

**The Virginia Beach Master Gardener Association
Bylaws**

Adopted August 8, 1996

Amended June 7, 2002, September 9, 2005, March 2006, September 9, 2011

**ARTICLE I
Name**

The name of this organization shall be the Virginia Beach Master Gardener Association, hereinafter referred to as VBMGA or the Association.

**ARTICLE II
Purpose**

The Virginia Beach Master Gardener Association will provide education and information in environmental horticulture to the general public, maintain the continuity of the Master Gardener program, provide training for its members, and recruit citizens interested in becoming Master Gardeners in accordance with the policies set by Virginia Cooperative Extension (VCE).

**ARTICLE III
Membership and Dues**

Section 1. Membership

Any person who is recognized as being a currently active Virginia Beach Master Gardener by the Virginia Beach Cooperative Extension Service Agent is eligible for membership. These persons include Master Gardener Interns, Master Gardeners, Specialized Master Gardeners, and Emeritus Master Gardeners as defined by the VCE Master Gardener Coordinator Manual, current edition. All regular members in good standing are eligible to vote and hold office.

Section 2. Dues

- (a) A member shall remain in good standing by paying dues as set by the Association and maintaining his or her status as a Virginia Beach Master Gardener.
- (b) Any member in good standing who is later recognized and designated by VCE as an Emeritus Master Gardener is granted lifetime dues free VBMGA Membership.
- (c) Dues will be determined by the Association Board of Directors subject to

approval by the general membership at the Association's annual (December) meeting.

ARTICLE IV Leadership

Section 1. Leadership

- (a) Officers of Association. The officers of the Association are President, Vice President, Secretary and Treasurer. The election of President and Treasurer will not coincide in election years with the offices of the Vice President and Secretary.
- (b) Election of Officers. A nominating committee, appointed by the President in June, will be composed of three (3) volunteers from the membership. They will recommend a candidate for each office after having acquainted the nominees with the responsibilities of the offices and securing their willingness to serve. Additional nominations may be made from the floor at the September meeting. Officers will be elected by a majority vote of the membership attending the annual meeting.
- (c) Terms of Office. Officers will serve for two (2) years or until their successors are installed. The term of all officers will begin at the close of the December meeting. No officer will serve two (2) consecutive terms in the same office. Any vacancies that may occur among the officers will be filled by the Board, subject to approval by the voting membership at the next meeting.
- (d) Executive Board. The President, Vice President, Secretary, Treasurer, and immediate Past President will constitute the Association's Executive Board and will be responsible for its daily affairs between Board meetings.
- (e) Responsibilities of the Board. The President shall preside at all Board and Update meetings and will provide agendas for scheduled meetings and fill such special appointments as necessary. The Vice President shall fill in for the President when necessary. The Secretary shall record the minutes of all meetings, both Update and Board. The Treasurer will be responsible for all financial transactions, and will submit the financial records for yearly audit no less than thirty (30) days prior to the Association's annual meeting or upon an earlier request by the Audit Committee.

ARTICLE V
Operating Year

The operating and fiscal years will run concurrently from January 1 through December 31, inclusive.

ARTICLE VI
Board of Directors

Section 1. Membership

- (a) Voting Members. The voting members of the VBMGA Board of Directors will consist of the President, Vice President, Secretary, Treasurer, and the Chairpersons of the Standing Committees (Education, Finance, History, Youth Education and Communications) and the immediate Past President.
- (b) Non-Voting Members. The non-voting, ex officio members to the Board will be the Extension Representative, the representative to the Virginia Master Gardener Association, Membership coordinator, Newsletter editor, Webmaster, Publicity coordinator and Intern representative.

Section 2. Duties

- (a) The Board will determine the date, time and place of meetings, determine the Association's Standing Rules and perform such other duties as are listed in these bylaws.
- (b) All issues will be decided by a majority vote of Board members present.

Section 3. Meetings

- (a) The Board will meet at least four (4) times per year. Any Association member may attend these meetings and may present a topic to the Board with fourteen (14) days advance written notice.
- (b) Special meetings of the Board may be called by the President and may also be called upon written request by at least twenty-five (25%) percent of the Board.

