

Original 7/18/95
Amended 11/20/98
Amended 1/20/04
Amended 5/17/05

NORTH FULTON MASTER GARDENERS CONSTITUTION AND BY-LAWS

ARTICLE I NAME

The Organization shall be called "North Fulton Master Gardeners", hereafter referred to as NFMG.

ARTICLE II PURPOSE

The purpose of NFMG, a non-profit organization, is to educate its members and the public in the areas of horticulture and ecology, in order to promote and foster community enrichment. All activities shall be in conjunction with the Cooperative Extension Service, University of Georgia.

ARTICLE III MEMBERSHIP

Section 1: Membership shall consist of certified Master Gardeners, Master Gardener Interns, the County Extension Agent, Honorary Master Gardeners and Transferees.

Section 2: A description of the duties and privileges of the categories of membership.

- A. A certified Master Gardener is one who has successfully completed the classroom training and the required number of service hours. A certified Master Gardener, "**in good standing**", may vote and shall hold office when elected. A member "**in good standing**" is one who has paid the current year's NFMG dues and who has turned in their twenty-five minimum hours required for re-certification each year to the North Fulton Extension Office by December 31.
- B. A Master Gardener Intern is one who is in the process of completing the classroom training and the required number of service hours and who pays the NFMG dues. A Master Gardener Intern is a non-voting member.
- C. The County Extension Agent serves as the educational advisor and does not have a vote.
- D. Honorary Master Gardeners. The Cooperative Extension Service, University of Georgia and the Executive Board may confer the title of "Honorary Master Gardener" upon persons of merit. Honorary Master Gardeners shall not pay NFMG dues, hold office, or vote.
- E. Transferees are Master Gardeners certified in other states and who are now current residents of the state of Georgia. They shall serve as interns for one year.

ARTICLE IV OFFICERS, EXECUTIVE COMMITTEE AND BOARD

Section 1: The elected officers of NFMG are President, President Elect, First Vice President, Second Vice President, Secretary and Treasurer.

Section 2: The Executive Committee shall consist of the elected officers, the immediate Past President, who may act as Parliamentarian, and an Advisor who is a member of the Fulton County Extension horticultural staff. In the event that any officer becomes unable to fulfill the duties of the office, the Executive Committee shall appoint a member of the NFMG to fill said position for the balance of the term.

Section 3: The Board shall consist of the Executive Committee, Project Chairmen, and the Chairmen of Standing Committees, all of whom must be members in good standing.

Section 4: Terms of Office

All officers shall serve a term of one year, beginning in March and continuing through February of the following year.

ARTICLE V DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of NFMG and at all Board meetings, and shall appoint the Project Chairmen, the Chairmen of the Standing Committees and any Special Committees. The President shall be an ex-officio member of all committees.

Section 2: The President Elect shall assist the President in the administrative coordination of NFMG and perform the duties of the President in case of absence or disability.

Section 3: The First Vice President shall assist in the operation of NFMG and serve as the Program Chairman.

Section 4: The Second Vice President shall serve as the Membership Chairman.

Section 5: The Secretary shall record minutes of all NFMG meetings and Board meetings. The Secretary shall maintain all NFMG records.

Section 6: The Treasurer shall collect all monies, pay all bills, maintain an accurate record of the source and disbursement of funds, and present the books for audit by March 1st. Disbursement of funds shall only be made upon approval of the Board. The Treasurer shall present a year-end report and a projected budget for the next year to a joint meeting in February of the old and new Boards for their approval.

Section 7: Project Chairmen and Standing Committee Chairmen shall officiate over their committees, attend at least fifty percent of the Board meetings, and present an activity report when needed. Chairmen shall submit a year-end report to the President, in writing.

ARTICLE VI MEETINGS

Section 1: NFMG meetings shall be held bimonthly on the third Tuesday of alternate months beginning in March, unless otherwise determined by the board. Notice of meetings shall be mailed March, May, July, September, November, and January.

