



BYLAWS

Approved February 21, 2001

Amended April 18, 2002

Amended July 20, 2004

Amended April 21, 2005

Amended April 20, 2006

Amended May 6, 2011

Amended September 29, 2011

Amended November 18, 2016

ARTICLE I. Name

The name of the Association will be “New River Valley Master Gardener Association,” (hereinafter referred to as “the Association”). The Association is represented by an Association Board (hereinafter referred to as “the Board”)

ARTICLE II. Mission

The purpose of the Association is to provide service to the community by promoting good horticultural stewardship in accordance with standards approved by the Virginia Cooperative Extension (VCE) and its Master Gardener Program. Additionally, the Association will foster communication, education, and fellowship among its members and the community.

ARTICLE III. Membership

Section 1. Membership Eligibility

Any person who has completed an Extension Master Gardener Program or is a VCE Master Gardener, Intern, or Trainee is eligible for membership. All members are eligible to vote and hold office.

Section 2. Member Responsibilities:

- a) pay dues as set by the Association,
- b) make every effort to attend the Association meetings,
- c) participate in Association activities and projects
- d) volunteer the number of hours per year as set by the Extension Agent in compliance with the requirements set by VCE.
- e) participate in educational training hours each year as set by the Extension Agent in compliance with the requirements set by VCE.



Section 3. Classes of Members:

Active: Master Gardeners who have fulfilled membership requirements and Master Gardener Interns or Trainees who are working to complete requirements to become a VCE Master Gardener.

Inactive: Any Master Gardener may request in writing to become inactive for a period of one year (short-term). Inactive Master Gardeners pay dues but are absolved from other obligations. Extending this status beyond one year will be considered on a case by case basis by the Extension Agent.

Emeritus: A Master Gardener unable to continue in an active status may request in writing to the Board to be considered for Emeritus status. Determination of eligibility for Emeritus status will be at the Agent's discretion and guidelines set forth by VCE. Emeritus members are not obligated to pay dues or fulfill hourly volunteer duties.

Auxiliary: Available to provide extra help and possible financial support through paying dues. It is not required that this person be a Master Gardener. This person must be involved in horticulture and the community.

ARTICLE IV. Meetings

Section 1.

General membership meetings will be held monthly at a date, time, and place selected by the Association Board.

Section 2.

The Association will hold an Annual Meeting each year at a date, time and place to be determined by the Board. The membership will transact appropriate business. Notice of the annual meeting will be announced at least 15 days before the meeting.

Section 2.1. Election of Officers

Slate of officers will be presented and additional nominations accepted at the Annual Meeting. The Coordinator and/or Extension Agent will send out an electronic ballot after the meeting.



Section 3.

Twenty-five percent of the membership will constitute a quorum for decisions that require a vote.

ARTICLE V. Officers and Members at Large

Section 1.

The officers of the Association are a president, vice-president, secretary, and treasurer. The board will also include a maximum of four members at large, including 1 trainee/intern, who will be appointed by the Coordinator or the Agent. The treasurer will serve without bond. Any of the four offices may be shared by not more than two individuals.

Section 2.

Officers and Members at Large will be elected by an electronic vote of the membership. Candidates will be chosen by the Nominating Committee and nominations will be accepted from the floor at the Annual Meeting.

Section 3.

Officers will serve for one year or until their successors are installed. The term of all officers will start at the beginning of January. No officer will serve for more than two full consecutive terms in one office. If the nominations committee is unable to find a candidate, an incumbent may be nominated to serve with the Board's approval. Any vacancies that occur among the officers will be filled by the board, subject to approval by an electronic vote by a quorum of the membership.

ARTICLE VI. Association Board

Section 1.

The Board will consist of the officers, members at large, the immediate past-president, and other board appointed positions.

Section 2.

The Board approves the annual budget, determines the Association's Standing Rules within the confines of the Bylaws, and may create ad-hoc committees.

Section 3.

The Board will set the frequency of its meetings. Any Master Gardener may attend board meetings.



