

BYLAWS
Revised and Approved May 2, 2022

Article I. Name

The name of this organization shall be the Kaufman County Master Gardener Association.

Article II. Objective

The Organization shall operate per the Internal Revenue Code of 1986, as amended, exclusively as a voluntary non-profit, educational, literary and charitable corporation in support of the Texas A&M AgriLife Extension programs.

This organization exists to support Texas A&M AgriLife Extension Service and will not be affiliated with any commercial enterprises. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code. Its objectives shall be:

- To increase knowledge of gardening to its members and the general public.
- To support and assist Texas A&M AgriLife Extension Service by providing the community with research based information on good gardening practices through educational projects, including publishing news articles and other mass media, presenting at garden clubs, schools and other community groups and responding to telephone inquiries.
- To assist Master Gardener Interns in fulfilling their volunteer commitment.

Article III Membership

Section 1. Members shall be Master Gardeners, certified by the Texas A&M AgriLife Extension Service/The Texas A&M University System, who maintain all the necessary requirements for dues, volunteer hours and educational hours.

Section 2. To maintain good standing, each Member must have paid the dues for the current year.

Section 3. Dues for the Members of this organization shall be \$20.00 per year, payable by January 31st. New memberships during the year are to be pro-rated to January.

Section 4. Interns will be accepted into full membership upon completion of the Master Gardener Program requirements (completion of the training course plus 50 hours of volunteer service as specified by the Master Gardener Sponsor during the internship year).

Section 5. Members must complete 18 (eighteen) total hours of recertification each year to retain membership in the Kaufman County Master Gardener Association. These hours include: 6 (six) hours of Texas A&M AgriLife Extension Service approved training. Twelve (12) volunteer service hours are required. All hours must meet approval of Texas A&M AgriLife Extension Service.

Article IV. Meetings

Section 1. Meetings will be held monthly. Dates and times of the meetings may be changed by majority vote of the members present and who are in good standing at least one meeting prior to the first meeting affected.

Section 2. Special meetings may be called if the need arises at the discretion of the Executive Committee (see Article IX, Section 1.) Such special meetings shall be announced to Members by phone or mail at least 3 days before the meeting date.

Section 3. Meetings may be canceled by majority vote of the membership prior to the meeting.

Section 4. Meetings may be canceled by a majority vote of the Executive Committee due to extenuating circumstances (e.g. inclement weather).

Section 5. Order of Business shall be as follows:

- A. Program
- B. Call to Order
- C. Approval of Minutes
- D. Treasurer's Report
- E. Officer's Reports
- F. Executive Committee Reports.
- G. Standing Committee Reports
- H. Special Committee Reports
- I. Unfinished Business
- J. New Business
- K. Announcements
- L. Adjournment

Article V. Fiscal Year

The fiscal year of this organization shall run from January 1 to December 31 of each year.

Article VI. Officers

Section 1. Officers of this organization shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Education Enrichment Coordinator

Section 2. Officers shall be nominated by the nominating committee and a slate of candidates shall be presented in October.

Section 3. Officers for contested offices shall be elected by secret ballot in the regular November meeting. Unopposed officers may be elected by acclamation. New officers will be introduced during the December meeting. New officers shall work with outgoing officers through December to ensure a smooth transition of duties in January.

Section 4. The term of office is one year.

Section 5. Officers may be re-elected to the same office for a maximum of three consecutive terms.

Section 6. All nominees for the office must be Members in good standing.

Article VII. Duties of Officers

Section 1. The President shall

- A. Preside at all meetings of the organization.
- B. Appoint a Parliamentarian and the chairman of each standing committee and any special committees.
- C. Recommend creation or dissolution of any special committees for approval by the Executive Committee.
- D. Be an ex-officio of all committees except the nominating committee.
- E. Work with the Executive Committee on the budget.
- F. Be chairman of the Executive Committee
- G. Be the KCMGA representative member of the Leadership Advisory Board

Section 2. The Vice President shall

- A. Assist the President
- B. Attend committee meetings at the president's request.
- C. May become the President at the expiration of the current President's term of office.
- D. Take charge of meetings in the absence of the president.

- E. Be chairman of the Bylaws committee.
- F. Work with the President for setting the meeting schedule and reserving the monthly meeting rooms.
- G. Be co-chairman of the Educational Enrichment committee.
- H. Be a member of the Executive Committee.

Section 3. The Secretary shall

- A. Take care of all necessary correspondence and notification of call-only members.
- B. Keep a current list of Members' names, addresses, phone numbers and email addresses.
- C. Record the minutes of each meeting.
- D. Distribute the minutes of the last meeting by email for review by members at least 7 days before the next regular meeting.
- E. Keep a record of attendance at the meeting.
- F. Be a member of the Executive Committee.

Section 4. The Treasurer shall

- A. Establish a process that promotes the deposit of all cash, in a timely manner, to the bank intact. A cash receipt/deposit transmittal sheet as approved by the Executive committee will be completed for each deposit and filed with the official records of the association.
- B. Keep an accounting of all dues, income, and disbursement in accordance with the approved budget.
- C. Reconcile the monthly Bank Statement with the official records.
- D. Issue checks for approved goods and services that are received by the association in accordance with the approved budget. All payments will be supported by the an invoice of pertinence to the approved activities of the association and documentation of the date of transaction, amount, and person receiving the goods or service
- E. Cosign checks with a member of the Executive Committee for amounts \$100.01 or more.
- F. Make monthly financial reports to the membership.
- G. Present the official financial records for audit semi-annually.
- H. Assist in the development of an annual budget to be approved by the Executive Committee.
- I. Be a member of the Executive Committee.

