

July 2009

**FLORIDA MASTER GARDENERS' ASSOCIATION OF LEON COUNTY
ARTICLES OF ASSOCIATION AND BYLAWS**

ARTICLE I. NAME, MISSION AND VISION

The name of this organization shall be the Florida Master Gardeners' Association of Leon County. The University of Florida/IFAS Cooperative Extension Service ("UF/IFAS Extension") oversees the State of Florida Master Gardener program. The program is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

The mission of the Florida Master Gardeners' Association of Leon County is to establish an organization for persons who have completed the formal instruction and volunteer service hours required to be certified as a Florida Master Gardener. This will allow participating members to continue to practice, learn and perform services in support of proven landscape and gardening concepts, methods and techniques.

The vision of the Florida Master Gardeners' Association of Leon County is to:

TEACH – to provide a series of forums authorized by the Horticulture Extension Agent that will use certified Florida Master Gardeners to teach and educate the area population as to the sustaining and proper means and methods for tending gardens and landscapes in accordance with the research-based standards and procedures of UF/IFAS, including the appropriate reporting for measurable educational accomplishments.

LEARN – to provide the opportunity for continual learning about gardening concepts, methods and techniques by certified Florida Master Gardeners.

SHARE– to allow certified Florida Master Gardeners the ability to share like-interests in gardening and to develop camaraderie for sharing information about gardening and other interests.

Projects and programs adopted by the Association must be approved by the Horticulture Extension Agent and the Board of Directors of the Association.

ARTICLE II. NONPROFIT STATUS

The Florida Master Gardeners' Association of Leon County is a nonprofit, educational organization under the auspices of the Leon County Cooperative Extension Service. UF/IFAS. Any funds received for implementing its purposes shall not be of benefit to individual officers or members.

ARTICLE III. MEMBERSHIP

- A. Membership in the Florida Master Gardeners' Association of Leon County will be granted upon successful completion of the Master Gardener training class and final exam; complete 75 volunteer working hours in activities approved by the County Horticulture Extension Agent and acquire 10 hours of continuing education within 12 months of their formal class. The certification of Florida Master Gardener status will be granted by the County Horticulture Extension Agent.**
- B. To remain a Florida Master Gardener in good standing, one must complete 35 volunteer hours and 10 hours of continuing education during the membership year.**
- C. Those unable to continue to donate a minimum of 35 volunteer hours and securing 10 hours of continuing education will be placed on "inactive status".**
- D. To regain active status from inactive status, one must apply to the County Horticulture Extension Agent, attend 10 hours of acceptable continuing education and commit to remain a member in good standing (see section B above).**
- E. Inactive Florida Master Gardeners are ineligible for applying for awards of excellence, receiving communications, attend meetings or registering for training opportunities.**
- F. Persons who have successfully completed the Master Gardener training in another Florida county and were members in good standing in that**

county, may petition for immediate membership in the Florida Master Gardeners' Association of Leon County.

- G. The reporting year for the Association is January 1 to December 31. All hours must be turned in by the date specified by the County Horticulture Extension Agent.
- H. All Florida Master Gardeners are required to report their working and learning hours in order for Leon County and UF/IFAS to comply with state and federal requirements. Florida Master Gardeners are expected to keep and report clientele contact numbers and information as instructed by the County Horticulture Extension Agent.

ARTICLE IV. BOARD OF DIRECTORS, OFFICERS AND DUTIES

The Board of Directors shall consist of the officers, at-large members, County Horticulture Extension Agent and chairpersons of Board Committees. All projects in which any or all members participate in their capacity as Florida Master Gardeners must be approved by the Board and the County Horticulture Extension Agent.

The officers of the Florida Master Gardeners' Association of Leon County who shall serve as the Executive Committee shall be a President, Vice President-President Elect and Secretary. Additional Board members will include one member elected at-large from the membership and a member at-large from the current or most recent training class. Term of office is one year and officers may be reelected for only one additional term in the same office. An officer may be elected to another office. The County Horticulture Extension Agent serves as Advisor and member of the Board.

A. The President shall preside at all meetings and shall perform such duties as outlined in the bylaws or as directed by the membership. The President shall appoint chairpersons of Board committees, with the approval of the Board of Directors. Committee Chairs will serve in an Ex-Officio status on the Board.

B. The Vice President-President Elect shall perform the duties of the President when the President is absent and such other duties as outlined

in the bylaws or as directed by the membership. The Vice President-President Elect transitions to President.

C. The Secretary shall keep the minutes of all meetings, coordinate correspondence and maintain a current roster of membership of Florida Master Gardeners in active status.

D. Vacancies in office shall be filled by the Board of Directors.

ARTICLE V. ELECTIONS OF OFFICERS

The Board of Directors shall appoint a Nominating Committee to propose nominations for officers to the annual meeting of the organization. Nominations for each position may also be made from the floor, provided that the person nominated is willing to have his or her name placed in nomination. Elections shall be by plurality vote and may be by a show of hands or voice vote.

ARTICLE VI. COMMITTEES

Board committees shall be those deemed necessary by the Board of Directors to promote the objectives of the organization.

ARTICLE VII. MEETINGS

- A. Regular meetings of the organization shall be held in conjunction with the Leon County Extension Service in-service educational program for Master Gardeners. Members present at regular meetings shall constitute a quorum.**
- B. Meetings of the Board of Directors shall be held at a time and day to be set by the Board.**
- C. Special meetings of the organization may be called by the Board of Directors. Ten days prior notice of any such meeting shall be provided to members, by electronic communications.**

- D. Annual meetings of the Association shall be held in spring of each year to elect officers and for any other business that may arise. Officers will assume their duties on the first of July each year.**
- E. Roberts Rules of Order (current edition) shall govern the conduct of this organization's meetings.**

ARTICLE VIII. AMENDMENTS

These Articles may be amended at any regular meeting by a majority vote of members in attendance, provided the amendment was submitted in writing at the previous regular meeting or by notice to members prior to the meeting and provided the proposed amendment was submitted to the Agent for review and approval.

ARTICLE IX. DISPOSITION OF ASSETS

Prior to dissolution of this association, the officers of the association are directed to assign all assets to the Leon County Extension Service Horticulture Fund.

ARTICLE X. DEFINITIONS

- A. "Agent" as used herein shall mean the Leon County Horticulture Extension Agent responsible for the Master Gardeners Program.**
- B. "Majority" as used herein shall mean a number of votes cast greater than half of the total number of votes cast.**
- C. "Plurality" as used herein shall mean the excess of the votes cast for one candidate or position over those cast for opposing candidates or positions.**
- D. "Quorum" as used herein shall mean the number of members who must be present at a meeting in order for those present to transact business in the absence of the other members.**