

**THE UNIVERSITY OF TENNESSEE
AGRICULTURE EXTENSION SERVICE TIPTON COUNTY MASTER GARDENERS
ASSOCIATION BYLAWS**

ARTICLE I NAME

The name of this organization shall be the Tipton County Master Gardeners Association.

ARTICLE II

PURPOSE

The Tipton County Master Gardener Program trains and maintains horticulture volunteers for the University of Tennessee (UT) Extension Office. The goals of this program shall be to increase the availability of horticultural information for their members and the community at large and to improve the quality of life for the residents of Tipton County through horticulture volunteer activities.

ARTICLE III MEMBERSHIP

- A. Membership in the Tipton County Master Gardeners Association shall be by successful completion of Master Gardener training classes, the final exam, and by remaining a member in good standing. The program is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.
- B. Upon completion of the Master Gardener training class conducted by the Tipton County UT Extension Office, first-year Master Gardeners are required to pay back 40 Administrative/Community Education (ACE) working hours and to acquire an additional 8 Continued Education Units (CEUs) learning hours within 12 months of completion of class. At least 50% of the required ACE hours must be conducted on projects sanctioned by the Tipton County Master Gardeners Association.
- C. If an individual's annual working and learning hours are not completed within the first 12 months after completion of the Master Gardener Training class, he or she will no longer be considered a Master Gardener and will forfeit all membership privileges. The Executive Committee may, with the approval of the Tipton County Extension Agent, make exceptions in unusual circumstances.
- D. To remain a Master Gardener in **good standing** in subsequent years, one must complete 25 ACE hours and 8 CEUs hours during the membership year and pay annual membership dues. At least 50% of the required ACE hours must be completed on projects sanctioned by Tipton County Master Gardeners Association.
- E. Persons who have successfully completed the Master Gardener training in another Tennessee county or another state and were members in good standing in that county or state may petition for immediate membership (see TMG Guidelines for Out-of-State Policy).

F. **Membership dues** will be set at the annual meeting in September and must be paid by October 1.

G. The **working year** for Tipton County Master Gardeners is September 1 to August 31. Reports to the state program are due by October 1 annually.

H. All Master Gardeners are expected to report their working and learning hours monthly or quarterly. All hours must be turned in by the end of the Master Gardener year.

I. An **inactive member** is defined as a person who has not paid their dues and/or who, in the opinion of the Master Gardener Coordinator, has not met the requirements for annual recertification by the end of the fiscal year. Anyone who is on inactive status will not receive the newsletter, attend Association meetings or pay Association dues. To be reinstated to active status, the inactive member will first have to complete a new set of service hours required for recertification the very next fiscal year and then pay the Association dues. The year on inactive status does not count toward state status awards. If this requirement is not met, the person will no longer be a Master Gardener and will have to start anew by taking the Internship Class and completing the service hours required of all interns to become a certified Master Gardener again.

J. An **exempt member** is defined as an active Master Gardener who has not or cannot complete the annual-recertification requirements for justified reason(s) such as but not limited to personal physical, medical or family reasons or military duty. The active member or someone on the member's behalf may submit to the Master Gardener Coordinator a written request for approval of exemption from completing their re-certification requirement. If the exemption is granted, the Master Gardener will continue as an active member in good standing. The exemption will be reviewed each year by the Master Gardener Coordinator upon written request.

K. **Annual recertification** -Each year, member must give volunteer service that is related to horticulture or is part of an Extension Service program (ACE hours) and receive continuing education (CEU hours). The required number of ACE and CEU hours is established by the Tipton County Extension Service.

ARTICLE IV OFFICERS AND ELECTIONS

A. The members of the Tipton County Master Gardeners Association who shall serve as the Executive Committee shall be Past President, President, Vice-President, Secretary, Treasurer and one member elected at-large from the membership. The Tipton County Extension Agent shall serve as an advisor. The Vice-President, Secretary, Assistant Secretary and Treasurer shall be elected at the annual meeting by majority vote for a term of one year or until their successors are elected. The incumbent Vice President shall automatically assume the office of President. The at-large member representative shall be elected for a term of one year at the first business meeting. No person may hold more than one office at the same time. No person may hold any office for more than two successive years.

B. The President, with the approval of the Executive Committee, shall appoint a nominating committee of three members at least two months before the annual meeting. All nominees shall be Tipton County Master Gardeners in good standing. Following the report of the nominating committee, additional nominations may be made from the floor, provided that consent has been secured from the nominee.

C. Vacancies among the officers and standing committee chairs shall be filled by the President, with approval of the Executive Committee, for the remainder of the unexpired term. However, if the office of either the President or the Vice-President becomes vacant, it will be filled by a special election by the general membership. If an officer has served more than half a term, the individual is considered to have served a full term in that office.

ARTICLE V
DUTIES OF THE OFFICERS

A. The President shall preside at all meetings at which he or she is present and shall exercise general supervision over the affairs and activities of the group. The President shall be responsible for selecting committee chairs for various committees and for assuring that the committees are functioning as necessary. The President may appoint an auditing committee at least 60 days before the annual meeting.

B. The Vice-President shall serve as Program Committee Chair for the group and shall perform the duties of the President whenever the President is absent or unable to perform his or her duties.

