

BY-LAWS OF ATHENS AREA MASTER GARDENER ASSOCIATION

Revised February 20, 2018

Article I Name

Section 1. The name of this organization shall be the Athens Area Master Gardener Association, referred to as AAMGA. This organization was founded in Athens-Clarke County, Georgia as a non-profit organization dedicated to service in the community and surrounding area.

Section 2. The AAMGA shall use the address of the Athens-Clarke County Extension Office as the official address of the organization. All written communications for the AAMGA shall be directed to this address. The Athens-Clarke County Agriculture and Natural Resources Extension Agent is the official advisor to AAMGA.

Article II Purpose

Section 1. The purposes of this organization are: To provide information to the gardening public through the media, presentations at community meetings, schools, and other activities as indicated; to assist the Athens-Clarke County Extension Office, and to assist the State Botanical Garden of Georgia on an "as needed" basis as it relates to horticultural practices; also to assist Master Gardeners in fulfilling their commitment of volunteer hours and to advance the members' horticultural education through meetings and educational activities.

Article III Membership

Section 1. Any person who has completed the Master Gardener training program is eligible for membership. This includes all certified Master Gardeners and Master Gardener interns who have paid their dues.

Section 2. Friends of AAMGA may join the association by paying an annual membership fee in an amount to be set by the Executive Board. They will be considered non-voting members and shall not be eligible to hold any office.

Section 3. A certified Master Gardener is one who has completed the classroom training sessions and satisfactorily fulfilled his/her volunteer service as required by the Georgia Master Gardener Program. The initial year of service shall consist of fifty (50) volunteer hours. Each year thereafter twenty-five (25) volunteer hours are required to maintain certification.

Section 4. A Master Gardener intern, one who is in the process of becoming certified by serving the required hours of volunteer time, is eligible for membership during the first year after completion of the training program. This is a non-voting membership and is offered only for one year until the intern is certified as a Master Gardener after serving the required hours of volunteer time.

Section 5. The membership year shall begin on January 1. Annual membership dues are due on or before January 1st for the upcoming year. Any member whose dues are not paid by the last day of February shall be dropped from the membership roll. Members so-dropped may be reinstated by payment of dues.

Section 6. Dues shall be determined annually by the Executive Board and approved by the membership.

Article IV Meetings

Section 1. It shall be the policy of the AAMGA to conduct regular monthly general membership meetings. A regular meeting date and time shall be decided upon by majority vote of the membership.

Section 2. The April meeting shall include the installation of officers.

Section 3. Additional meetings of AAMGA may be called at any time by the President or by a majority vote of the Executive Board. Notice of such meetings shall be provided to the membership.

Article V

Voting and Quorum

Section 1. Only certified Master Gardeners shall be entitled to vote on items brought before the membership. No voting by proxy shall be permitted.

Section 2. Officers shall be elected by a majority vote of a quorum of 20% of the membership present at the March meeting. Officers will assume duties on April 1st.

Section 3. Voting for officers, budgets and items deemed controversial by the President, and all commitments longer than one year, shall be by paper ballot rather than voice or hand vote. In the election of officers, if there are no nominations from the floor, the slate presented can be accepted by acclamation.

Article VI Executive Board and Leadership Council

Section 1. The elected officers, also known as the Executive Board of AAMGA shall consist of: President, Vice-President, Secretary, Treasurer, and Past President. The County Extension Agent shall be a non-voting member of the Board. Meetings are open to all members.

Section 2. The Leadership Council shall consist of all the Committee Chairpersons and the Executive Board.

Section 3. AAMGA officers will serve one-year terms and be eligible for re-election for an additional year.

Article VII Officers and Duties

Section 1. The President shall preside at all membership meetings of the AAMGA and at all AAMGA Executive Board meetings. The President shall coordinate with the officers and committee chairs all activities of AAMGA. The President will be responsible for notifying the members of the Executive Board and the Leadership Council of meeting times and places.

Section 2. The Vice-President shall assist the President in the operation of AAMGA and shall preside at all meetings in the absence of the President. The Vice-President will also serve as the Program Committee Chair.

Section 3. The Secretary shall record minutes of all AAMGA general membership and Executive Board meetings and communicate said minutes to the membership. The Secretary shall also be responsible for all Board and Association correspondence.

Section 4. The Treasurer shall collect all monies and pay all approved bills, maintain a detailed record of the source and disbursement of said funds. Standard accounting principles (journal format) shall be used.

Section 5. Past Presidents shall be considered Honorary Board members and may be called upon for their expertise.

