

BYLAWS OF THE RUTGERS MASTER GARDENER ASSOCIATION OF NEW JERSEY

ARTICLE I

Name, Affiliation, Purpose and Goals

Section 1. Name The name of this organization shall be the **Rutgers Master Gardener Association of New Jersey**, also known as **RMGANJ**, hereinafter referred to as the "Association."

Section 2. Affiliation The Association shall serve as an advisory and support group to the Rutgers Cooperative Extension (RCE) Master Gardener Program for the goal of public education.

Section 3. Purpose and Goals The purpose of the Association is to unite Rutgers Master Gardeners in a state-wide advisory group of volunteers to assist RCE in RCE's basic mission to disseminate research-generated horticultural information.

Section 4. Functions

- A. To advise RCE on Master Gardener issues of a state-wide nature.
- B. To enhance and supplement the basic RCE Master Gardener Program by assisting in the development, planning and organization of educational activities.
- C. To assist county RCE Master Gardener programs by developing and exchanging information, communication and resources throughout the state.
- D. Such other and necessary functions designed to support the purpose and goals of the state-wide Rutgers Master Gardener program.

ARTICLE II

Organization and Membership

Section 1. Organization The Association is a state-wide group comprised of RCE Certified Master Gardeners representing county RCE Master Gardener programs.

Section 2. Membership The Association membership consists of the RCE Master Gardener Program State Coordinator, in an advisory role, and representatives from each county RCE Master Gardener program. RCE Master Gardeners within each county RCE Master Gardener program, in collaboration with the appropriate county agent or RCE Master Gardener coordinator, shall designate two (2) RCE Certified Master Gardeners as Delegates to the Association; these shall be the respective county program's representatives to the Association. Each county shall also designate two (2) RCE Certified Master Gardeners as Alternates who will act in the stead of their county's Delegate upon the Delegate's inability to attend an Association meeting.

Section 3. Civil Rights Compliance The Association complies with all provisions of the Civil Rights Act of 1964 and other current laws of the United States of America in regard to Civil Rights/Affirmative Action. Accordingly, the Association does not discriminate in its membership

or programs on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law.

ARTICLE III

Leadership Council

Section 1. Governing Body The Association shall be headed by a Leadership Council, hereinafter referred to as the "Council," which shall be the governing body of the Association.

Section 2 Council Members

- A. Council members, hereinafter referred to as "Officers," shall include a President, Vice-President, Secretary, Account and Budget Administrator, and any other Officers elected at the request of the president.
- B. Each Officer is elected for a two-year term starting in January and may serve no more than two consecutive terms in the same office. The President and Account and Budget Administrator shall be elected in odd numbered years, all other Officers in even numbered years.

Section 3. Duties of the Officers

- A. The President shall develop the agenda for and preside at all meetings of the Association, perform such other duties as may be prescribed by these Bylaws or assigned by the Council, and coordinate the work of the other Officers and committee chairs as necessary in order that the purpose of the Association may be served. The President has the deciding vote in case of a tie.
- B. The Vice-President shall perform the duties of the President in the event of the latter's absence, and such duties as may be assigned by the Council or the President.
- C. The Secretary shall keep the minutes of the Association meetings, and maintain a mailing list that includes Association delegates, alternates and appropriate RCE and Rutgers personnel. She/he will disseminate agendas and minutes of the monthly Association meetings and other documents of use to the Association and post them on the designated Rutgers website.
- D. The Account and Budget Administrator shall work with the designated Rutgers financial representative to monitor the financial reports for the Association's account at Rutgers and ensure that credit and debit items are properly accounted for. He/she shall also work with the RCE Master Gardener State Coordinator to ensure bills get paid and all purchasing is done through approved vendors. He/she shall provide a verbal report at each monthly meeting of the Association. He/she shall also provide a summary of the previous year's activity at the Association's March meeting and a proposed budget for the upcoming year.

Section 4. Council Duties

- A. To create a Nominating/Election Committee consisting of three members of the Association. This committee is formed in September of an election year by presidential

appointment and delegate vote. The committee shall present a slate at the November meeting and supervise elections at the December meeting.

- B. To create other committees, as needed, and in consultation with the RCE Master Gardener Program State Coordinator, to plan and implement programs and activities in support of the goals of the Association as listed in Article I, Section 4 of this document.
- C. To determine organizational procedures by reviewing and updating these Bylaws in each odd numbered year, or as needed.
- D. To direct the Association's committees in their duties.

Section 5. Officer Vacancies If a vacancy in any office occurs, such vacancy shall be filled for the balance of the term by a member of the Association, elected by the Association members. The Nominating committee created pursuant to Article III Section 4A of these Bylaws shall submit the name of a candidate to the Association for a vote at the next regularly scheduled meeting of the Association. Resignation of any Officer shall be made in writing to the President, who will present said resignation to the Association for appropriate action. In the case of the President's resignation, it shall be submitted to the Vice-President. The Vice-President shall assume the duties of the President. In the case that this is not possible, a special election will be held.

Section 4. No members of the Association shall act as an independent agent to set policy or represent the Association at any time.

ARTICLE IV

Meetings

Section 1. Meetings The Association shall meet monthly and/or at other times as the President may deem necessary. Meetings of the Association are open to all RCE Master Gardeners and RCE County Agents and Master Gardener Coordinators.

Section 2. Meeting Notification Notice of place, day and hour of meetings of the Association shall be disseminated at least one month prior to the date of the meeting.

Section 4. Quorum A quorum for meetings of the Association shall consist of a simple majority of voting representatives. The Delegates, or an Alternate in the absence of a Delegate, are the voting representatives of the Association.

ARTICLE V

Amendments and Appendices to the Bylaws

These Bylaws (Operational Policies) may be added to, amended or repealed in whole or in part by a majority of the members of the Association provided that notice of the proposed addition, amendment or repeal has been distributed to all members of the Association thirty (30) days prior to the vote. A vote on such issues shall be held at a regularly scheduled meeting of the Association.

ARTICLE VI

Dissolution of the Association

Upon dissolution of the Association, the Leadership Council, after payment of all outstanding debts and obligations, shall dispose of the remaining assets, per the direction of the RCE Master Gardener Program State Coordinator

ARTICLE VII

Parliamentary authority for all meetings shall be Roberts Rules of Order.