C. The Secretary shall maintain written records of all meetings of the Tipton County Master Gardeners Association and the Executive Committee. He or she shall:

1. Keep an up-to-date record of the names and addresses of members.
2. Maintain a file of all documents and papers belonging to the Tipton County Master Gardeners Association.
3. Conduct the correspondence of the Tipton County Master Gardeners Association at the direction of the President.

4. Provide minutes and other information to the Tipton County UT Extension Office staff.

D. The Treasurer shall set up such accounts as necessary to fulfill the business of the Tipton County Master Gardeners Association. The Treasurer shall:

1. Payout all money, by check only, to cover the expenses of the group as authorized by the Executive Committee.
2. Collect and receive dues from the members.
3. Report the amount of money in the treasury at each meeting of the general membership.
4. Prepare a **proposed** budget in consultation with the Executive Committee at August meeting.
5. Work with the audit committee to facilitate the annual audit of the books.
6. Provide an **end-of-year** Financial Report at the August meeting.
7. Supply a copy of the Annual Financial Report to the Tipton County UT Extension Office to be filed as a permanent record.

E. The duties of the Executive Committee shall be to act as the governing body of the Tipton County Master Gardeners Association and to transact its necessary business.

ARTICLE VI

ROLE OF THE TIPTON COUNTY EXTENSION AGENT

The Extension Agent is advisor to and administrator of the Tipton County Master Gardeners and, as the UT Extension Office representative in Tipton County, is the final authority on its Master Gardener Program. However, to facilitate everyday management, the organizational directives set forth in these bylaws will provide a functioning set of guidelines. The Extension Agent shall:

- A. Provide leadership and counsel to the Master Gardener Program.
- B. Serve as an advisor to the Executive Committee.

ARTICLE VII COMMITTEES

The President may create committees as needed and shall appoint committee chairpersons. These committees will be categorized as one of three types:

- A. Project Committees --committees to manage ongoing Tipton County Master Gardeners Association's sanctioned projects.
- B. Ad Hoc Committees --short-term committees to meet an intermediate and short-term goal. Examples: Bylaws Committee, Banquet Committee, Nominating Committee
- C. Standing Committees --permanent committees necessary to the continued existence of the Tipton County Master Gardeners Association. Standing committees shall determine standard rules of operation for their committees and make those rules known to the membership. Examples: Historical Committee, Sunshine Committee, Recertification Committee

ARTICLE VIII MEETINGS

- A. General Membership meetings shall be held the first Thursday of every month. At monthly business meetings, members present shall constitute a quorum. Members on approved leave of absence do not have voting privileges. Meetings shall be conducted following *Robert's Rules of Order Newly Revised*.
- B. The annual meeting and election of officers of the Tipton County Master Gardeners Association shall take place in July of each year.
- C. The Executive Committee shall meet as needed. All Executive Committee members and the Extension Agent will be notified of meeting time and location by the President. Members of the Executive Committee present, if not less than three, shall constitute a quorum.
- D. Special meetings of the Executive Committee may be called by the President or at the request of a majority of the officers.

ARTICLE IX

FINANCES

- A. A proposed budget of anticipated revenues and expenditures as prepared by the Treasurer shall be submitted to the Executive Committee for approval to be presented to the general membership for adoption at the October meeting.
- B. In consideration of the budget for the Tipton County Master Gardeners Association, the Executive Committee will recommend the dues (if applicable) at the August meeting. Such dues shall be approved by the general membership at the August meeting and shall be levied from the members.
- C. Fund-raising activities for the Tipton County Master Gardeners Association may be authorized by the Executive Committee when the purpose of such activities is in agreement with the objectives of the group and not in conflict with the nature of the organization.

D. At the end of the working year, the Treasurer shall provide an Annual Financial Report at the August meeting, which has been reviewed by the Audit Committee.

ARTICLE X

AMENDMENTS

These bylaws may be amended at any regular meeting of the Tipton County Master Gardeners Association by two-thirds of the votes cast, provided that the changes are agreeable to the Extension Agent and that written notice of the proposed changes was sent to the membership 21 days before the time of the next meeting.

ARTICLE XI

MANAGEMENT OF THE ASSOCIATION

A. **Public Law** -These bylaws shall not be enforced in any manner to conflict with public law. If any Article, Section, Sub-Section or portion thereof of these bylaws should be held illegal, invalid or null and void by a court or competent jurisdiction, each and every other provision of these bylaws shall remain in full force and effect.

B. **Parliamentary Authority** -The rules contained in the current edition of *Robert's Rule's of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rule of order the Association may adopt.

C. **Political Activism** -The Association shall not take a position on or participate in any campaign for public office.

D. **Extension Service** -These bylaws are subject and subordinate to the established rules or policies of the Extension Service of The University of Tennessee. Wherever conflict or discrepancy appears, the established rules or policies of the Extension Service of The University of Tennessee shall prevail.

E. **Tipton County Master Gardener Coordinator** -The Tipton County Master Gardener Coordinator is the Tipton County Extension Agent who provides leadership and counsel to the Master Gardener program, and shall serve as an advisor to the Association. As the University of Tennessee Extension Service representative, the Master Gardener Coordinator has the **final** authority on the Master Gardener program.