Section 6. If any office is vacated the Executive Board will appoint a replacement. In the event the President is unable to fulfill his/her duties, the Vice-President will move up to President and finish the term.

Article VIII Leadership Council

Section 1. Committees shall be appointed as necessary by the President and approved by the Executive Board. All members in good standing may serve on committees. Committees whose functions extend beyond the AAMGA year shall be reappointed by the incoming President.

Section 2. The following committees, but not limited to such, shall be appointed to carry out the objectives of the AAMGA. All committee chairs will report directly to the Executive Board. The committee calendar will run from April through March or be appointed on an as-needed basis.

a. Program Committee: The Vice President will serve as program chair. He/she shall plan and arrange all membership meetings and programs and prepare advance announcements of programs for the newsletter.

b. Membership Committee: The committee shall be responsible for soliciting members and collecting annual dues. The committee will maintain an accurate list and publish this list once a year, no later than March 15.

Members who have not paid their dues by the last day of February will be dropped from the current list.

c. By-Laws Committee: The committee shall consist of at least four (4) members. The Vice-President shall be a member. The committee shall be responsible for making recommendations to amend the by-laws as needed.

d. Budget Committee: The committee shall consist of three to five (3-5) members. The Treasurer and the President shall be members. This Committee shall be charged with making a budget to reflect all current project funding and administrative costs. They shall also review any new projects funding after receiving a formal request in writing with project information and costs provided. The budget shall be presented to the Executive Board in March. After review, the budget will be presented to the membership for approval.

e. Audit Committee: The Executive Board shall appoint a person to audit the Treasurer's records. The audit shall be completed by the end of the fourth quarter and the audit review shall be presented to the Board at the last Board meeting prior to the March meeting. The President shall present the audit report to the membership at the March meeting. A copy of the audit shall be available during the meeting for inspection by the members.

f. Nominating Committee: The committee shall consist of at least three (3) members, two of whom are appointed by the Executive Board. One of those appointed shall be designated as chairperson. The chairperson shall call a meeting of the committee prior to March in order to provide a slate of candidates whose names shall be presented at the March meeting. The slate of officers shall consist of members who have been active in AAMGA for at least one (1) year. Nominees must agree to the nomination before being presented to the membership. Additional nominations shall be accepted from the floor with the consent of the nominee. The President shall conduct the election. If there are no nominations from the floor, the slate presented shall be accepted.

g. Public Relations/Publicity Committee: The committee shall be responsible for media affairs and communications with the community at large. They shall promote AAMGA through news articles, web sites, radio, TV, The Scoop and any other trade publications.

h. Projects Review Committee: The committee shall review proposed projects based on the stated purpose of AAMGA and present their findings to the Executive Board for authorization. The committee shall conduct meetings as necessary to consider and review projects and shall receive Board approval for projects. A list of projects will be published in the newsletter.

i. Hospitality Committee: The committee shall provide refreshments at meetings and other events deemed appropriate. They shall be reimbursed for receipted expenditures. There will be a specific budget in place.

j. History/Scrap Book/Photography Committee: This committee shall work closely with the Secretary and shall act in the role of historian by keeping a scrapbook of current events and projects, pictures, newspaper articles and any other related materials.

Article IX Parliamentary Authority

Roberts Rules of Order shall govern the business of AAMGA.

Article X Dissolution

Upon the dissolution of the AAMGA, any remaining assets, after the payment of all just debts of AAMGA shall be distributed to bona fide teaching, research, and Extension Horticulture Departments in the State of Georgia for the purpose of furthering the horticulture industry.

Article XI Waiver of Responsibility

All meetings, exhibitions, and field trips attended by members or guests are at their sole discretion and AAMGA assumes NO responsibility for personal injury or the loss or damage of any property, or plant material.

Article XII
Revisions and Amendments to By-laws

Proposed amendments or revisions to the by-laws shall be publicized at any regular general membership meeting or by email or regular mail at least 14 days prior to a regular meeting. Voting on proposed changes shall be held at the next scheduled meeting. A majority vote of a quorum of 20% of the membership present at the meeting shall be required. Results of the final vote shall be certified by the Executive Board before being published in the next monthly newsletter or distributed in writing to the membership.

Article XIII
Funding and Expenditures

All expenditures shall be accounted for in the yearly budget. Individuals shall not expect automatic reimbursement for expenditures not previously approved.

Sources of income consist of dues, projects, raffles, plant sales, et. al.

Spending limits: The Executive Board may approve expenditures of up to a maximum of \$500. Other expenditures above \$500 must be approved by the membership.