

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

**Article I. Name**

The name of this organization shall be the Victoria County Master Gardener Association (VCMGA).

**Article II. Mission**

This organization shall be a non-profit, 501(c)3, educational, literary, and charitable association of the Texas A&M AgriLife Extension Service\* formerly known as the Texas Cooperative Extension. This organization will not be affiliated with any commercial enterprises. Its objective shall be:

To increase knowledge of gardening to its members and the general public.

To support and assist the Texas A&M AgriLife Extension Service by providing the community with information on good gardening practices.

To assist Victoria County Master Gardeners and Trainees in fulfilling their volunteer commitment.

**Article III. Membership**

Section 1.

Membership classifications shall include:

- (A.) Texas Master Gardeners, certified by the Texas A&M AgriLife Extension Service, The Texas A&M University System.
- (B.) 2020 Victoria County Master Gardener Interns, who have completed the Master Gardener Educational Training Course. This classification shall expire December 31, 2020; and
- (C.) Victoria County Master Gardener Trainees, who are currently enrolled in the Master Gardener Educational Training Course.

Section 2

Voting members shall be the Victoria County Master Gardeners and Master Gardener Interns.

Section 3

Non-voting membership shall be extended to trainees in the Victoria County Master Gardener Educational Training Course.

Section 4.

To maintain good standing and voting privileges, each member must have paid dues for the current year and fulfilled required hours.

Section 5

Dues for members of this organization shall be \$15.00 per year which shall include local dues and state mandated Texas Master Gardener dues. Dues are payable annually for the following year by January 15. New memberships during the year are to be paid within thirty days of membership.

Section 6

In lieu of paying annual dues, members may elect to pay a lump sum of \$175.00. This lump sum is non-refundable. Members must complete re-certification requirements each year to maintain membership.

VICTORIA COUNTY MASTER GARDENER ASSOCIATION BYLAWS

Proposed November 9,1999; Revised November and December 1999  
Approved, January 11, 2000; Amended January 2001, May 2001, September 2001, September 2002, May 2007, April 2008, March 2009, September 2010, March 2011, September 2014, February 2015, February 2016, September 2020

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

Section 7

Failure to pay dues by January 15, or loss of certification, shall result in loss of membership in the Association.

Section 8

Members must maintain their certification through re-certification each year to retain membership in the Association. Re-certification will include a minimum of six (6) hours of continuing education training and twenty-one (21) hours of VCMGA volunteer work of which

- Fifteen (15) shall be at, for or with the Victoria Educational Gardens (VEG).
- Six (6) shall be for any approved project work.

Continuing education hours do not count toward total volunteer hours.

All members must be approved through the required Youth Protection Standards background check which is renewed every three years.

Section 9

Members who have not fulfilled required hours for the past year who want to be re-certified shall submit a written request for re-certification setting out deficits in hours to the County Extension Agent. Upon approval by the County Extension Agent and the Executive Board and the member paying his or her dues, the member shall be re-certified and shall be required to complete all deficit hours in addition to the required hours under Article III, Section 8.

Former members who have not been members for more than 3 consecutive years, may submit a written request for re-certification to the County Extension Agent. Upon approval by the County Extension Agent and the Executive Board and the member paying his or her dues, the member shall be readmitted to membership as a trainee. The member shall complete volunteer hours under Article XI, Section 1, prior to the end of the following December.

Section 10

All approved continuing education and volunteer hours must be recorded and submitted monthly.

Section 11.

Upon written application to the Victoria County Extension Agent and subsequent approval, Distinguished Victoria County Master Gardener status will be given to those members with at least five (5) successive years of active membership as a Victoria County Master Gardener and whose years of service to VCMGA plus their age add up to 85. They will be required to pay yearly dues, complete 10 hours of volunteer service in any category and complete 6 continuing education hours.

Anyone who obtains Distinguished Victoria County Master Gardener status prior to the effective date of these amended bylaws shall not be required to complete the 10 hours of volunteer service but shall be required to fulfill all other requirements of a Victoria County Distinguished Master Gardener.

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

Section 12.

The Executive Board may declare a member Emeritus status in accordance with State requirements. No dues nor hour requirements are necessary for Emeritus status.

**Article IV. Board of Directors**

Section 1.

The Board of Directors shall be the Executive Board.

**Article V. General Membership Meetings**

Section 1.

Meetings will be held monthly. They may be held either in person, virtually, or a combination of the two.

Section 2

Officers and State Directors shall be elected at the November general meeting.

