

**Cumberland County Master Gardeners Association  
May 4, 2011**

**BYLAWS**

**Article I, Name:**

The name of the Association shall be Cumberland County Master Gardeners Association.

**Article II, Purpose:**

The purpose of the Association shall be to support and engage in education, projects and activities that are related to horticulture for the benefit of the residents of Cumberland County, Tennessee. All such education, projects and activities shall be under the supervision of UT Extension and in cooperation with the Tennessee Master Gardener Program.

**Article III, Membership:**

The membership of the Association shall be open to all persons who have completed the required course of study and have had the title of Certified Master Gardener conferred upon them by UT Extension (or the equivalent status by the extension service of any other state in the United States or by a participating Province of Canada), and who also pay the current Cumberland County Master Gardener Association annual membership fee. After becoming a Certified Master Gardener, annual re-certification is strongly encouraged.

**Article IV, Elections:**

A nominating committee will be elected by the general membership at the September general membership meeting or earlier. The chairman of that Committee will present the candidates to the general membership at the October general membership meeting. The election of officers will be held at the November general membership meeting after nominations from the floor of other qualified members have been closed. The one year term of office for newly elected officers will begin the first day of the following January.

Vacancies among the officers and committee chairs shall be filled by the president for the remainder of the unexpired term, with approval of the Executive Board.

No officer may serve more than 2 (two) consecutive terms in the same office.

**Article V, Management of the Association:**

The Executive Board (hereinafter referred to as the "Board") shall manage the Association and shall consist of the elected officers of the Association with the president acting as the chairperson. Each Cumberland County Master Gardener training class will elect or appoint one of its members to serve on the Executive Board as a non-voting member. The current Board may recommend other Association members to this Board as deemed necessary to complete its assigned responsibilities. Such recommendations

require the approval of the membership at a general membership meeting. The Board shall be responsible for investigating and evaluating all organizational matters.

The Board shall develop an annual budget and require the approval of the membership at a general membership meeting. The approved budget shall be the authority for the Board to conduct all business matters that are within the approved budget. Changes to the budget must be approved by the Board and the membership at a general membership meeting. The Board will be responsible for reviewing the association finances at least once a year with a report being made to the general membership.

Public statements reflecting the official position, views, or opinion of the Association must be pre-approved by the Board of the Association.

#### **Article VI, The Officers of the Association and their Duties:**

The officers of the Association shall be as follows:

A. **President.** The president shall be the presiding officer at monthly Association meetings and Board meetings. The president shall appoint the chairperson of all standing committees and shall establish additional committees at the direction of a majority of the Board members.

B. **President-Elect.** The president-elect shall be responsible for coordinating all active projects and shall assist project leaders as necessary. The president-elect shall become the nominating committee's candidate for president at the next election of officers.

C. **Vice-President.** The vice-president will assist the president as needed, shall perform the duties of the president in his or her absence, and shall become president upon loss of the president due to death, incompetence or resignation. The vice-president has the responsibility for planning programs for the monthly meetings.

D. **Secretary.** The secretary shall be responsible for taking the minutes of all meetings, keeping current and historical records and a current membership list, and for any correspondence as directed by the Board. The secretary is responsible for finding a replacement for any meetings he or she cannot attend.

E. **Treasurer.** The treasurer shall be responsible for the collection, receiving, holding, depositing and the expenditure and record keeping of moneys of and for the Association. The treasurer shall pay all legitimate obligations for the Association in a timely manner. The treasurer will maintain a checking account with three signers on the account, two of whom will be required on each check. The signatures shall be those of the president, vice-president and treasurer. Reports by the treasurer will be made to the membership at general membership meetings and to the Board.

#### **Article VII :General Membership Meetings:**

A. The Board shall determine the time and place of general membership meetings.

B. A quorum shall consist of 1/3<sup>rd</sup> (one third) of the membership of the Association and no business of the Association shall be conducted without a quorum present.

C. Robert's Rules of Order (newly revised) shall govern all meetings of the Association where business is conducted except where they are inconsistent with these bylaws.

**Article VIII: Amendments to the bylaws**

Amendments to the bylaws of the Association must be publicized to the membership no less than 10 days prior to the business meeting at which said changes are to be voted on. Proposed changes must be approved by a majority of the members present at the said meeting.

**Article IX: Years Defined:**

The fiscal, membership and organizational years of the Association shall end on December 31.

**Revision History:**

Reviewed June 10, 2002 – Kent McCoy, President  
Revised change approved August 6, 2002  
Reviewed September, 2001 – Alan Baker, President  
Revised change approved – November 2, 2004  
Revised change approved – November, 2009  
Replaced by entire new version – May 4, 2011