ARTICLE VII
Committees

Section 1. Committees

The Board shall include the following Standing Committees: Education, Finance, Communications, History and Youth Education. Other committees shall be formed as deemed necessary. All chairpersons will be appointed by the President and will serve a two (2) year term. The President may reappoint a committee chair for one additional two (2) year term with approval of the board and the membership.

- (a) Education. The Education Committee will plan and coordinate the educational activities of the Association.
- (b) Finance. The Finance Committee, composed of the Treasurer, a representative of each Standing Committee, and the Past President will assist the Treasurer in preparing and submitting a budget to the Board of Directors. They will review and select the recipients of the endowed scholarships given by the Association.
- (c) Communications. The Communications Committee will coordinate the newsletter, the website and publicity for all Master Gardener events and projects.
- (d) History. The History Committee will keep the records of all Board and update meetings for current and past years of the Association. The History Committee will keep all photo albums and pictures of different events and projects. All will be maintained at the extension office.
- (e) Youth Education. The Youth Education Committee will plan and coordinate the educational programs for the youth.

ARTICLE VIII
Problem Solving

All problems shall be addressed by a committee appointed by the President that will consist of not less than three (3) Master Gardeners, but excluding all Board members.

ARTICLE IX
Parliamentary Authority

Amendments to the Bylaws may be made at any annual, regular or special meeting by a majority vote of those present, provided the proposed amendment(s) was submitted in writing to the Executive Board at least ten (10) days prior to the date of the meeting.

ARTICLE X
Miscellaneous

Section 1. Discrimination

This Association shall not discriminate on the basis of age, color, disability, education, gender, national origin, political affiliation, race, sexual orientation, religion or veteran status.

Section 2. Organization Exclusion

This organization is organized exclusively for educational, scientific, or charitable purposes. No part of this Association's net earnings will inure to the benefit of private individuals. No part of the activities of the Association will include participation in any political campaign for public office.

Section 3. Dissolution

In the event of dissolution, after the Association's obligations and the requirements of the law are met, the voting members of the Board of Directors, as defined in Article VI, Section 1 (a), with the approval of the majority of those Association member present, shall dispose of all assets of the Association in such manner, or to such organization operated exclusively for charitable or educational purposes, as shall qualify at the time as exempt organizations under guidelines of the Internal Revenue Code.

**Virginia Beach Master Gardener Association
Standing Rules
(Amended August 2010)**

Area Coordinator Duties.

The Area Coordinator provides a communication interface for general and specific information. The area coordinator is expected to notify his/her corridor members of pertinent VBMGA interests. This notification can be by direct personal contact, telephone tree or electronic message. The area coordinators also rotate responsibility for the VBMGA quarterly and update meetings. The area coordinator arranges for the refreshments, raffle prizes, setup and cleanup of the meeting and social areas utilized for these meetings.

Gifts.

Monetary contributions shall be given to the treasurer and reported to the membership.

VBMGA Equipment.

The Association Secretary and two VBMGA active members appointed by the President will conduct an inventory of the VBMGA Equipments on an annual basis. The report of the Inventory shall be made to the membership at the Annual meeting in December. (Revised August 2010, from every 2 years to annually.)

Supplemental Education Grant.

A supplemental education grant of up to \$100 is available to VBMGA members who are willing to attend educational programs and use that information to educate the public or other Master Gardeners. Forms are available to apply for the grant at the Extension Office. The Executive Board reviews and approves the grants within the annual budgeted fund.

Decisions of Expenditures by the Board.

The Executive Board is authorized to spend up to \$500 without a general membership vote.

Presidential Appointees.

The following positions will be appointed by the President, with approval of the Board of Directors and where appropriate: Extension Agent, VMGA representative, Regional Education Coordinator, Regional Travel Coordinator, and Membership Coordinator.

Death of an Association Member, Spouse or Family Member.

Upon the death of an association member, spouse or immediate family member, the general membership will be notified and a card from the Association will be sent by the Secretary.

Upon the death of an Association Member in good standing, with five (5) years volunteer service and 1,000 volunteer hours, his/her name will be added to the VBMGA Memorial at the Hampton Roads AREC. This memorial fund is funded by \$1.00 of the annual membership dues.

Annual Meeting (December).

An amount not to exceed \$200 will be provided to the hosting area coordinator to provide door prizes and refreshments.