Section 2: Board meetings shall be held bimonthly on alternate months. The President shall determine the time and place for these meetings. Board meetings shall be open to any member.

Section 3: The NFMG meeting in January shall include the presentation and vote on the coming year's slate of officers.

Section 4: The March meeting shall include a presentation by the Treasurer of the approved budget and a financial report.

Section 5: A quorum for an NFMG meeting shall be ten members in good standing. A majority vote is controlling, with the exception of a By-Laws change, which requires a two-thirds majority of those in attendance.

Section 6: A quorum for NFMG Board meetings shall be no less than seven Board members. No business of the Board shall be conducted at Board meetings without a quorum.

Section 7: Roberts Rules of Order, Newly Revised, shall govern all meetings of the NFMG where business is conducted.

ARTICLE VII VOTING

Section 1: Election of Officers shall be by vote at the January meeting. The President shall request that only members in good standing vote (see Article III, Section 1, A). The President shall declare the election results.

Section 2: Officers shall be elected by a simple majority of those present in good standing and shall take office at the March meeting.

Section 3: Adoption of amendments to the Constitution and By-Laws requires a two-thirds majority of the votes cast by members in good standing. Proposed amendments shall be published and provided to the membership prior to the vote. Results of the vote shall be certified by the Executive Committee and published and provided to the membership.

Section 4: Elected Officers (except the President), Project Chairmen, and the Chairmen of Standing Committees shall be entitled to one vote each on the NFMG Board. In case of a tie, the President shall cast the deciding vote.

ARTICLE VIII DUES

Dues shall be determined by a vote of the Board and shall be due and payable to the Treasurer by January 31. The NFMG fiscal year shall run from March through February of the next year. Honorary Master Gardeners and the County Extension Agent shall not pay dues.

ARTICLE IX COMMITTEES AND PROJECTS

Section 1: The following committees are Standing Committees and as such each committee chairman is entitled to one vote on the Board.

- A. **Hospitality Committee:** The Hospitality Committee shall provide refreshments at meetings and other events as deemed appropriate. They shall be reimbursed for receipted expenditures.
- B. **Intern Program Committee:** The Intern Program Committee shall assist in the assimilation of new interns into the Master Gardener program and mentor the interns through their training and

first year of service. At least one representative from the committee shall participate in the intern interview process.

- C. **Newsletter Committee:** The Newsletter Committee shall be responsible for publishing a bimonthly newsletter to advise members of all pertinent information.
- D. **Publicity Committee:** The Publicity Committee shall publicize NFMG activities to the public through the media.
- E. **Communication Committee:** The Communication Committee shall be responsible for telephoning and e-mailing members when necessary and maintaining the NFMG web site.
- F. **Ways and Means Committee:** The Ways and Means Chairman shall oversee any fundraising events.

Section 2: NFMG Project Chairmen shall be entitled to one vote on the Board.

Section 3: The President shall appoint and add special committees as needed. The Chairmen shall report to the Board.

- A. **Habitat for Humanity:** The Chairman shall be the liaison between said organization and the NFMG.
- B. **Historian:** The Historian shall prepare a scrapbook of publicity and photos pertaining to NFMG activities.
- C. **Nominating Committee:** The President shall appoint the Nominating Committee Chairman by the September meeting. The Nominating Committee shall consist of two other members. This committee shall present a slate of candidates to the Board for its approval at the December Board Meeting. The approved slate of candidates shall be published in January and voted on at the January NFMG meeting.
- D. **Speaker's Bureau:** The Speaker's Bureau Chairman shall provide NFMG speakers as requested by the public.

ARTICLE X DISCLAIMER

The NFMG and the Board assume no responsibility for personal injury and/or the loss or damage to any property or plant material.

Upon motion duly made and recorded, this amended Constitution and By-Laws was adopted at the NFMG meeting on Tuesday, May 17, 2005.

Signed _____ President

Signed _____ Secretary