Section 3

Special meetings may be called at the discretion of any member of the Executive Board. Such special meetings shall be announced to members by phone, mail, or email at least 3 days prior to meeting date.

**Article VI. Fiscal Year**

Section 1.

The fiscal year of this organization shall run from January 1 to December 31 of each year.

**Article VII. Officers, State Directors and State Alternates**

Section 1.

Officers of this organization shall be:

President  
President-Elect  
Vice President  
Secretary  
Treasurer  
Treasurer-Elect

Section 2.

The nominating committee shall nominate officers and a slate of candidates shall be presented in October.

Section 3.

Officers shall be elected by secret ballot at the November meeting, shall be installed at the December meeting and shall assume their duties at the beginning of the next fiscal year.

In the event the November meeting is held in a designated location, members may submit their ballot for election of officers by paper ballot at the November meeting or by email to the designated person on or before 5 p.m. on the day preceding the November meeting.

In the event the November meeting is held virtually, all ballots shall be submitted by email or by

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

paper ballot hand delivered to the designated person. All ballots, paper, or email must be received by 5 p.m. on the day preceding the virtual November meeting.

A ballot submitted by email or hand delivered to the designated person shall be deemed to be a secret ballot. The designated person shall report total numbers of votes only.

Section 4.

The President-Elect shall serve for one (1) year and then succeed to the President's office for one (1) year.

Section 5.

The Treasurer-Elect shall serve two (2) years and then succeed to the Treasurer's office. The Treasurer shall also serve for two (2) years.

Section 6.

The term for office for President, President-Elect, Vice President and Secretary shall be for one (1) year. President, President-Elect, Treasurer and Treasurer-Elect may not be re-elected to the same office for a consecutive term. Vice President and Secretary may be re-elected to the same office for two (2) consecutive terms.

Section 7.

All nominees for office must be certified Victoria County Master Gardeners in good standing.

Section 8.

There shall be two (2) State Directors and two (2) State Alternate Directors who will represent the Victoria County Master Gardener Association at Texas Master Gardener Association meetings and events for a term of 2 years. One (1) State Director and one (1) State Alternate Director shall be elected at the November meeting every year.

**Article VIII. Duties of Officers**

Section 1.

The President shall: Preside at all meetings of the organization; appoint a chairman of each standing committee and any special committees; appoint a Parliamentarian, as needed; be an ex-officio member of all committees except the Nominating Committee; work with the Treasurer on the budget; set the agenda for upcoming meetings and see that they are provided to the membership in a timely manner prior to meetings.

Section 2.

The President-elect shall: Preside at meetings in the absence of the President; assist the President; attend committee meetings at the President's request; become the President at the expiration of the current President's term of office. The President-Elect shall also administer to the calculation and timely keeping of all volunteer, project and other hours ensuring their accuracy and proper credit and provide a summary of all volunteer hours on a monthly basis.

Section 3.

The Vice President shall: Preside at meetings in the absence of both the President and President-Elect; chair the bylaws committee; be responsible for authorization for use of the Pavilion and ensure meeting set-up is ready.

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

Section 4.

The Secretary shall: Take care of all necessary correspondence; keep a current list of members' names and addresses; record and publish the minutes of each meeting.

Section 5.

The Treasurer shall: Receive all dues and monies for the Association; keep an exact accounting of all dues, other income, bank deposits, disbursements and other financial matters using current VCMGA accounting software; pay all bills upon receipt of a written statement and purchase proof; make a monthly financial report to the membership; present the financial records for audit to the VCMGA certified public accountant annually; develop an annual budget to be approved by the Executive Board (See Article X, Section 1).

Section 6.

The Treasurer-Elect shall: Work in conjunction with the Treasurer and become the Treasurer at the expiration of the current Treasurer's term of office.

**Article IX. Committees**

Section 1.

The Standing Committee Chairmen shall be appointed by the President and announced at the January meeting. The Nominating Committee Chairman and members shall be appointed by the President by such time that a slate of officers can be presented at the October meeting.

Section 2.

The Standing Committees, if applicable, and duties of each are:

A. Educational Enrichment Program

This committee shall consist of at least one member who is responsible for arranging for monthly meetings and educational enrichment programs, seminars, and field trips.

B. Speakers Bureau

This committee shall consist of at least one member who will keep current a list of members' expertise; coordinate requests for speakers with members who will provide speeches, presentations.

