

**BY-LAWS OF THE TILLAMOOK COUNTY CHAPTER
OF THE OREGON MASTER GARDENER™ ASSOCIATION**

ARTICLE I

Purpose

- Section I** The Tillamook County Master Gardener Volunteers of Oregon State University Extension Service hereby associate to form a non-profit organization known as the Tillamook County Master Gardener Association (TCMGA) for the following purposes:
- a. To enhance and supplement the Oregon State University Community Horticulture Program (Master Gardener Program).
 - b. To assume responsibility for performing specific tasks and engaging in continuing activities related to the program.
 - c. To promote a wide dissemination to Oregon residents of information available as a result of University study and experimentation. Such information shall be in accordance with Oregon State University standards.
 - d. To work with other garden organizations to enhance gardening, as appropriate.

ARTICLE II

Membership

- Section I** **Active Membership.** This is a countywide organization based in Tillamook County. Anyone completing the Oregon State University Extension Service Master Gardener classes and residing in or about Tillamook County is automatically an “Active Member” upon payment of dues specified herein.
- Section II** **Membership Year.** A membership year is defined as the period from January 1st to the following December 31st.
- Section III** **Honorary Membership.** Extension Agents are Honorary Members who are encouraged to attend meetings and to engage in discussions though they are exempt from payment of dues, have no voting power and may not hold office. Extension staff, who otherwise qualify for membership may elect to pay dues and participate as Active Members.
- Section IV** **New Member Honorary Membership.** All graduates of the current Master Gardener classes shall receive honorary Active Membership in the Tillamook County Chapter from January to December during their initial class year. Membership for subsequent years will be in accordance with Article II, Section I.

Section V **Associate Members.** Associate members may be elected to the Chapter by vote of the Active Members at a chapter meeting. Associate members should be persons in the horticulture field who are not involved in the Master Gardener Program but whose interests would enrich the objectives of that program. Such members shall have no voting power and shall not be eligible to hold office.

Section VI **Longevity Membership:** Any active member who is 80 years of age and has been an active Tillamook County Master Gardener Association member for 10 years will receive Longevity Membership. Members in this status are exempt from paying annual dues, but continue to hold voting power and may serve as officers in the organization. Any dues not waived by OMGA will be paid by TCMGA.

ARTICLE III

Organization

Section I **Governing Body.** The governing body of this Chapter shall be the Active Members of the Tillamook County Chapter of the Master Gardener Association, which is subject to the general supervision and control of the Oregon Master Gardener Association (OMGA), as stated in OMGA By-laws.

Section II **Chapter Officers.** The chapter officers shall consist of a President, Vice-President, Past President, Recording Secretary, Corresponding Secretary, Historian, Treasurer, a State Representative, an Alternate State Representative, a Class Representative from the current graduating class and a Class Representative from the previous graduating class elected by the Active Members at a Chapter meeting.

Section III **Officer Nominations and Election.** A nomination committee shall be appointed in June to nominate Chapter Officers. Nominations shall be accepted from any Active Member and/or the nominating committee. The election is to be held in September. Officers shall be elected by the Active Members who are present at the September chapter meeting. The installation is to be held in November/December.

In the event the membership is precluded from in-person meetings, balloting will be affected via email. The names of the Chapter Officer nominees shall be presented via email to each member at least four weeks before the date of the election.

The Nominating Committee will prepare a ballot listing Chapter Offices and respective nominees. The list shall be distributed by email to each member at least one week before the date of the annual election. The completed ballots must be emailed back to the Nominating Committee Chair and received the Monday before the annual election. The Nominating Committee Chair will tabulate the ballots and report at September meeting.

Section IV **Terms of Office.** No person shall hold more than one elected position at the same time. Chapter Officers shall **serve one-year terms** beginning on January 1. Officers may serve consecutive terms (maximum two terms) in the same office if elected. Following two consecutive terms in the same office, a one-year time lapse must occur before an officer is eligible to be elected to that office unless the Executive Board waives the restriction in a specific situation by a two thirds majority vote because of special consideration. An officer may be elected to a different office immediately following the holding of an office.

Section V **Board Member Replacement.** The Executive Board may temporarily replace a board member upon receipt of a request for leave of absence. If no request is submitted after absence from three (3) consecutive board meetings the Executive Board may replace the board member at the discretion of the Board. Any replacements will have full voting responsibilities.

Section VI **Executive Board Meeting Participation.** There shall be an Executive Board consisting of the eleven officers of TCMGA. The Executive Board of the Tillamook County Master Gardener Association shall act as the advisory committee of the Master Gardener Program to the Extension Agent in charge of the Community Horticulture Program. All Executive Board meetings will be open to any member wishing to attend. Members are encouraged to participate in all meetings. All meetings of TCMGA will be coordinated through the county Extension Office.

- a. The presence of 6 of the Executive Board members constitutes a quorum.
- b. Only Executive Board members shall have voting privileges.

