

# Baldwin County Master Gardeners

## Policies and Procedures Manual - Including Bylaws

The policies and procedures of the BCMG  
reviewed and refined.

# 2025

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## **Preface**

The policies and procedures as set forth herein are for reference by the officers and volunteer members of the Baldwin County Master Gardeners Corporation (hereinafter the BCMG). It is the responsibility of the president of the BCMG Board of Directors (hereinafter the board) to emphasize and implement these policies and procedures, and it is the responsibility of each volunteer member to follow these guidelines in their activities.

These policies and procedures are based on recommended guidelines from the Alabama Master Gardeners Association (AMGA) and reflect the educational programs of the Alabama Cooperative Extension System (ACES). Baldwin County Master Gardener programs are open to all people without regard to socioeconomic level, race, color, sex, disability, religion, age, or national origin.

This document was created and revised using Microsoft Word.

## **Notice of Nondiscrimination**

The Alabama Cooperative Extension System (Alabama A&M University and Auburn University, i.e., ACES) is an equal opportunity educator, employer, and provider. If you need a reasonable accommodation or language access services, contact ACES Human Resources at [aceshr@aces.edu](mailto:aceshr@aces.edu) or (334) 844-5531.

For the full nondiscrimination statement, visit:

[www.aces.edu/blog/topics/nondiscrimination/nondiscrimination](http://www.aces.edu/blog/topics/nondiscrimination/nondiscrimination)

## **Mission Statement**

The mission of the Baldwin County Master Gardeners (BCMG) Corporation is to provide horticultural education, community service and environmental stewardship for our community in affiliation with the Alabama Cooperative Extension System (ACES) program.

To that end, the BCMG will:

- Enhance and supplement the consumer horticulture programs in teaching and research of the ACES universities: Auburn University and Alabama A&M University.
- Train for certification as master gardeners individuals who, in turn, volunteer their expertise and services in support of the Cooperative Extension effort in the horticultural sciences. Enhance master gardeners' knowledge of and interest in horticulture and related activities.
- Provide opportunities for master gardeners to associate with others who have interests in horticulture.
- Provide community service to residents of Baldwin County, Alabama, by way of horticultural projects and dissemination of information on horticultural practices and techniques as approved by ACES.
- Protect and conserve the natural resources of the state by teaching safe, effective and sustainable horticultural practices that promote the development of healthy gardens, landscapes and communities.

Refer to BYLAWS OF BALDWIN COUNTY MASTER GARDENERS, INC. beginning on page [31](#).

## **Policies & Procedures Manual**

Policy: The BCMG, Inc. (hereinafter “the BCMG”, “the corporation” or “the association”) will maintain policies and procedures that:

- Are current and easily accessible to all BCMG members.
- Are clear, concise, and easily understood by the members.
- Facilitate continuity of operations regardless of changes in officers and committees.
- Promote the effective operation of the organization.
- Minimize opportunities for misunderstanding or conflict.

These policies and procedures will be reviewed by a board-appointed ad hoc committee of no fewer than five (5) members, one of whom shall be a recently graduated intern, at least every three (3) years and more often if deemed necessary by the president of the board. Timelines associated with board member responsibilities will be reviewed annually at the final board meeting in December to ensure accuracy for events of the coming year. The committee chair shall be selected by the president of the board.

In rare instances, deviation from these policies and procedures may be considered and approved by the president in consultation with the board. If more formal action is warranted, the president will direct a

review of the situation to determine if the policies and procedures require a written amendment to address any problems, misunderstandings or negative situations.

#### Implementation:

- The revised version of this manual will be submitted to the board for review, discussion and approval following approval from the Policies and Procedures Review Committee.
- The version of the manual approved by the board will be sent to all the BCMG members via email at least ten (10) days prior to the next general membership meeting. At that meeting, those members present will present any concerns or questions they may have regarding the material/information within the revised manual.
- Following discussion:
  - If any critical issues or concerns are presented, then a vote to adopt or reject the manual will be tabled and the manual sent back to committee for resolution.
  - If no critical issues or concerns are presented, then a vote to adopt or reject the manual as written will be taken.
  - If only minor non-critical concerns are presented, then a vote to adopt will be taken and if adopted, the manual will be released for implementation following the minor corrections deemed necessary.
  - Any minor concerns presented will be reviewed by the committee for action/resolution. The board's decision will be final and not subject to review.

