

CONSTITUTION & BY-LAWS
Coos County Master Gardener™ Association
Adopted 11/13/2012

ARTICLE I. NAME & PURPOSE

Section 1. The name of this organization shall be the Coos County Master Gardener™ Association (CCMGA). It shall be an official chapter of the Oregon Master Gardener™ Association (OMGA) and thereby subject to the general supervision and control of the Oregon Master Gardener™ Association. It shall be a non-profit organization.

Section 2. The purpose of this organization shall be:

- a. To promote, assist, supplement and perpetuate the OSU Master Gardener™ Program in conjunction with the Coos County Extension Service, and
- b. To promote public interest and further education in environmentally responsible, sustainable gardening and home horticulture.

ARTICLE II. MEMBERSHIP

Section 1. There shall be four classes of membership in this organization:

- a. Active Membership. Anyone obtaining Oregon State Extension Service Master Gardener™ certification shall be qualified to be an active member upon payment of dues. Active members shall maintain current yearly recertification.
- b. Inactive Membership. Inactive membership is open to any formerly certified Master Gardener™ who pays dues but who has not met current recertification requirements. Inactive members may not participate in educational outreach programs.
- c. Contributing Membership. Contributing members are persons who further the objectives of the Master Gardener™ program by making financial contributions to the association. Contributing members are ineligible to vote or hold office and may not participate in educational outreach programs.
- d. Honorary Membership. Honorary Membership may be awarded to any individual by a majority vote of the membership at any regular meeting. An Honorary Member shall not pay dues, vote or hold office.

ARTICLE III. DUES & FISCAL YEAR

Section 1. The fiscal year shall be January 1st through December 31st.

Section 2. The amount of yearly dues shall be established by a majority of voting members present at the November general membership meeting and shall include the annual membership dues of the OMGA.

Section 3. Dues are payable on January 1st and due by March 15th of the current year.

ARTICLE IV. OFFICERS, ELECTION & DUTIES

Section 1. The elected officers of the chapter shall include: President, Vice President, Secretary, Treasurer, OMGA Representative and OMGA Alternate Representative.

Section 2. The President shall appoint a nominating committee in September consisting of at least three active members. The nominating committee shall present a slate of prospective officers to serve for the following year at the October membership meeting at which time nominations shall also be open from the floor. Officers shall be elected by secret ballot at the November membership meeting by a majority of voting members present. Installation of officers shall take place at the December membership meeting.

Section 3. The term of elected office shall be one year. No more than two (2) consecutive terms may be served in the same elected office.

Section 4: All service shall be voluntary with no monetary compensation.

Section 5. Any resignation of an officer shall be submitted in writing to the President. The President shall fill vacancies through appointment.

Section 6. An officer may be removed, with or without cause, by a vote of two-thirds of the members present at a meeting.

Section 7. Duties of elected officers:

- a. The President shall preside at meetings of the chapter, shall have the authority to appoint such committee chairs and members as necessary, shall serve as an ex officio member of all committees and shall direct the activities of the organization.
- b. The Vice President shall know and assume the duties of the President in his/her absence and assist the President as requested.
- c. The Secretary shall keep the minutes of all membership meetings, prepare correspondence and perform other duties as assigned by the President.
- d. The Treasurer shall keep the financial records, receive and disburse funds, prepare the annual budget, report monthly to the membership, report as directed to OMGA and maintain an up-to-date membership list. The Treasurer may serve without bond.
- e. The OMGA Representative and Alternate OMGA Representative shall represent the chapter at the OMGA quarterly meetings, submit a brief report of chapter activities, and have one vote at the OMGA board quarterly meetings.
- f. Duties of all officers shall be described in further detail in the Association's *Policies and Procedures Manual*.

V. APPOINTED OFFICERS & COMMITTEES

Section 1. The appointed officers of the chapter shall include:

- a. The Historian, who shall maintain the record of chapter activities.
- b. The Newsletter Editor, who shall compile and edit newsletters for submission to the Coos County Extension agent for approval and publication.

Section 2. The Executive Board shall consist of all elected officers and the immediate Past President.

Section 3. An Audit Committee shall be appointed by the President consisting of at least two members. This committee, with the cooperation of the Treasurer, shall conduct an audit on a yearly basis and report the results to the chapter membership.

Section 4. A Finance Committee shall be appointed by the President to be presided over by the Treasurer. This committee shall submit a proposed budget for the next fiscal year at the October regular meeting and make other recommendations as they deem advisable.

Section 5. The President shall appoint committee chairpersons as needed and establish such other committees as deemed necessary.

Section 6. A quorum at a committee meeting shall be a majority of all committee members present.

ARTICLE VI. MEETINGS

Section 1: The regular meetings of the CCMGA membership shall be held the second Tuesday of each month unless the President and/or Board schedules otherwise and gives 30-day notification to the members.

Section 2. The November general membership meeting shall be considered the annual meeting.

Section 3. All general membership meetings shall be open.

Section 4. A quorum shall consist of a majority of active members present at a regular chapter meeting.

Section 5. The Executive Board may call a special session to discuss specific issues with a three day notice to all Executive Board members. General minutes of the executive session shall be included in the minutes of the next regular general membership meeting.

Section 6. A quorum at an Executive Board meeting shall consist of the President or Vice President and three additional officers. In the event that less than a quorum is present at the

meeting, the meeting may be conducted or may be postponed to another date and time and any action adopted must be approved by a poll of the full Executive Board.

Section 7. All meetings shall be guided by the procedures of Robert's Rules of Order Newly Revised.

VII. AMENDMENT

These bylaws may be amended at any regular or special meeting of the Association by a two-thirds vote of the members present, provided that notice and complete language of the proposed amendment was given to all members present at the previous regular meeting.

VIII. CODES AND PRINCIPLES

Section 1. The CCMGA shall operate without regard to race, color, sex, disability, sexual orientation, age, or national origin and without requiring adherence to any religious belief or creed.

Section 2. The OSU Master Gardener™ title (or badge) shall be used only and exclusively when performing volunteer work within the Master Gardener™ Program. Members shall be expected to identify themselves as Master Gardeners when performing volunteer work. The title/badge shall not be used for any commercial purposes at any time.

Section 3. The training, experience and certification gained by an individual in the Master Gardener™ Program may rightfully be used and listed as qualifications when seeking employment.

Section 4. Political agendas shall not be promoted at CCMGA meetings or activities.

IX. DISSOLUTION

In the event that the Coos County Master Gardener™ Association ceases to function and dissolves itself, after the obligation and expenses of the chapter have been satisfied, all liquid assets shall be transferred to OMGA to be held in trust until such time as the chapter shall be reinstated or after five years whichever shall come first. If after five years, the chapter has not been reinstated, all liquid assets become the property of OMGA. All material assets shall be dispersed to other county chapters as determined by the CCMGA.