

**CONSTITUTION & BY-LAWS**  
Coos County Master Gardener™ Association  
Adopted 11/13/2012

**ARTICLE I. NAME & PURPOSE**

Section 1. The name of this organization shall be the Coos County Master Gardener™ Association (CCMGA). It shall be an official chapter of the Oregon Master Gardener™ Association (OMGA) and thereby subject to the general supervision and control of the Oregon Master Gardener™ Association. It shall be a non-profit organization.

Section 2. The purpose of this organization shall be:

- a. To promote, assist, supplement and perpetuate the OSU Master Gardener™ Program in conjunction with the Coos County Extension Service, and
- b. To promote public interest and further education in environmentally responsible, sustainable gardening and home horticulture.

**ARTICLE II. MEMBERSHIP**

Section 1. There shall be four classes of membership in this organization:

- a. Active Membership. Anyone obtaining Oregon State Extension Service Master Gardener™ certification shall be qualified to be an active member upon payment of dues. Active members shall maintain current yearly recertification.
- b. Inactive Membership. Inactive membership is open to any formerly certified Master Gardener™ who pays dues but who has not met current recertification requirements. Inactive members may not participate in educational outreach programs.
- c. Contributing Membership. Contributing members are persons who further the objectives of the Master Gardener™ program by making financial contributions to the association. Contributing members are ineligible to vote or hold office and may not participate in educational outreach programs.
- d. Honorary Membership. Honorary Membership may be awarded to any individual by a majority vote of the membership at any regular meeting. An Honorary Member shall not pay dues, vote or hold office.

**ARTICLE III. DUES & FISCAL YEAR**

Section 1. The fiscal year shall be January 1st through December 31st.

Section 2. The amount of yearly dues shall be established by a majority of voting members present at the November general membership meeting and shall include the annual membership dues of the OMGA.

Section 3. Dues are payable on January 1st and due by March 15th of the current year.

#### **ARTICLE IV. OFFICERS, ELECTION & DUTIES**

Section 1. The elected officers of the chapter shall include: President, Vice President, Secretary, Treasurer, OMGA Representative and OMGA Alternate Representative.

Section 2. The President shall appoint a nominating committee in September consisting of at least three active members. The nominating committee shall present a slate of prospective officers to serve for the following year at the October membership meeting at which time nominations shall also be open from the floor. Officers shall be elected by secret ballot at the November membership meeting by a majority of voting members present. Installation of officers shall take place at the December membership meeting.

Section 3. The term of elected office shall be one year. No more than two (2) consecutive terms may be served in the same elected office.

Section 4: All service shall be voluntary with no monetary compensation.

Section 5. Any resignation of an officer shall be submitted in writing to the President. The President shall fill vacancies through appointment.

Section 6. An officer may be removed, with or without cause, by a vote of two-thirds of the members present at a meeting.

Section 7. Duties of elected officers:

- a. The President shall preside at meetings of the chapter, shall have the authority to appoint such committee chairs and members as necessary, shall serve as an ex officio member of all committees and shall direct the activities of the organization.
- b. The Vice President shall know and assume the duties of the President in his/her absence and assist the President as requested.
- c. The Secretary shall keep the minutes of all membership meetings, prepare correspondence and perform other duties as assigned by the President.
- d. The Treasurer shall keep the financial records, receive and disburse funds, prepare the annual budget, report monthly to the membership, report as directed to OMGA and maintain an up-to-date membership list. The Treasurer may serve without bond.
- e. The OMGA Representative and Alternate OMGA Representative shall represent the chapter at the OMGA quarterly meetings, submit a brief report of chapter activities, and have one vote at the OMGA board quarterly meetings.
- f. Duties of all officers shall be described in further detail in the Association's *Policies and Procedures Manual*.