#### Amendments:

- Any BCMG certified active member may propose a new policy, procedure or a change in writing to the board.
- The board may recommend approval of new policies, procedures or changes to the manual at their regular meeting by a simple majority vote.
- The board will email recommended policies, procedures or changes to the BCMG membership at least five days before the next regular membership meeting and present those policies, procedures or changes at the meeting for approval by the membership.
- A simple majority of members present may approve the policies, procedures or changes.
- If the board determines the manual requires an editorial update, change or clarification, it may approve such update, change, or clarification if it does not substantially change a current policy or procedure. This can be accomplished at their regular meeting by a simple majority vote without taking it to the membership.
- The board will post the change to the BCMG website and notify the membership of the change via email.
- If any conflicts arise between the policies defined in this manual and existing BCMG Bylaws, the bylaws shall prevail, and action will be taken by the president of the board to rectify the conflict.

## **BCMG Tax-Exempt Status**

Policy: the BCMG, Inc. is classified by the Internal Revenue Service as a 501(c)(3) organization. This designation means that, consistent with prevailing law:

- The BCMG, Inc. is a tax-exempt nonprofit corporation designated a “public charity” that normally receives a substantial part of its income, directly or indirectly, from the general population or the government.
- In addition, contributions to the BCMG, Inc., or unreimbursed expenses incurred on behalf of the BCMG, Inc., are deductible as a charitable contribution for federal and state income tax purposes.
- Donations received by the organization may be deducted on the donor’s federal and state tax returns, as permitted under their respective tax codes.
- Donations received by the organization and income earned from corporate activities are exempt from the payment of federal tax.

Restrictions: 501(c)(3) organizations are highly regulated entities. Strict rules apply to both the activities and the governance of these organizations. No part of the activities or the net earnings can unfairly benefit any director, officer or private individual.

- A prohibited benefit would include payment of unreasonable compensation to an officer or director.
- The corporation must maintain books and records to establish that it complies with tax rules.
- The corporation must document the sources of receipts and expenditures as reported on the tax return.
- The corporation must file annual tax returns - Form 990, 990-EZ or 990-N - depending on the income for the preceding year.
  - The return must be filed by the 15<sup>th</sup> day of the month after the end of the corporation’s annual accounting period.
  - Since the BCMG, Inc. is on a calendar year accounting period, the tax return is due on May 15<sup>th</sup> of the following year.
    - Charitable organizations exempt from federal income taxes are automatically exempt from corporate income taxes in Alabama and no state return is required.
    - Federal tax laws strictly prohibit “intervention” in political campaigns or the endorsement/anti-endorsement of candidates.
    - Federal tax laws require that a non-profit corporation keep lobbying, propaganda or other partisan political activity relatively “insubstantial.”

## **The Association Dues**

Policy: Dues in the amount of \$25 are paid by members on an annual basis as part of the BCMG membership.

- Any change in the amount of the annual dues shall be recommended by the board and must be approved by the membership at a regular business meeting.
- Members who have not paid dues by December 10th will receive a written notice from the secretary by email or by mail that if dues are not paid by December 31, the member will be dropped from active membership. After that point, payment of dues and a late fee will restore active membership.
- Interns are not required to pay annual dues. Upon certification as a master gardener at the July meeting, interns will pay prorated dues at the current rate for the remaining months of the calendar year.

Purpose: To help fund the operations of the BCMG and the AMGA.

Scope: This policy will apply to all certified active BCMG members other than those having additional lifetime or honorary status as indicated below.

Responsibility: It is the responsibility of the board to assure full compliance with this policy and to conduct ongoing reviews to assure such compliance.

Procedure: Beginning at the October general membership meeting of each year and continuing through December, a table will be set up at the place of meeting for payment of dues. When dues are collected, a membership card for the following year will be issued to the member by the recipient of the dues.

## **Membership**

Policy: Membership in the Baldwin County Master Gardeners is described below.

Purpose: This policy ensures that members have the training required by the Extension Service to participate in public outreach programs that the BCMG provides in Baldwin County from time to time during the year.

- **Intern**
  - MG Volunteers who are in their training period which lasts until instruction is complete and 50 hours of volunteer service are recorded.
  - Actively participating in the MG Intern training but have not yet completed the program's training and certification requirements.
  - (Note: This is the default status for new member accounts, updated to "Certified Active" upon meeting requirements.)
- **Intern Incomplete**
  - MG Volunteers who did not complete the MG Intern training and volunteer requirements within 12 months of starting.

