

# BYLAWS of SHELBY COUNTY MASTER GARDENERS ASSOCIATION

## ARTICLE I NAME and ADDRESS

Section 1. The name of the association shall be “Shelby County Master Gardeners Association” (hereafter referred to as SCMGA).

Section 2. The official address of the association shall be:  
Shelby County Master Gardeners Association  
Alabama Cooperative Extension System  
54 Kelly Lane  
Columbiana, AL 35051

The mailing address shall be:  
Shelby County Master Gardeners  
c/o Alabama Cooperative Extension System  
P.O. Box 54  
Columbiana, AL 35051

## ARTICLE II PURPOSES

The purposes of SCMGA shall be for educational, scientific, literary and charitable purposes under Section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax codes, and:

- a. To enhance and supplement the Alabama Cooperative Extension System’s Home Horticulture Program and Master Gardener Program.
- b. To extend the Master Gardener’s knowledge of and interests in horticultural and related activities.
- c. To disseminate to Alabama citizens and residents information on horticultural practices and techniques in accordance with standards approved by the Alabama Cooperative Extension System.
- 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.* Active members shall be those graduates of the Master Gardener Program who have successfully completed an approved Cooperative Extension System Master Gardener training program (hereafter called “the Program”) and also fulfilled the Program volunteer service requirements. Active members must pay annual dues.
- b. *Provisional.* Provisional membership shall be granted for one calendar year to intern Master Gardeners who have satisfactorily completed the approved MG instructional program. Once a Provisional member fulfills the program volunteer service requirements provisional membership terminates and the individual becomes eligible for active membership. Provisional members do not pay dues and have no voting privileges.  
*Associate.* Associate members shall be an Alabama Cooperative Extension System employee working with an office that offers the Program. Associate members do not pay dues and have no voting privileges.
- c. *Honorary.* Honorary membership may be bestowed by the Board of Directors on individuals who have rendered outstanding contributions to the Program or to SCMGA. Honorary members may occupy an advisory capacity. Honorary members pay no dues and have no voting privileges.
- d. *Lifetime.* Lifetime membership may be granted to an active member in good standing. Lifetime Membership may be awarded to an individual Master Gardener for meritorious service to the

- Association as determined by the Board of Directors. Lifetime members will no longer pay SCMGA dues; however will be responsible for State dues. They will have full SCMGA voting privileges.
- e. Only active and lifetime members in good standing are eligible to vote and hold office.

#### Section 2. DUES

Annual dues for each class of membership shall be established annually by the Board of Directors and shall be payable on or before November 30. Members who have not paid dues by December 31 are considered no longer in good standing and therefore not eligible to vote. Voting rights and full SCMGA privileges will be restored upon payment of dues.

#### Section 3. RESIGNATION

Any member who desires to resign will notify, in writing, a member of the Board.

### **ARTICLE IV OFFICERS**

Section 1. ELECTED OFFICERS of SCMGA shall be: President, Vice President, Secretary and Treasurer. These officers will perform the duties prescribed by parliamentary authority adopted by SCMGA, where not in conflict with these bylaws.

#### Section 2. ELECTION OF OFFICERS

- a. Officers shall be elected by a majority vote of the active members in attendance at the December meeting. Votes must be cast in person.
- b. The nominating committee will choose candidates for office. Nominations will also be accepted from the floor at the time of the election. In the event a nomination is made from the floor, voting shall be by ballot.
- c. The nominating committee shall be composed of three members. The immediate past President or past officer will serve as Chairman with the two remaining positions being appointed by the President.
- d. The nominating committee shall present their recommendation for officers at the November meeting.
- e. The term of office will be for one year. Officers may not serve more than two consecutive terms in the same office.
- f. If there is no nomination for a position, an incumbent may continue to serve until such time that a replacement is found.
- g. Any vacancies that may occur among the officers shall be filled by the board subject to approval at the next SCMGA monthly meeting.
- h. Installation of officers will occur at the January meeting.