Section VII **Chapter Meeting Participation.** All members shall have voting privileges at Chapter meetings.

ARTICLE IV

Officer Duties

In addition to the duties stated elsewhere in these by-laws, the following responsibilities and authorities are assigned to the TCMGA officers:

Section I **The President** shall preside at the meetings of the Chapter and Executive Board and shall have the power to appoint committee chairpersons and representatives as necessary.

Section II **The Vice-President** shall preside in the absence of the President and carry out related duties as requested by the President. The Vice-President will also serve as co-chair of the Membership Committee.

Section III **The most recent Past President** attending any meetings of the Board shall act in an advisory role and shall be introduced as a voting member for the current meeting.

- Section IV** **The Recording Secretary** shall keep the minutes of all meetings, disburse them to Chapter members in a timely manner and perform related duties as requested by the President.
- Section V** **The Corresponding Secretary** will assist the President in conducting necessary correspondence and perform related duties as requested by the President.
- Section VI** **The Treasurer** shall serve without bond and keep financial records of the Chapter and shall provide a Treasurer’s report at each meeting or as requested by the Executive Board. The Treasurer shall also receive and disburse funds on behalf of the Chapter. The Treasurer shall collect Chapter annual dues. These annual dues shall include dues to the Oregon Master Gardener Association. The Treasurer shall prepare and submit annual financial reports required by the Oregon Master Gardener Association.
- Section VII** **The State Representatives** shall attend the meetings of the Executive Board and be voting members. They shall also represent TCMGA at the OMGA quarterly meetings and report to the Executive Board and membership the results of those meetings.
- Section VIII** **The Class Representatives** shall attend the Executive Board meetings and be voting members representing the interests of their graduating class and new Master Gardeners. They shall act as the focal point for phone tree communications, participate in member retention activities, and perform related duties as directed by the President.
- Section IX** **The Historian** shall attend the meetings of the Executive Board, be a voting member, maintain a chapter scrap book, and provide appropriate information to the OMGA Historian.

ARTICLE V

Meetings

- Section I** **Conduct of Meetings.** Robert’s Rules of Order, as provided by TCMGA, shall govern the conduct of all meetings in the event that a conflict in process arises.
- Section II** **Chapter Meetings.**
- a. Shall be held four times per year although the President may call other meetings as deemed necessary. Chapter meetings are usually held in January, March, July and September.
 - b. Shall be open to all Active Members, Honorary Members, Associate Members and invited guests.
 - c. A quorum for a chapter meeting shall consist of the Active Members in attendance at any chapter meeting.

Section III Executive Board meetings shall generally be held on a monthly basis, except when there is a Chapter meeting that month. The President may call other Executive Board meetings as deemed necessary.

Section IV Committee Meetings shall be called at the discretion of the committee chairperson.

ARTICLE VI

Committees

Section I Audit Committee. The President shall appoint an independent Audit Committee from the active members to review the financial records and status of the Chapter. The Committee shall submit its report at the March Chapter Meeting.

Section II Budget Committee. The Budget Committee shall consist of the President, the Vice President, the current treasurer and the in-coming treasurer if applicable. The Budget Committee shall propose the annual budget. The budget shall be presented and voted on at the November Executive Board meeting.

Section III Other Committees. Other committees shall be established by the Executive Board as deemed necessary.

ARTICLE VII

Non-Discrimination Policy

Tillamook County Master Gardener Association offers educational programs, activities, and materials without discrimination based on age, color, disability, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status.

ARTICLE VIII

By-Laws

These By-Laws may be amended or repealed and new by-laws adopted by a vote of at least two-thirds of the Active Members present at a Chapter meeting after a one-month prior notice of the proposed action(s) to be considered. Amendments become effective immediately upon passage unless otherwise stated at the time of the vote. Approved By-Law revisions as they appear in Recording Secretary Minutes shall be reconciled with the final By-Laws revision text before publication to the membership. The President and Recording Secretary shall perform this task, or the President may appoint an active member to represent the President in this task.

ARTICLE IX

Remuneration Policy

All service shall be voluntary with no remuneration except with prior approval of the Executive Board for out-of-pocket expenses if funds are available.

ARTICLE X

Dues

Annual Chapter dues shall be determined each year at a Chapter meeting. Annual dues shall be payable during the first quarter of each year for the start of the membership year (January through December). Such additional funds as are required to support Chapter activities shall be obtained through fundraising activities of the Chapter. These annual dues will include dues to the Oregon Master Gardeners Association.

ARTICLE XI

Additional Operating Policies

Approved motions that impact the operation of the organization shall be recorded in the "policies" document by the Recording Secretary.

ARTICLE XII

Dissolution of the Tillamook County Master Gardener Association

In the event that the TCMGA ceases to function and dissolves itself, all assets, after obligations and expenses of the TCMGA have been satisfied, shall be transferred to the Tillamook County Oregon State Extension Service, a tax-exempt organization, for use in community horticulture education.