- Service Report allows 18 months to finalize reports; if these members wish to return, they should contact the MG Volunteer Training Coordinator.
- **Certified Active**
  - MG Volunteers who maintain their status by meeting the following three annual requirements:
    1. Reporting at least 25 volunteer hours and 10 continuing education units (CEUs) in the Service Report.
    2. Having signed the ACES memorandum of understanding (MOU) committing the member to appropriate conduct. (See further description of the MOU on page 28.)
    3. Paying current membership dues (local MGA, when applicable, and AMGA).
- **Certified Volunteer**
  - Active MG Volunteers without access to a local master gardener association (MGA).
  - They meet the same annual requirements as Certified Active (25 volunteer hours, 10 CEUs, signed MOU) and are included under AMGA's member-at-large category.
- **Certified Alum**
  - Partially active MG Volunteers.
  - They have paid their membership dues (local MGA, when applicable, and AMGA) but are missing one or both of the other Certified Active requirements.
  - This status allows continued connection with the organization and participation in activities.
- **Certified Inactive**
  - Fully inactive MG Volunteers.
  - Their Service Report account does not show any of the three requirements for Certified Active status.
- **Advanced**
  - MG Volunteers who have completed Advanced MG Volunteer certification requirements.
  - They must also meet the annual requirements for Certified Active status.

BCMG maintains additional designations for members who have achieved honorary or lifetime status. Annual dues are waived for these individuals.

- Lifetime status is reserved for members who have served as BCMG president or won the Wayne de la Rua Award.
- Honorary status is a rare, ceremonial honor granted to individuals who have made extraordinary contributions to the organization but are not certified master gardeners and have limited privileges and responsibilities.

## Baldwin County Master Gardener Title

Policy: The title of “Baldwin County Master Gardener” is to be used only by individuals who hold an ACES certification of master gardener and are active members in good standing with Baldwin County Master Gardeners.

- The title of “Baldwin County Master Gardener” may not be used in non-corporation-sponsored and -approved advertising or for any other non-corporation business purposes.
- Active members may not display credentials or give the appearance of being a Baldwin County Master Gardener at a place of business or in any form of advertisement where the individual is using the title for personal or business gain.
- The title is to be used only when doing unpaid volunteer work associated with and approved by the BCMG. *Violation of the policy concerning the use of the title is grounds for removing the certification of a member.*
- No exception to this policy is permitted.

Purpose: To avoid conflict of interest, tarnishing the good reputation of the BCMG, or misleading the general public, members annually sign a memorandum of understanding (MOU) certifying their compliance with this policy.

Scope: This policy applies to all BCMG members regardless of active or inactive status, or position held within the organization.

Specifics of this policy include:

- At no time will master gardener activities be associated with commercial activity or products, and master gardener activities do not imply ACES endorsement of any product or place of business.
- The BCMG name and its associated logo are to be used exclusively by BCMG members and appropriate committees.
- Certified individuals are not to advertise themselves as a Baldwin County Master Gardener in their names or places of business, nor be listed as such in business advertising.

## Conducting Meetings

Policy: BCMG will utilize “Robert’s Rules of Order Newly Revised” (hereinafter RRONR) when conducting meetings for both the board and the general membership. Also, BCMG will utilize the agenda format recommended by RRONR for all BCMG meetings.

Purpose: In that RRONR provides a detailed outline of the procedures to follow when conducting meetings, it is important that these rules be followed to assure orderly and efficient meetings. Failure to follow these procedures wastes time and frustrates member participation.

Scope: This policy will apply to all BCMG meetings including meetings of the board, general membership meetings and committee meetings.

Responsibility: It is the responsibility of all those conducting meetings, including the president and committee chairs, to assure full compliance with this policy.

Meetings:

Regular Membership Meeting:

- Regular meetings will normally be held on the second Wednesday of each month at a time and place in Baldwin County that is convenient to the membership. The meetings will be announced in advance in Grass Roots, the official publication of the association.
- Regular membership meetings will generally be divided into two sections:
  - The first section will be reserved for presentations by speakers on topics related to horticulture.
  - The business portion of the meeting will be when official BCMG matters are presented, discussed and voted upon as appropriate. An agenda for the business part of the meeting will be provided to the membership.
- An annual meeting will be held in December at a date, time and location determined by the board. At this meeting, officers will be introduced for the next year and any other special business that may arise will be conducted.
- Ten percent (10%) of the certified active members will constitute a quorum.