Section 4.

Fifty percent of the Board will constitute a quorum at all Board meetings.

ARTICLE VII. Committees

Section 1.

The Association's projects and programs will be run by standing committees and ad-hoc committees. NRVMGA members are encouraged to join one or more committees.

Section 2. The Standing Committees

Membership: This committee will collaborate with the Master Gardener Coordinator to update and distribute the annual membership renewal form. It will compile the information returned by members and present this information to the Board. This committee will organize and publish an annual membership directory. The treasurer will serve on this committee.

Program: This committee will be responsible for planning, coordinating, and communicating all aspects of monthly membership meetings. The Vice-President will chair this committee.

Outreach and Public Education: The Master Gardener Coordinator will chair this committee. If there is no active Master Gardener Coordinator present, the Vice President may pursue coordination of service activities for the Master Gardener program with the required oversight of Cooperative Extension. This committee will coordinate educational events such as plant clinics, youth programs, and educational programs. They will organize materials from the Extension Office to provide support for community education. Members of this committee will plan and coordinate plant clinics which include coordinating workers, developing materials and overseeing the events.

Fundraising: This committee will investigate and develop fundraising activities to support projects approved by the Board. It will plan, organize, and implement fundraising activities. The Board or their designee will chair this committee.

Intern Training Program: The Master Gardener Coordinator will chair this committee. This committee's job is to support the Master Gardener Intern program as administered by the VCE Master Gardener State Coordinator and the local Master Gardener Coordinator. This includes recruiting, advertising, mentoring, and providing class room monitors and administrative support. If there is no Master Gardener Coordinator, the Board will appoint this committee



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chair who will take on all aspects of recruiting and training new trainees with the support of the Extension agent.

Communication Committee: This committee plans, designs, and prepares a newsletter, maintains the NRV MGA website, and administers social media. The Secretary will chair this committee. The Web Administrator will serve as a member of this committee.

History and Records Retention: This committee gathers information about events and projects to build a historical record of Association activities. The committee will maintain documents such as scrapbooks, photographs, and other memorabilia (electronic and/or hard copy), and present a report/summary at the Annual Meeting. The Board will appoint this committee chair.

Grants: This committee will plan, organize, and solicit applicants for the Master Gardener's grants program. They will receive and review applications and submit recommendations for funding to the Board. To keep this committee independent from the regular finance committee, the treasurer will not be chair of this committee.

Nominating: This committee will seek candidates for officers and members at large. This committee will be appointed by the Board at least two months prior to the Annual Meeting. The nominating committee will present a slate of nominees at the Annual Meeting.

Audit Committee: This committee will conduct an annual audit and will insure compliance with Federal and State regulatory agencies. The Board will appoint the chair of this committee.

Article VIII. Fiscal Year

The Association's fiscal year will be from January 1 to December 31.

Article IX. Parliamentary Authority

Robert's Rules of Order, current edition, will govern the Association in all cases in which they are applicable and in which they are consistent with these bylaws and any special rules of order the Association may adopt.



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Article X. Amendment of Bylaws

These bylaws may be amended at any meeting of the Association by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment(s) has been given to the membership at least 15 days prior to the meeting where they are to be voted upon.

Article XI. Financial

Section 1.

This Association is organized and will be operated exclusively for educational, scientific, or charitable purposes. No part of its net earnings will inure to the benefit of private individuals. No part of the Association's activities will consist of political activities.

Section 2.

The President and Treasurer are authorized to issue checks for approved budget expenditures. The Board may approve expenditures for normal operating costs for the Association without a vote of approval by the membership.

Article XII. Miscellaneous

Section 1.

Virginia Cooperative Extension programs (including Master Gardener) are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

Section 2.

In the event of the dissolution of the Association, all accrued assets will be disbursed to other organizations whose stated purposes are deemed by the final Board to be in accord with those of the Association.

Section 3.

The NRV MGA will use Electronic Voting when possible.