

CONSTITUTION AND BYLAWS

Cherokee County Master Gardeners

ARTICLE I – NAME

The name of this organization shall be the Cherokee County Master Gardeners, hereinafter referred to as CCMG. CCMG is a not for profit organization and operations will not result in financial gain to the organization or any member.

ARTICLE II - PURPOSE

Section 1: CCMG is a non-profit educational organization whose primary purposes are listed below.

- A. Expand the Master Gardeners' knowledge of and interest in gardening and related activities,
- B. Share voluntarily with our community in Cherokee County information about horticultural practices and techniques using the research and recommendations of the University of Georgia
- C. Provide opportunities for members to meet and associate with others who have similar interests, and
- D. Serve as a volunteer resource organization for the University of Georgia Cooperative Extension Office in Cherokee County.

Section 2: The methods of attaining these objectives may include the following:

- A. Projects
 1. All proposed projects require the endorsement and/or support of the CCMG, and will be directed to the Project Committee composed of the Extension Agent, current president, and president-elect for initial review and recommendations. Projects shall be presented at a regular monthly meeting and will include the following:
 - a. Purpose of project.
 - b. Name, address, telephone number of contact individual.
 - c. Training needed.
 - d. Funding and assets (if required, number of hours) needed
 - e. Number of volunteers required for a successful project.
 - f. Anticipated effect project will have on community.
 - g. Educational value of project.
 - h. Projected beginning and ending date.
 - i. Procedures required for implementing project
 2. The acceptance or rejection of any proposed project will be by majority vote of members present at any scheduled monthly meeting.
 3. No project will be endorsed or supported by the CCMG without a Project Chairman. The Project Chairman will report on the project to the general membership at monthly meetings.
 4. Projects will be reviewed annually. The termination of any project will be by majority vote of members present at any scheduled monthly meeting.

B. Activities

1. An activity is hereby construed as any undertaking by one or several members of this club, which does not require the endorsement or sponsorship of the CCMG as an organization.
2. CCMG shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

C. Meetings/Programs

1. Meetings and programs will be held in the furtherance of the purposes.

D. Media

1. CCMG will provide the community with information about gardening practices as identified by University of Georgia Extension Office.

ARTICLE III - MEMBERSHIP

Section 1: Any person who has completed the Master Gardener training program in Georgia is eligible for membership. This includes all Master Gardener interns and certified Master Gardeners.

Section 2: A certified Master Gardener is one who has completed the classroom training and satisfactorily fulfilled his/her volunteer service as required by the Georgia Master Gardener Program and is certified by the County Extension Agent. It is necessary to meet annual certification requirements.

Section 3: A Master Gardener intern, one who is in the process of becoming certified by serving the required hours of volunteer time, is eligible for membership during the first year after completion of the training program. This is a non-voting membership and is offered only for one year, until the intern is certified as a Master Gardener after serving the required hours of volunteer time. A grace period may be allowed as a result of special circumstances. After certification as a Master Gardener, the intern is eligible for full membership as stated in Section 2 of this article.

Section 4: Membership in the CCMG shall be on a calendar year basis. All members are to complete a Recommitment Form and submit it to the Extension Agent by December 30 of each year. Any member who does not submit a Recommitment Form shall be dropped from the membership roll. Members so dropped may be reinstated during the calendar year by updating their record (Recommitment Form) and becoming active in projects and/or committees.

Section 5: The Secretary shall maintain the membership list of CCMG. The membership list shall be distributed to active members of CCMG.

Section 6: Certified Master Gardeners in good standing shall be entitled to vote on matters brought before CCMG.

Section 7: Certified Master Gardeners who are certified in other states and are current residents of Cherokee County, Georgia may become members of CCMG with proof of Master Gardener Certification and additional requirements as specified in the State Guidelines.

Section 8: The following categories of membership shall be non-voting members and shall not be eligible to hold any Executive Board office.

- A. County Extension Agents are non-voting associate members and serve as educational advisors.
- B. Master Gardener interns are non-voting members. See Article III, Section 3.
- C. Friends of CCMG are those who wish to support the CCMG with a donation of time, financial aid or other supportive contributions.

Section 9: Dues shall be assessed only by a majority vote of active CCMG members.

ARTICLE IV – OFFICERS

Section 1: The elected officers also known as the Executive Board of the CCMG, shall consist of President, President-Elect, Secretary, Treasurer, and Immediate Past President.

Section 2: The Executive Board shall act between meetings on matters of emergency, and shall report it to the membership at the next regular meeting.

Section 3: If any officer resigns or is unable to fulfill his/her term of office, the Executive Board shall select an active member to fulfill said term of office.

Section 4: The Executive Board will appoint an auditor to review the Treasurer's record during January. A copy of the audit shall be available during the February meeting for inspection by the members.

Section 5: CCMG officers will serve one-year terms and be eligible for re-election.

Section 6: An officer must be a voting member in good standing.

ARTICLE V - DUTIES OF ELECTED OFFICERS, EXECUTIVE BOARD

Section 1: The President shall preside at all membership meetings of the CCMG and at all CCMG Executive Board meetings. The President shall coordinate with the officers and committee chairmen all activities of CCMG and shall be an ex-officio member of all committees, projects, and activities. The President will be responsible for notifying the members of the Executive Board and membership of meeting times and places.