Meetings of the Board of Directors:

- The board will meet on the first Wednesday of each month, unless determined otherwise. A special meeting may be called by the president if there is a specific point of business that requires action by the board.
- A quorum shall consist of thirty three percent (33%) of the voting members of the board of directors.
- BCMG members and interns are invited and encouraged to attend the board meetings.

Special meetings of the membership may be called if the need arises at the discretion of the president or by vote of a quorum of at least five members of the board, including either the president or the vice president. Special meetings will be announced to the membership by phone, mail or email at least three (3) days prior to the meeting date.

Committee Meeting: Committee meetings may be called at the discretion of the committee chair. As both the president and vice president are ex-officio members of all committees (except for the

nominating committee in the president's case), the committee chair and/or the committee recording secretary shall keep the president and vice president informed of any committee meetings to be held.

### **The BCMG Board of Directors**

Policy: The BCMG Board of Directors will consist of thirteen (13) voting members as follows:

- Five (5) officers elected by the membership of the BCMG:
  - President
  - Vice President
  - Recording Secretary
  - Corresponding Secretary
  - Treasurer
- The Past President, who serves *ex officio*
- Two (2) At Large members elected by the membership
- Five (5) board members appointed by the president as chairs of standing committees. These appointments are for the duration of the current president's term. They include:
  - Finance committee chair
  - Intern program chair
  - Projects chair
  - Outreach chair
  - Monthly program chair
- Two (2) additional non-voting *ex officio* board members include:
  - A member of the current master gardener intern course, as voted by the class.
  - The BCMG's appointed delegate to the Alabama Master Gardener Association's advisory council.

Purpose: Provide and oversee the governance of the BCMG.

All elected and appointed board members serve for one (1) year. All appointed board members, chairs and coordinators serve for one (1) year unless otherwise indicated herein.

Responsibilities: The board is responsible for supporting the mission, goals, policies and programs of the BCMG and ACES and for encouraging the membership to do the same. The board, as a unit and each member as individuals, are critical to the positive representation and image of the BCMG both to the public in general and to the members.

Each board member is expected to:

- Read and understand the BCMG's Bylaws and Policies and Procedures Manual.
- Assist in identifying and recruiting future board members.
- Authorize such committees for special purpose as the board shall deem necessary and appropriate.
- Approve appointments made by the president for chairs of standing and special purpose committees.
- Appoint an audit committee, per the bylaws, to audit the financial affairs of the BCMG every three years or when a new treasurer is elected.
- Conduct program reviews to assure the program's compliance with the bylaws and other operational guidelines to assure effective and efficient operations.
- Approve projects requested through and vetted by the projects chair.

Issues may arise from time to time that require the board to clarify the policies and procedures contained herein but do not require a new or revised policy. At such time a resolution shall be proposed at a scheduled board meeting. If the proposed resolution passes with a majority of the voting members present the clarification/revision will be incorporated into the online version of this manual and recorded in the minutes of the meeting.

### **Responsibilities of Elected Board Members**

#### President

The president is the chief executive officer of the BCMG and will, in collaboration with the board of directors, supervise the affairs of the BCMG. The president will perform all duties incident to the office, and such other duties as may be provided in the bylaws or as may be prescribed from time to time by the board. Additionally, the president will:

- Support the mission, goals, policies, programs and activities of the BCMG.
- Provide leadership to the board and membership.
- Set goals and expectations for the board.
- Guide and mediate board actions with respect to BCMG priorities and concerns.
- Work closely with the vice president and the ACES agent for implementation of and adherence to the bylaws, policies and procedures, as well as ACES policies.
- Be visible at major volunteer activities projecting a positive and supportive attitude toward BCMG involvement.
- Appoint chairs for both standing and special committees – not including the nominating committee - except as otherwise provided in BCMG bylaws.
- Appoint the organization's AMGA representative.