C. Publicity

This committee shall consist of at least one member who will keep the Association news current and available in the community; serve in the role of historian; coordinate with newspapers, local tourism, broadcast media, Chamber of Commerce, and similar organizations.

D. Membership Recognition

This committee shall consist of at least one member who will develop and maintain methods to recognize members for their service. The Member Recognition chairman is not a voting member of the Executive Board.

E. Nominating

This committee shall consist of a chairman and two members, none of whom are

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

currently serving on the Executive Board and they will provide a slate of candidates for offices at the October meeting. All members in good standing are eligible to be nominated, including members of the Nominating Committee. The Nominating Committee chairman is not a voting member of the Executive Board.

F. Audit

This committee shall consist of a chairman and two members, none of whom are currently serving on the Executive Board. They will audit the financial records annually between January 1 and January 15 in the presence of the Treasurer, Treasurer-Elect and President. The Audit Committee chairman is not a voting member of the Executive Board. A report of the audit shall be made at the January meeting.

G. Information/Technology

This committee shall consist of at least one member who will act as the webmaster and communicate with members via email, U.S. mail or telephone.

H. Victoria Educational Gardens (VEG)

This committee shall consist of a chairman and at least two members who are responsible for the overall management of the VEG including planning and budgeting.

I. Greenhouse

This committee shall consist of a chairman and at least two members who are responsible for the overall management of the Greenhouse including standard operating procedures, planning, and budgeting. Volunteer hours in the Greenhouse shall qualify as VEG hours.

J. Other Committees

Other committees, standing or special, shall be appointed by the President with approval of the Executive Board.

**Article X. Executive Board**

Section 1.

This board shall consist of the President (who will serve as Chairman), President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and the immediate Past-President who serves as ex-officio member, State Directors, and all Standing Committee Chairmen. All Executive Board members shall be certified Victoria County Master Gardeners who have paid their dues for the current year. Each Executive Board member has only one vote even if serving in multiple voting capacities.

Section 2.

An Extension Agent will serve as advisor to the Executive Board.

Section 3.

The Executive Board shall meet monthly or as necessary and shall keep appropriate agendas and records of the minutes.

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

Section 4.

The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and perform such other duties as specified in these bylaws. The Executive Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 5.

In the event a vacancy occurs for an officer, a person approved by a majority vote of the Executive Board shall fill such a vacancy for the remainder of the term of office. For a vacancy in the office of President-Elect and Treasurer-Elect, the decision of the Executive Board must be ratified by the voting membership. A vacancy for a Standing Committee chairman shall be appointed by the President.

Section 6.

A quorum shall consist of a majority of the Executive Board membership.

**Article XI. Training Program Requirements**

Section 1.

The Victoria County Master Gardener Educational Training Course shall be a course consisting of a minimum of fifty (50) classroom hours, and fifty (50) hours of approved service, of which at least 20 hours must be devoted to VEG, 10 hours to approved projects, and eight (8) hours assisting at the Victoria County Texas AgriLife Extension Service office at the direction of the agent. Any remaining hours may be in any of these categories. The fifty (50) volunteer service hours must be finalized by November 30 of the current year.

Section 2.

Graduation for each Victoria County Master Gardener Program will be held in the month of December at the conclusion of the classroom and volunteer hours.

**Article XII. Project Selection**

Section 1.

The voting membership of the Victoria County Master Gardener Association shall select a project or projects based upon applications received.

Applications shall be accepted from the public, reviewed by the Executive Board, and presented to the membership for approval.

Members will select projects which best meet the mission and objectives of the Victoria County Master Gardener Association.

**Article XIII. Parliamentary Authority**

Section 1.

Robert's Rules of Order, Newly Revised shall govern the Association in all cases in which they are applicable when not inconsistent with the bylaws of this Association.

**September 2020**  
**Victoria County Master Gardener Association**  
**Bylaws**

**Article XIV. General Membership Voting**

Section 1.

A quorum shall consist of one-third of the voting membership.

**Article XV. Amendments**

Section 1.

These bylaws may be amended by a two-thirds vote of those voting members present.

Section 2.

Notice of all proposed amendments to the bylaws must be presented in writing at one regular meeting and a copy mailed or emailed to members not present. Proposed amendments will be voted on at the next regular meeting.

**Article XVI. Dissolution**

Section 1.

In the event of dissolution of the non-profit corporation, its Executive Board shall, after paying or making provisions for the payment of all its liabilities, distribute any assets remaining to organizations that qualify as exempt organizations under 501(c)3 of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law.)