Section 2: The President-Elect shall assist the President in the operations of CCMG and shall preside at all meetings in the absence of the President; the President-Elect will also plan educational programs. The President-Elect shall arrange and prepare programs in advance of regularly scheduled meetings.

Section 3: The Secretary shall record minutes of all CCMG general meetings and Executive Board meetings and shall communicate said minutes to the membership. The Secretary will first email the meeting minutes to the President and President-Elect for their review and corrections and email the final copy of the meeting minutes. Printed copies will be mailed to those members without email.

Section 4: The Treasurer shall be responsible for the collection and disbursement of all CCMG funds, pay all bills upon receipt of a written statement and purchase proof, make monthly reports to the membership, present the financial record of annual audit. He/she shall assist the Finance Committee in the preparation of an itemized budget and shall submit it to all members for approval at the February meeting.

ARTICLE VI – MEETINGS

Section 1: It shall be the policy of the CCMG to conduct regular membership meetings once a month, except during the month of December.

Section 2: The November membership meeting will include presentation of and voting on the coming year's slate of officers.

Section 3: The President and President-Elect shall hold Membership meetings at such places and times as determined.

ARTICLE VII – VOTING

Section 1: Election of officers as provided in Article IV shall be by a show of hands or by voice vote during a regularly scheduled meeting. The President will request that only members in good standing vote and will certify the results of the election. In the event of more than one nomination for a position, it will be necessary for the Secretary to verify that only members vote and the Secretary will certify the results of the election.

Section 2: Officers shall be elected by a majority of the voting eligible members provided in Article III.

Section 3: Voting on amendments to the Constitution and Bylaws shall require two-thirds of the votes cast. Proposed amendments will be published with the minutes prior to being presented to the membership at a regular monthly meeting. Results of the vote will be certified by the President and then published in the meeting minutes.

ARTICLE VIII – FUNDS

Section 1: The funds of the CCMG shall be expended according to the budget. No members may incur any indebtedness in the name of the organization without the approval and authorization of the Finance Committee.

ARTICLE IX – COMMITTEES

Section 1: Committees shall be formed in November through January, and as needed. The newly elected President and the Executive Board, if deemed necessary, shall reinstate committees whose functions extend beyond the current CCMG year. All committee chairmen will be responsible for

a procedure folder. The procedure folders consist of committee job objective(s), any pertinent contact information, special event dates and unfinished business and follow-up reports.

Section 2: Committee chairmen shall include both the President and President-Elect in all activities.

Section 3: The standing committees such as the bylaws, finance and nominating, may be considered and appointed by the President and Executive Board, as deemed necessary, in carrying out the objectives of the CCMG.

- A. The bylaws committee shall consist of at least 3 members. The committee will recommend amendments to the bylaws as necessary.
- B. The finance committee shall assist the Treasurer in the preparation of an itemized budget and shall make recommendations as to the collection and disbursement of funds.
- C. The Nominating Committee
 1. The nominating committee shall consist of five members, two of whom shall be appointed by the Executive Board. One of those appointed by the board will be designated as chairman. Three members of the nominating committee will be elected by the membership at the regular August meeting.
 2. The chairman of the nominating committee shall call a meeting of the committee prior to October 1st in order to provide a slate of candidates whose names shall be presented at the October meeting.
 3. Nominees of the nominating committee must agree to their nominations before being presented to the general membership.
 4. As the final order of business at the CCMG meeting in November, the Chairman of the Nominating Committee shall present the slate of nominees for office to the membership.
 5. Further nominations will be accepted from the floor at the November meeting with the nominee's permission before being voted on by the membership.
 6. The President shall conduct the election. If there are no nominations from the floor, the slate presented by the nominating committee shall be accepted. If there is more than one nominee for the same office, the candidate with the largest number of votes cast for said office should be elected to that office.

Section 4: Committee and project descriptions are given in the Projects and Committee Chairmen printout, which is updated annually and may be found at the CCMG website. All committees shall follow the Revised Robert's Rules of Order.

ARTICLE X – WAIVER OF RESPONSIBILITY

Section 1: All meetings and field trips attended by members or guests are at their sole discretion, and the CCMG assumes no responsibility for personal injury.

ARTICLE XI – CONDUCT OF BUSINESS

Section 1: The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of active members present at a regular monthly meeting.

Section 2: Recommendations for amendments to the bylaws shall be presented to members at a regular monthly meeting prior to voting on them.

Section 3: “Revised Robert’s Rules of Order” shall govern the business of CCMG unless specified by the bylaws or amendments to the bylaws.

Upon motion duly made and recorded, this original Constitution and Bylaws was adopted at the November 21, 2006 membership meeting of the Cherokee County Master Gardeners.

President: Betty Adams

Secretary: Janet Newman

2006 Bylaws Committee: Gerry Slaughter, chairman, Betty Adams, Jean Garner, Mary Ellen Roos, Glenda Thompson, Marcia Winchester

Upon motion duly made and recorded, this Constitution and Bylaws was amended at the monthly meeting of the Cherokee County Master Gardeners on May 20, 2008.

President: Russell Brannon

Secretary: Maurya Jones