- Be an *ex officio* member with voting rights of all committees except the nominating committee.
- Prepare agendas for both board of directors and general membership meetings.
- Send required notices for board meetings and any special meetings. Per the bylaws, notices must be distributed at least three (3) business days prior to the meeting.
- Work with the finance committee chair to establish and maintain a clear and understandable budget format for presentation to the board of directors at the October board meeting.
- Maintain positive ongoing communications with the vice president and proactively keep him/her informed regarding ongoing activities to ensure a smooth leadership transition for the incoming president.
- Read and be familiar with the corporate bylaws, the Alabama Master Gardener Management Guide and the various forms and reports required by ACES and the Alabama Master Gardeners Association (ACMG).
- With the treasurer, be a co-signer on the corporate checking account.
- Serve as immediate past president for one year after expiration of term.

Accountability of the president: The board of directors and the membership.

#### Vice President

The vice president accedes to the presidency on expiration of the current president's term. The vice president presides over all regular and special meetings of the board and membership in the absence of the president. The vice president also:

- Works with the president and the ACES agent to ensure a smooth transition to the office of president.
- Serves as an *ex officio* member with voting rights of all committees.
- Assists the president with his/her duties, as requested.
- Performs all duties and exercises all powers of the president as may be necessary in the absence or incapacity of the president.
- Serves as a member of the nominating committee, which shall be appointed by the board.

Accountability: The president and the board of directors.

#### Recording Secretary

Duties of the recording secretary include:

- Keeps minutes of the proceedings of all meetings of the corporation including meetings of the board of directors and, after review by the president, distributes the minutes to the board for their review prior to the next meeting. At that meeting the minutes, with any needed revisions, are adopted.

- Publishes approved and adopted monthly meeting minutes in *Grass Roots* prior to the next monthly meeting.
- Performs custodial duties of corporate legal records.
- Performs other duties as may be required by law, the articles of incorporation or the bylaws, or that may be assigned from time to time by the board of directors.
- Provides copies of all monthly meeting minutes to the archivist.
- Notifies the ACES agent of all scheduled and special board and general membership meetings.
- Keeps a record of attendance at all meetings to ensure presence of a quorum when required.
- When necessary, relays information to the Auburn University Gulf Coast Research & Extension Center, 8300 State Highway 104, Fairhope AL 36532 site manager (may be referred to elsewhere as simply 104).
- After the December membership meeting, provides digital copies of the minutes of board and membership meetings to the treasurer and to the archivist.

Accountability of the recording secretary: The president and the board of directors.

### Corresponding Secretary

Duties of the corresponding secretary include:

- Sends out email correspondence to BCMG members via the Mailchimp email system upon request by the president or the officers.
  - Sends out meeting/event notices and announcements.
  - Sends financial reports and newsletters to BCMG members.
  - Sends BCMG notices/flyers to the public such as seminar/workshop/plant sale announcements.
  - Sends ACES announcements or event/workshop flyers to BCMG members/public.
- Verifies, researches or clarifies information in the email to be sent as needed to make sure all information is clear and accurate.
- Monitors email distribution and potential issues.
- Researches, troubleshoots, and resolves email distribution problems as well as Mailchimp technical issues as needed.
- Maintains accurate records of BCMG member contact information and correspondence history in Mailchimp.
- Maintains a list of contact information for members of the public who request to be put on our mailing list
- Adds new contacts to the public list as requested on the BCMG website or from sign-ups at the BCMG outreach activities.
- Obtains new member contact information from Dues Tracker at the beginning of each year and imports them into Mailchimp to create the current year member mailing list.

Accountability of the corresponding secretary: The president and the board of directors.

## Treasurer

The treasurer serves as the chief financial officer of the BCMG. The duties of the treasurer include:

- Has charge and custody of all corporate funds.
- Maintains adequate and correct accounts of the corporation's business transactions.
- Presents reports and accounting records to the directors and members as required by the board of directors.
- Maintains a current membership list by
  - Collecting dues from BCMG members
  - Remitting the appropriate portion of collected dues to the AMGA treasurer from the dues collected from each member. (AMGA dues should be remitted for BCMG designated life members.)
  - Updating the AMGA membership “Dues Tracker” database.
  - Sending a list of officers and other board members to the AMGA annually.
- Performs all duties incident to the office of treasurer and such other duties including overseeing the preparation and timely filing of all tax returns as may be required by law, by the articles of incorporation and bylaws, along with any other duties that may be assigned from time to time by the board of directors.

