

**BYLAWS  
OF  
CHILTON COUNTY MASTER GARDENERS ASSOCIATION**

**ARTICLE I NAME AND ADDRESS**

Section 1: The name of the association shall be "Chilton County Master Gardeners Association" (hereinafter referred to as "CCMGA").

Section 2: The official address of the association shall be:

Chilton County Master Gardeners Association  
c/o Alabama Cooperative Extension System  
504 1<sup>st</sup> Ave. N., Suite A  
Clanton, AL 35045

The mailing address shall be:

Chilton County Master Gardeners Association  
c/o Alabama Cooperative Extension System  
PO Box 30  
Clanton, AL 35046

**ARTICLE II PURPOSES**

The purposes of CCMGA shall be for educational, scientific, literary, and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, and:

- (a) To enhance and supplement the Alabama Cooperative Extension System Master Gardener Program;
- (b) To disseminate to Alabama citizens and residents information on horticultural practices and techniques in accordance with standards approved by the Alabama Cooperative Extension System;
- (c) To enhance the Master Gardener's knowledge of, and interest, in horticulture and related activities;
- (d) To provide opportunities for its members to meet and associate with others who have similar horticultural interests; and
- (e) Any other lawful purpose.

**ARTICLE III MEMBERSHIP**

Section 1. Classes of Membership

- (a) *Active Member:* Active members will be those graduates of the Master Gardener program who have successfully completed an approved Cooperative Extension System Master Gardener Training Program (hereinafter referred to as the "Program") and also fulfilled the Program's volunteer service requirements. Active members must pay annual dues.
- (b) *Provisional Member:* Provisional membership will be granted to Master Gardener Interns for up to one year. Provisional members pay no dues. Once certified, a provisional member becomes eligible for active membership and will begin paying dues the next fiscal year.
- (c) *Associate Member:* Associate membership is granted to an Alabama Cooperative Extension System employee working with an office that offers the Program. Associate members pay no dues.
- (d) *Honorary Member:* Honorary membership may be awarded to a person (who is not a current CCMGA member or current ACES employee), firm, organization, or corporation who has provided notable, distinguished and unusually valuable service to CCMGA and who is recommended by the Board of Directors and approved by a majority vote of active members present at a regular meeting. Honorary members shall not pay dues or be entitled to hold office or vote.

- (e) *Local Lifetime*: Local lifetime membership shall be limited to individuals who are active in CCMGA and have attained the age of 80 years. Local dues are waived and local lifetime members will not be required to keep records of volunteer service or CEUs. AMGA dues will be the responsibility of the Local Lifetime member.

Section 2. Only Active and Local Lifetime members in good standing are eligible to vote and to hold office.

Section 3. Annual dues shall be established each year by the Board of Directors, as approved by CCMGA and shall be payable on Nov. 1. Members who have not paid by Dec. 31 are no longer in good standing and, therefore, not eligible to vote or receive communications. Voting rights and full CCMGA privileges shall be restored upon payment of dues. Dues will include membership in local and state associations with the following exceptions: AMGA Lifetime Members pay local dues only, Local Lifetime members may pay AMGA dues, and members belonging to AMGA through another association will pay local dues only.

#### **ARTICLE IV OFFICERS**

Section 1. The Officers of CCMGA shall be President, Vice President, Secretary, and Treasurer.

Section 2. Election of Officers

- (a) Candidates shall be selected by a Nominating Committee appointed by the President and approved by the Board of Directors. The Nominating Committee shall consist of immediate past president or past officer and two other CCMGA members.
- (b) Nominations will be accepted from the floor at the time of election. If there are nominations from the floor voting shall be by ballot.
- (c) Officers shall be elected by a majority vote of the active members in attendance at the November meeting.
- (d) Term of Office shall be one year and run consecutively with the fiscal year.
- (e) Officers shall not serve more than two consecutive terms in the same office.
- (f) Vacancy of any Office shall be filled by the Board of Directors subject to approval of membership.

Section 3. Officers Duties

All officers may perform other duties as necessary and shall adhere to AMGA guidelines and deadlines. All officers shall transfer records and AMGA Local Association Handbook to succeeding officers at a meeting set by outgoing President between December 15 and December 31.