Section 5. The Educational Enrichment Coordinator shall:

- A. Oversee educational and public outreach including children's educational programs.
- B. Be chairman of the Educational Enrichment Committee.
- C. Be a member of the Executive Committee.

Article VIII. Standing Committees

Section 1. The standing committee chairman shall be appointed by the president and announced no later than the February meeting.

Section 2. The standing committees and duties of each are:

- A. Educational Enrichment Program
 - 1. The Educational Enrichment Coordinator shall serve as chairman. The Vice President shall serve as co-chairman and the committee shall have at least two additional Members.
 - 2. This committee is responsible for planning and arranging programs for monthly meetings and additional educational enrichment programs, seminars and field trips. Subcommittees may be formed to arrange and implement these educational programs. Subcommittee members do not have to be members of the Educational Enrichment Program committee.
 - 3. This committee is responsible for managing the Speakers' Bureau and responding to requests for speakers for community groups.
- B. Nominating

1. The committee will consist of a chairman and two members who are not currently serving on the executive committee.
2. The committee will provide a slate of candidates for offices at the October meeting.
3. The committee will recommend to the Executive Committee persons to fill vacancies that may occur in elected offices.

C. Audit

1. The committee will consist of a chairman and two members who are not currently serving on the executive committee.
2. The committee will audit the financial records in the presence of the Treasurer and President semiannually.

D. Bylaws

1. The committee will consist of a chairman (i.e., the Vice President) and at least two members.
2. The committee will review the Bylaws annually and recommend amendments as necessary.
3. The committee will write new sections of the Bylaws at the request of the Executive Committee.
4. The committee will submit new and/or amended Bylaws for approval by a majority vote of the members present and who are in good standing.
5. The committee will ensure that the revised Bylaws are posted on the website and distributed to members.

Article IX. Executive Committee

Section 1. The Executive Committee will consist of the President who will serve as Chairman, Vice President, Secretary, Treasurer, Educational Enrichment Coordinator, Parliamentarian and the Immediate Past President who will serve as ex-officio advisor.

Section 2. The County Extension Agent, Agriculture and Natural Resources shall serve as advisor to the Executive Committee (i.e., the Sponsor).

Section 3. The Executive Committee will meet monthly or as necessary and with an annual meeting to review the Strategic Plan.

Section 4. In the event a vacancy occurs on the Executive Committee, such vacancy shall be filled for the remainder of the term by a person approved by a majority vote of the Executive Committee.

Section 5. Immediate Past President

- A. Serves as non-voting member of the Executive Committee.
- B. Act as an advisor to the Executive Committee.
- C. Oversee award nominee and state award filings.

Section 6. Parliamentarian

- A. Advises Executive Committee and presiding officers on parliamentary procedure as defined by Robert's Rules of Order. Assures the organization follows its Bylaws. Maintains a current copy of the Bylaws as well as Robert's Rules of Order.
- B. Aids the president in preparing for meetings, counts ballots, reports the number of yes and no votes to the president, and keeps track of those wishing to speak, amendments, motions and voting.

Section 7. Before submission, any grant written must be reviewed & approved by the Executive Committee.

Article X. Fiscal Management

Section 1: The President, Vice President, Secretary and Treasurer shall have signature authority on the checking account.

Section 2. The Treasurer may sign checks for amounts \$100 or less without a co-signer. Two persons with signature authority must sign checks for \$100.01 or more.

Section 3. All members must follow fiscal management policies outlined by Best Management Practices by Texas A & M AgriLife Extension Service.

Section 4. The Executive Committee shall present the annual budget to the membership for approval (simple majority vote) no later than the February meeting of the current budget year.

Section 5. Any single expenditure of more than \$500.00 needs membership approval (simple majority vote) prior to the expenditure being made.

Article XI. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern the association in all cases in which they are applicable and when not inconsistent with the bylaws of this association.

Article XII. Voting

Section 1. A quorum shall consist of those Members in good standing (i.e., have paid current dues) present at the meeting.

Section 2. Election voting shall be by secret ballot for contested offices. Uncontested offices may be appointed by acclamation.

Article XIII. Bylaws

Section 1. The most current version of the Bylaws shall be posted on the website and is the version in force. A copy of the Bylaws shall be distributed to each member upon joining and at each revision. The President or Secretary shall make a copy available at every meeting. Any part or all of the Bylaws may be read for official purposes.

Section 2. The Bylaws may be amended or repealed at any regular meeting by an affirmative majority vote of the members present and who are in good standing.

Section 3. Notice of all proposed amendments to the Bylaws must be presented in writing at one regular meeting with a vote on the motion being performed no sooner than the next regular meeting.

Section 4. Issues regarding the Kaufman County Master Gardener Association and Master Gardener Volunteer program, not covered in these Bylaws, shall be referred to, and actions shall follow, the most current Texas Master Gardener Management Guidelines.

Article XIV. Dissolution

Upon the dissolution of the organization, assets shall be distributed to the Kaufman County Office of Texas A&M AgriLife Extension Service, an exempt organization under section 501 C (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such asset not disposed of shall be disposed by the court of common pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.