Additionally, the treasurer will:

- Prior to the January board meeting, meet with the bank representative and establish new signature cards for check writing authorization for the incoming president and treasurer.
- Receive all dues and monies for the BCMG. Keep an exact accounting of all dues, other income, bank deposits, disbursement and other financial activities.
- Establish authorization and passwords for online banking and for accessing monthly bank statements.
- Pay all bills on receipt of a written statement at treasurer’s discretion. Provide reimbursement to members on receipt of the appropriate check request form and supporting documents.
- Provide a monthly financial report to the board and to the members requesting it. Reconcile dues and hours with the assistance of the Hours Coordinator and provide information to the board regarding members who have not paid dues for recertification.
- Provide Hours Coordinator with names of renewing members who should be included in the updated membership roster.
- Provide newly certified members with the pro-rated dues amount to be paid for the current year.
- Reconcile the December bank statement prior to providing the profit and loss statement.
- Present the financial records for annual audit by the audit committee appointed by the board.
- Prepare all required reports and payments for various state and federal agencies on a timely basis but always prior to the deadline.
- Complete IRS Form 990 for the corporation’s non-profit status.

- Create acknowledgement letters to donors of \$100 or more in the prior year due by January 31<sup>st</sup> of the subsequent year.
- File required report and pay Alabama Master Gardener Association annual dues on a timely basis.
- Maintain a breakdown of income and expenses in various categories as requested by the board.
- Assist the president in their duties, as requested.

Accountability of the treasurer: The president, the board of directors and the membership.

#### Past President

Duties of the past president include but are not limited to:

- Serves as counsel to the incoming president.
- Serves as a member of the Wayne de la Rua Committee.
- Serves as a member of the Scholarship Committee.
- Serves as a member of the Nominating Committee.
- Undertakes special projects or serves on special committees as requested by the president.

Accountability of the past president: The president and the board of directors.

#### Board Member at Large - Two Positions

These board members are specifically charged with serving as liaisons to the general membership and also perform such other duties as the president and/or the board from time to time request.

Accountability of the members at large: The past president and the board of directors.

**NOTE:** Nominations of elected board members are presented at the October monthly meeting, with an election occurring at the November monthly meeting. Board members are installed at the December Awards Banquet.

### **Responsibilities of Appointed Board Members**

#### Finance Committee Chair

Duties of the finance committee chair:

- Serves as a voting member of the board.

- Enlists a committee with as many members as deemed necessary to fulfill the duties of the committee.
- Reviews the organization's monthly financial statements with the treasurer.
- Supervises the preparation of an annual operating budget in conjunction with the treasurer and presents it to the board for their approval. Pursuant to resolution #17-340, the budget drafted by the finance committee shall not have a deficit (expenses/revenues) in excess of 14% of the then current cash reserves as reported by the treasurer at the time the budget for the following year is approved by the board.
- Considers the future financial needs of the BCMG and makes recommendations to the board regarding the income and expenses of the BCMG.
- Following the Spring Plant Sale, and at other times as deemed to be appropriate, reviews the budget and makes recommendations to the board and the treasurer in order to ensure compliance with the adopted budget, and makes recommendations for any necessary amendments.
- Ensures that a legally acceptable audit of the BCMG Inc.'s books and records is performed by an auditor every three years or when a new treasurer is elected. Provides a final copy of the audit to the board and to the archivist.

Accountability of the finance committee chair: The vice president and the board of directors

#### Intern Program Chair (Class Coordinator)

The intern class coordinator's duties and responsibilities include:

- Serves as a voting member of the board.
- Organizes volunteers to assist with class and assigns duties.
- Attends all classes or enlists a substitute to make announcements and assist the extension agent.
- Keeps accurate attendance records.
- Works closely with the extension office with regard to initial master gardener badges.
- Ensures that interns who miss a class are provided necessary handouts.
- Ensures accurate intern volunteer hour records are kept until the intern fulfills requirements and is awarded their permanent badge.
- Promotes involvement of the interns in the monthly meetings and BCMG Activities.
- Engages master gardener mentors and carefully pairs them with members of each new intern class.
- Updates intern notebook and purchases supplies as needed.

Accountability of the intern class coordinator: The vice president, the board of directors, ACES and the ACES agent.

#### Community Projects and Programs Chair

This chair facilitates the implementation of BCMG-approved projects and more expansive programs within the community. The chair may enlist a committee with as many members as necessary to fulfill the duties of the committee. All community requests for master gardener assistance are initially received and evaluated by the community PP chair in collaboration with district PP leaders and the ACES agent prior to submission to the board for its approval.

