

# **CABARRUS COUNTY MASTER GARDENER VOLUNTEER ASSOCIATION** **BYLAWS**

## **Article I Name**

The name of this Association shall be "The Cabarrus County Extension Master Gardener Volunteer Association," hereinafter referred to as the "Association."

## **Article II Purpose**

The purpose of the Association shall be as follows:

To supplement the educational opportunities provided to Master Gardeners, thus enhancing their knowledge, expertise, and skills in delivering educational assistance to gardeners through the consumer horticulture program efforts of the Cooperative Extension Service in Cabarrus County;

To maintain the members' level of expertise so that they may assist other individuals and organizations in achieving a desired knowledge of gardening and gardening activities;

To enhance friendships and promote a spirit of good fellowship among its members;

To strive to ensure a knowledgeable and experienced source of volunteers that can be utilized to complete projects under the direction of the Cooperative Extension Agent in the execution of their responsibilities.

## **Article III Mission**

The Mission of the Association is to improve our community through horticulture by providing education, participating in community outreach, encouraging stewardship of the environment, and providing current research-based information to the citizens of our county. We carry out this mission through a network of volunteers under the auspices of the North Carolina Cooperative Extension, Cabarrus County Center.

## **Article IV Officers**

- A. The members of the Association shall be directed by the Executive Committee composed of the officers: President, Vice-Presidents, Secretary, Treasurer, Immediate Past President, all standing/permanent committee chairpersons. The Extension Agent serves as an advisor to the Executive Committee and to the whole Association.
- B. The officers of the Association shall be elected in November of each year to serve for a period of one (1) year effective January 1 with the exception of the Treasurer. The Treasurer will be elected for a period of three (3) years. The officers to be elected are President, Vice-President,

Field Trips; Vice-President, Programs; Secretary, and Treasurer. The President with the approval of the Executive Board shall appoint the committee chairpersons.

1. The President shall:
  - a. Preside at Executive Committee and General meetings of the Association and shall be responsible to the members for the efficient and accountable actions of the Association.
  - b. Serve as ex-officio member of all committees except the Nominating Committee.
  - c. Appoint an *individual* with the approval of the Executive Committee who shall *review the financial accounts* of the Association whenever the office of Treasurer changes and report to the Board and membership by the April meeting each year.
  - d. Appoint such committees necessary for the operations of the Association.
  - e. Represent the Association in other local and statewide events.
2. The Vice-President, Programs shall:
  - a. Preside at Executive Committee and General meetings in the absence of the President.
  - b. Plan and make arrangements for a program of interest at each General Meeting.
  - c. Perform other duties as requested by the President.
3. The Vice-President, Field Trips shall:
  - a. Preside at Executive Committee and General meeting in the absence of the President and the Vice-President, Programs.
  - b. Plan and make arrangements during the year for field trips of interest to the membership.
  - c. Perform other duties as requested by the President.
4. The Secretary shall:
  - a. Keep minutes of the Executive Committee and General meetings and provide the Minutes to the Extension staff to send electronically to the membership.
  - b. Take attendance at all meetings.

c. Perform other duties as requested by the President.

5. The Treasurer shall:

a. Serve without bond to keep financial records of the Association.

b. Receive and disburse funds on behalf of the Association. Non-budgeted disbursements over \$100 must be approved by the Executive Committee.

c. Provide Treasurer's report at Executive Committee and General meetings.

d. Provide at the January General Meeting a proposed budget for the year.

e. File an IRS statement as required.

6. Vacancies:

Officer vacancies occurring before the expiration of their term shall be filled by appointment by the President with the approval of the Executive Committee.

### **Article V Committees**

The following committees shall be standing committees. The chair of each committee is appointed by the President with approval of the Executive Committee. Committee chairs may be reappointed. Committee members are selected by the chair of the committee:

A. Herb and Garden Festival Committee Chair shall be responsible for setting the date and for the overall management of the Festival. The Chair shall appoint sub-chairs to be responsible for marketing, parking, vendor solicitation, sale plant and garden related item contributions, set-up and clean-up, prizes, registration, evaluation, and any other task necessary for the success of the Festival.

B. County Fair Committee Chair shall be responsible for the overall management of the Association's participation in the Cabarrus County Fair. The Chair shall appoint sub-chairs to be responsible for selecting a theme, securing items for the assigned space that carry out the Association's theme, setting up the assigned area, securing Association members to work in assigned shifts, and securing Association members to clean up and return items to their designated storage areas.

C. Agribusiness Day Committee Chair shall be responsible for selecting committee members to plan and carry out educational activities for sixth grade students who are participating in the Agribusiness Day at the Cabarrus County Fair.

D. Holiday Party Committee Chair shall be responsible for setting a date for the holiday party, securing a location for the event, securing Association members for setting up and cleaning up before and after the event, and for securing decorations and door prizes.