- (a) The President shall preside at all meetings of CCMGA and of the Board of Directors. The President shall serve as the liaison with outside interactions, appoint all committee chairpersons with approval of the Board of Directors, secure meeting places, handle communications with membership, serve as an ex-officio member of all committees, and be a signatory on the CCMGA checking account.
- (b) The Vice-President shall serve in the absence of the President, serve as Program and Projects Chairman, be responsible for any tokens of appreciation and thank you notes to speakers and outgoing President, and maintain a record of program contacts and suggestions for programs.
- (c) The Secretary shall keep minutes of CCMGA meetings and Board of Directors for historical and parliamentary reasons, provide minutes to members by email or through website, keep meeting attendance, write thank you notes at the direction of the President or Programs and Projects Chairman, oversee correspondence, serve as custodian of official records and serve as Communications Chairman coordinating with Communications sub-committees.
- (d) The Treasurer shall have charge and custody of all CCMGA funds; keep and maintain adequate and correct accounts of CCMGA business transactions; render reports and accounting to Members; serve as Finance Committee Chairman; perform in general all duties incident to the office of Treasurer and such other duties including overseeing the preparation and timely filing of all tax returns as may be required by law, and other duties that may be assigned by the Board of Directors.

## **ARTICLE V. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Membership Chairman, and others appointed by the President. The Board of Directors shall include at least one past officer. The Board of Directors shall be limited to not more than nine members.

Section 2. Meetings of the Board of Directors shall be called by the President.

Section 3. The Board of Directors shall have general supervision of the affairs of CCMGA and shall bring recommendations to the membership.

Section 4. A quorum shall consist of no less than one third of the entire Board including the President and Vice President.

## **ARTICLE VI AFFILIATION**

This Association shall be a member of the Alabama Master Gardener Association (AMGA).

## **ARTICLE VII MEETINGS**

Section 1. The date of regular meetings of CCMGA shall be determined by the Association itself, or by any person or persons designated by it.

Section 2. An annual business meeting shall be held each year to vote on officers and conduct other appropriate business.

Section 3. Special business meetings may be called by the President or by the written request of any five members of CCMGA. The business to be transacted shall be set forth in a written or oral form prior to the meeting.

Section 4. Quorum: Ten percent (10) of the voting membership shall constitute a quorum.

## **ARTICLE VIII COMMITTEES**

Section 1. Committee Chairmen and members of the Nominating and Auditing committees shall be appointed by the President and approved by the Board of Directors unless in conflict with these bylaws.

Section 2. The standing committees shall be: Program and Projects, Communications, Membership, Finance, Nominating, Auditing, Historian/Scrapbook.

Section 3. Subcommittees and other committees may be established or dissolved as recommended by the President and approved by the Board of Directors. Committees and subcommittees may include but not limited to Hospitality, Webmaster, Newsletter, Publicity, Card, and Demonstration Garden.

Section 4. Committee duties shall be as listed in the AMGA Local Association Handbook unless in conflict with these bylaws.

Section 5. There shall be an Advisory Council Representative appointed by the President and approved by the Board of Directors to represent CCMGA on the Alabama Master Gardeners Association Advisory Council.

## **ARTICLE IX FINANCE**

Section 1. The fiscal year shall run from January 1 through December 31.

Section 2. The financial records of CCMGA shall be audited at the end of each fiscal year by the Auditing Committee.

## **ARTICLE X AMENDMENT OF BYLAWS**

These bylaws may be amended at any regularly scheduled meeting of the Association by a majority vote, (a quorum existing), providing that notice of such intended change in the bylaws is announced at the preceding regularly scheduled meeting.

## **ARTICLE XI MISCELLANEOUS**

Section 1. All service shall be voluntary with no remuneration except for out-of-pocket expenses, if funds are available and approved by the Board of Directors.

Section 2. Within the CCMGA there will be no discrimination with respect to race, color, sex, age, creed, family status, disability, or national origin.

## **ARTICLE XII DISSOLUTION**

Upon the dissolution of this organization, assets shall be distributed to one or more exempt purposes within the meaning of 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.

## **ARTICLE XIII RULES OF ORDER**

Section 1. The rules contained in "Robert's Rules of Order", latest revised edition, shall govern the business meeting of CCMGA, unless in conflict with these bylaws.

Section 2. Order of Business shall be: Call to Order, Welcome Guests, Approval of Minutes, Treasurer's Report, Committee Reports, Project Reports, State Advisory Council Report (quarterly), Old Business, New Business, Announcements, and Adjournment.

Original Bylaws adopted May 11, 1999

Revision adopted November 12, 2013

Reviewed October 9, 2017