Responsibilities: Responsibilities of the projects chair include:

- Serves as a voting member of the board.
- Reviews all projects annually.
- Serves as an ex officio member of the finance committee.
- Communicates to the membership about continuing projects through the *Grass Roots* newsletter via articles, and if appropriate, public media.

Accountability of the projects chair: The vice president and the board.

#### Outreach Chair

Responsibilities: Responsibilities of the outreach chair include:

- Serves as a voting member of the board.
- Recruits volunteer leaders and works with other master gardener appointees to coordinate all activities that involve providing information to the public, including events, publicity, speaker presentations, etc.
- When possible, a “new outreach event” form will be completed to obtain board endorsement for BCMG-involved outreach activities. When an opportunity does not permit time to gain prior approval, the member will notify the outreach chair, the speakers bureau coordinator and the vice president for their awareness.
- Oversees scheduling of volunteers to staff outreach activities.
- Maintains and reorders equipment for preparing booths at various BCMG activities.
- Orders printed publications to be distributed to the public; prints other ACES-approved materials.
- Works with the publicity chair to publicize activities via information outlets such as newspapers, radio and TV stations.
- Organizes booths for ongoing master gardener projects such as plant sales, Arbor Day in various locations, Earth Day, etc.
- Submits publicity photos and information to the publicity coordinator and to the *Grass Roots* editor.

Accountability of the outreach chair: The vice president and the board.

## Monthly Program Chair

Responsibilities: Responsibilities of the monthly program chair include:

- Serves as a voting member of the board.
- Plans programs for the monthly meetings and arranges for speakers.
- Arranges for outside field trips, including transportation if needed.
- Surveys membership for topics of interest.
- Prepares articles for *Grass Roots* detailing programs.
- Assists speakers with equipment as needed.
- Sends a confirmation letter to the speaker. Obtains a biography of speaker and presents the speaker to the membership. Purchases speaker's gifts as approved by the board of directors.

Accountability of the monthly program chair: The president and the board.

## Other Committees and Activities

Policy: The BCMG Board will from time to time create committees and activities that are not specified in the BCMG bylaws but have either been historically active or created for a specific activity and then disbanded after the activity is completed or no longer required by the board.

In general, the other committees and activities will consist of an active BCMG member acting as the coordinator for a committee or activity. The coordinator will enlist volunteers from the BCMG membership as needed to accomplish the stated purpose for the committee/activity.

Activities are generally those functions that require only the efforts of a single person. However, the coordinator may enlist other members to assist if necessary. Other committees and activities that have historically continued from one year to the next include:

AMGA Advisory Council Representative  
 Archivist  
 Awards Meeting  
 Continuing Education  
 Grants  
 Grass Roots Editor  
 Grievance Committee  
 Helpline  
 Hospitality  
 Membership  
 Nominating Committee  
 Plant Sale

Publicity  
Scholarship Committee  
Service Hours  
Speakers Bureau  
Wayne de la Rua Award Committee

#### AMGA Advisory Council Representative

Duties and Responsibilities include:

- Serves as the single voting BCMG representative on this mid-tier group of the AMGA.
- Attends the quarterly AMGA State Advisory Council meetings.
- Serves as the communications link between the BCMG and AMGA Board and the state master gardener program coordinator.
- Shares local concerns, activities, etc. with other advisory council representatives during each meeting.
- Reports on the proceedings of the quarterly AMGA meetings to the BCMG Board and prepares a summary for the BCMG *Grass Roots* newsletter.
- Attends the annual AMGA conference.
- Organizes a display for the state conference silent auction donation.
- Works closely with other BCMG members serving in AMGA elected and non-elected positions.
- The BCMG Board provides for budgeted travel expenses.

#### Archives

The BCMG Archives are managed by a coordinator, the archivist. Responsibilities of the archivist are to maintain, in a secure and organized manner, the records of the BCMG that include:

- Copies of minutes from board meetings and monthly membership meetings.
- Financial records including bank statements and audit reports.
- Copies of incorporation records, bylaws, and other related documents.

The archivist will make electronic copies and back up all records. At fiscal year end, a copy of all digital backups will be provided to the treasurer.

#### Awards Meeting Coordinator

The responsibilities of the Awards Meeting Coordinator include:

- With the advice of the president, and within the adopted budget, plan and arrange the July and December general award meeting(s).