E. Grants and Scholarship Committee Chair shall be responsible for calling a meeting of the Grants Committee to review grant proposals for approval and for calling a meeting to review scholarship applications. In some cases the business of each committee may be conducted and approved by e-mail. The committee includes the president, vice-presidents, secretary, treasurer, historian, extension agent, and two at-large members appointed by the president. The chair is also responsible for sending each fall the grant guidelines and form to Cabarrus County Schools and Kannapolis City Schools in Cabarrus County; following up to see that final reports are completed; and reporting to the membership on grants reviewed at the monthly general meetings. The committee also administers the scholarship program by making sure that high school seniors in schools that have horticulture/agricultural programs or clubs are aware of the scholarship, developing guidelines to interview applicants and determine a winner, handling arrangements to present the scholarship, and publicizing the winner to the Association and to the community.

F. Special Events Committee Chair shall be responsible for organizing the Association's activities at special events such as the Senior Health and Wellness Day, the Home and Garden Show and other events where it is appropriate for the Association to be represented.

G. Master Gardener of the Year Award Chair shall be responsible for soliciting votes for the Master Gardener of the Year Award, tabulating the votes, selecting the winner, and securing an appropriate award. The award is customarily presented at the annual holiday event.

H. Nominating Committee Chair shall be responsible for calling a meeting of the Nominating Committee to secure a nomination for each office to be filled and to get prior approval that the nominees will accept the offices if elected. The Nominating Committee will consist of three (3) members selected from the General membership. The Committee will be appointed by the President and the Executive Committee no later than the August meeting.

I. Other committees may be added at the discretion of the Executive Committee as circumstances or needs dictate.

## **Article VI Nominations and Elections**

### **A. Nominating Committee:**

At the October General meeting, the Nominating Committee shall announce that it is accepting nominations for the office of President, Vice-President (Field Trips), Vice-President, (Programs), Secretary, and Treasurer (if appropriate). Nominations may be made at this time or may be made by email to the committee chair no later than October 15. The individual making the nomination should get approval from the person being nominated that he or she would accept the position if elected.

B. Voting for new officers shall be by a majority of the members present at the November Meeting. If there is more than one nominee for an office who is willing to serve, the election for that office will be by a separate secret ballot vote. If there are no offices with more than one nominee, the entire slate of officers may be approved by voice vote. The President will ensure that the membership is informed that the election will be held at the November meeting.

C. Officers shall be elected for a one (1) year with the exception of the Treasurer who shall be elected for a three (3) year term beginning January 1. An officer may be elected for no more than two (2) consecutive terms and one (1) year must elapse before an outgoing officer is again eligible for election or appointment to the same office. However, the outgoing officer is eligible for election to any other office.

## **Article VII Meetings**

A. The Association shall meet at 9:30 a.m. every first Tuesday of the month, if possible with the exception of the months of July and December.

B. The meeting for the election of new officers shall be the regularly scheduled meeting in November each year.

C. *Robert's Rules of Order Revised* shall serve as a guideline for the conduct of all meetings. The Secretary shall ensure that a copy of *Robert's Rules of Order Revised* is available at all meetings.

D. A simple majority of those in attendance shall rule at all Association meetings.

E. All meetings of the Association, Executive Committee, and Standing Committees are open to all members.

## **Article VIII Membership**

A. No discrimination in membership shall be made for race, sex, color, age, creed, religion, national origin, sexual orientation, or disability.

B. Membership in the Association shall be open to all Cabarrus County Master Gardeners certified as such by the Cabarrus County Center of the North

Carolina Cooperative Extension Service. Students completing the Master Gardener Training Course are included in the Association for the remainder of the calendar year in which they complete the course.

C. Active members must initially volunteer a minimum of 40 hours per year through the local Cooperative Extension Center; following that, active members are required to volunteer a minimum of 20 hours of service each year and to complete a minimum of 10 hours of education a year. All hours must be entered online into the NC State Volunteer Master Gardener program and must be accepted by the Cabarrus County Agriculture-Horticulture Extension Agent.

D. EMGV certification expires on December 31st of the year issued and must be renewed annually. An EMGV makes a commitment for continued participation in the program by completing the volunteer and education hours as stated in Article VIII C. In addition, a volunteer must complete recertification forms: Code of Conduct, Media Release, and Copyright Release. These forms appear in Appendix A, B, and C of these bylaws.

E. Anyone not renewing his or her commitment will no longer be considered an EMGV and instead will be referred to as an alumnus of the EMGV program.

F. All service shall be voluntary with no compensation except for out-of-pocket expense money, if funds are available and if disbursement is approved by the Treasurer.

G. An active member of another county in the state may transfer membership to the Association with approval of the Extension Agent.

### **Article IX Amendments**

A. These Bylaws may be amended or revised by a majority vote of the members attending a regular meeting of the Association. Each member shall have a copy of the revisions at least two weeks prior to the meeting date.

### **Article X Miscellaneous**

A. The Association may promote fund-raising programs for operational expenses of the Association with approval of the Executive Committee.

B. In the event the Association ceases to function and dissolves itself, after all obligations have been satisfied, all assets shall be transferred to the Cabarrus County Cooperative Extension for expenses associated with the consumer horticultural program.

Adopted March, 2012; Revised November, 2013; February 3, 2015, May 3, 2016