certification Officer: The Certification Officer is responsible for certifying the volunteer service hours completed by the Master Gardener and Master Gardener Interns with the Extension Supervisor. The Certification Officer shall file the records in the office of the Extension Supervisor. The Certification Officer will advise members when they have achieved the required number of hours for obtaining or maintaining their Master Gardener Certification.

Article IV. Government

Section I. The management of this Association shall be vested in the executive Board as defined in Article V of the Constitution.

Section II. The Executive Board shall manage the Association and maintain control of all equipment, facilities and property owned or entrusted to the Association.

Section III. Vacancies in the Executive Board or in any committee shall be filled either by succession or appointment by the Executive Board. Such successor or appointee shall serve for the duration of the term of the individual being replaced. New officers created in mid-term shall be appointed by the Executive Board and shall serve in that capacity until the next election.

Section IV. Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board. Such action then must be submitted to the membership for ratification by a simple majority vote of those members present at any regular meeting.

Section V. All meetings shall be conducted according to the generally accepted principles of parliamentary procedure.

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Section VI. Quorum: Officers, but not less than 3, present and conducting a duly announced meeting shall constitute a quorum.

Article V. Standing Committees

Section I. Standing committees shall be added or deleted by the Executive Board as deemed proper and necessary to fulfill the objectives and purpose of the Association.

Section II. Committees shall consist of a Chairperson and at least one (1) member. The President and President Elect shall be ex-officio members of all committees.

Section III. A committee shall incur no debts until the Chairperson has submitted a budget to the Executive Board and has received approval from the Executive Board or until a majority vote of the membership present at any meeting has been received.

Article VI. Election of Officers

Section I. Election of officers shall be held annually at the December meeting of the club.

Section II. The President shall appoint a nominating committee in September. The committee will present a ballot at the October meeting.

Section III. Any club member may recommend nominees. The committee will use these suggestions as information only and it will in no way be considered a vote. Nominations may also be made from the floor.

Section IV. The election shall be by ballot except when there is but one nominee, in which case the election shall be by voice. A majority shall elect.

Section V. The term of office shall be for one year. No member can serve more than two (2) consecutive terms in the same office.

Article VII. Standing Rules

Section I. Any member may invite guests to any regular meeting.

Section II. In the event that the Sevier County Area Master Gardeners Association ceases to function as an organization, all funds will be donated to another functioning non-profit organization.