#### Section 3. DUTIES OF OFFICERS

- a. The PRESIDENT shall oversee all meetings, serve as liaison with any outside persons or organizations, appoint all committees and chairpersons, serve as ex-officio of all committees and maintain a record of all pertinent information and shall transfer these records including the AMGA Local Association Handbook to the succeeding President at the end of his/her term and be a signatory on the SCMGA checking account.
- b. The VICE PRESIDENT shall perform the duties of the President in case of his/her absence; perform other duties as assigned by the President; be responsible for securing a meeting place, setting meeting dates and secure program speakers; be responsible for any tokens of appreciation and thank you notes to speakers; assume the duties of the president should the office become vacant; and maintain a record of all program contacts and suggestions for programs and shall transfer these records to the succeeding Vice-President at the end of his/her tenure.
- c. The SECRETARY shall keep records of all meetings for historical and parliamentary reasons; including meeting attendance records, provide copies of the minutes to the officers, directors and membership as required; receive and file communications, correspondence and committee reports as directed by the President; maintain a record of all minutes and communications and shall transfer these records to the succeeding Secretary at the end of his/her tenure.

- d. The TREASURER shall serve without bond; notify membership no less than 30 days before local and state dues are to be remitted; collect local and state membership dues, and remit annual membership dues and records as instructed by the AMGA by-laws; maintain a checking account in the interest of SCMGA. There shall be two names on the bank signature card, however only one signature will be required on a check. The two signatures shall be the Treasurer and the President. Treasurer shall pay all bills incurred by SCMGA, provide a financial report to SCMGA at local meetings, oversee the timely filing of all tax returns as may be required by law, and other duties that may be assigned by the Board of Directors. Treasurer shall maintain and transfer records and books to incoming Treasurer following an internal financial review.

## **ARTICLE V AFFILIATION**

SCMGA shall be a member of the Alabama Master Gardeners Association, (AMGA).

## **ARTICLE VI BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the President, Vice-President, Treasurer, Secretary, Immediate Past President or past officer and Committee Chairpersons.

Section 2. Board Meetings shall occur quarterly with special meetings of the Board called by the President as deemed necessary and may also be called by written request by a majority of the Board of Directors. Time and place shall be fixed in such call.

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

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

## **ARTICLE VII MEETINGS**

Section 1. The dates of the regular meetings of SCMGA shall be determined by SCMGA itself, or by any person or persons designated by SCMGA. A minimum of four SCMGA meetings per year (one per quarter) shall be required.

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

Section 3. Special business meetings may be called by the President or at the written request of any five members of SCMGA.

Section 4. A quorum shall consist of 10 per cent of the active membership.

## **ARTICLE VIII COMMITTEES**

Section 1. Standing Committees shall include the Nominating, Projects, Communications and Audit. These committees shall serve at the direction of the president. The President shall have the authority to form or dissolve any committees as the need arises.

Section 2. There shall be an SCMGA Representative on the AMGA Advisory Council, appointed by the president and approved by the membership.

## **ARTICLE IX FINANCE**

Section 1. The fiscal year shall be from January 1 to December 31.

Section 2. The financial records of SCMGA shall be audited yearly by the Auditing Committee or when a change of Treasurer occurs.

**ARTICLE X AMENDMENTS OF BYLAWS**

These by-laws may be amended at any regularly scheduled meeting of SCMGA by a majority vote, provided the membership has been notified at the last scheduled meeting and through the newsletter preceding the vote.

**ARTICLE XI MISCELLANEOUS**

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

Section 2. Within SCMGA there will be no discrimination with respect to race, color, sex, age, creed, 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 SCMGA, unless in conflict with these bylaws.

Section 2. Order of Business. The order of business at all meetings shall be:  
Call to Order, Attendance Sign in, Approval of the Minutes as posted, Financial Report, Committee Reports, Communication and Announcements, Old Business, New Business, Adjournment.

Revision approved by membership November 11, 2023.

**CERTIFICATION**

President, SCMGA

Cindy C Hearn  
Signature

March 26, 2023  
Date

Cindy C Hearn  
Print

Secretary, SCMGA

Sylvia Sheffield  
Signature

March 26, 2023  
Date

Sylvia Sheffield  
Print