- Develop and submit a proposed budget to the finance committee chair as requested.
- Coordinate award meeting agendas with the president, service awards coordinator, scholarship committee coordinator, Wayne de la Rua Award coordinator and county ACES agent.

### Continuing Education Committee

**Purpose:** To fulfill the primary mission of BCMG by advancing the knowledge and understanding of members and the public of horticulture, conservation and natural resources.

**Policy:** The BCMG will conduct periodic educational activities to accomplish the stated purpose.

The responsibilities of the continuing education coordinator are generally to oversee and report to the board on the continuing education activities of the organization. Historically there have been two major activities to accomplish the stated purpose: a series of workshops in the spring and a fall seminar. These activities will utilize both the knowledge and experience of BCMG members as subject matter experts and non-members to make presentations relevant to these goals but beyond the knowledge base of the BCMG. The coordinator should be the primary organizer of one, if not both, of these activities.

### Grants Committee Coordinator

The responsibilities of the grants committee coordinator are to:

- Enlist volunteers to constitute the committee.
- Apply for monetary grants from appropriate sources.
- Document steps/criteria for the grant process.
- Document all related expenditures.
- Report the activities and results of the committee to the finance committee.

### Grass Roots Editor

Grass Roots is the newsletter of the BCMG. It is published monthly primarily via email and on the BCMG website. The editor's responsibilities include:

- Soliciting, editing, and formatting articles for the newsletter.
- Submitting the draft newsletter for review by the president, followed by distribution via email by the corresponding secretary and posting on the BCMG website by the webmaster. Regular features include but are not limited to:
  - President's Column
  - Meeting minutes

- Upcoming program notes
- Project reports
- Informative articles
- Graphics and pictures submitted for inclusion in newsletter.

#### Grievance Committee

The BCMG maintains a grievance committee composed of three members whose purpose is to receive, investigate and resolve any complaint, grievance or conflict. The committee is accountable to the president.

The committee's functions include:

- Communicating effectively and discretely with the president and the individual(s) involved in the complaint before, during and after a final decision is made.
- Conducting thorough information gathering, review of documentation and interviews of involved individuals in order to make a fair and appropriate assessment of a grievance.
- Maintaining all information regarding grievances, meetings, evidence of resolution, and correspondence confidential.

The members serve a two-year term beginning in January and are chosen by the president and approved by the board. Meetings are conducted as needed.

#### Helpline Coordinator

The responsibilities of the Helpline coordinator are to:

- Oversee the Helpline volunteer staff.
- Prepare monthly work schedules and distribute to the Helpline staff.
- Recruit staffing from the membership.
- Provide training as needed.

#### Hospitality Coordinator

The responsibilities of the hospitality coordinator are to:

- Be at the meeting site in advance to set up tables, make coffee, arrange refreshments, etc.
- Purchase ice in advance.
- Make sure the facility kitchen is clean when the meeting has concluded.
- Keep adequate supplies of condiments and paper goods on hand. Purchase supplies when needed.

- Submit receipts to treasurer for reimbursement.

### Membership Chair

Purpose: It is in the best interests of BCMG to maintain contact with our members and to encourage all members to actively participate in meetings and activities held by BCMG. However, all members are valuable to BCMG regardless of their level of active participation. To fulfill our need and desire to reach out to all members, the board has created the position of membership chair.

The duties of the membership chair are to:

- Encourage active participation of all BCMG members in our meetings and activities.
- Maintain contact with members, including those who are not participating in our programs.
- 
- Work closely with the treasurer, especially at year-end, to collect dues and update Dues Tracker.
- Provide the board with the names of members who are to be removed from BCMG's list of active members.
- Recommend to the board any follow-up action that should be taken.
- Reports membership numbers to the president and the board upon request.

### Nominating Committee

Per the bylaws, a nominating committee will select a slate of candidates to serve as officers and at large members of the board of directors. The nominating committee will be appointed by the board at the June board meeting and will include the past president and the vice president, but not the current president. The committee will report a slate of candidates, who have been verified as certified active members and otherwise eligible to serve, at the October board meeting. The election will be held at the November general membership meeting and the elected board members installed at the December annual meeting.

### Plant Sales

Purpose: The BCMG's annual spring and fall plant sales provide significant operating funds for BCMG projects, activities and scholarships. Additionally, they provide a public relations and outreach vehicle to the community to enhance awareness of the BCMG's many activities in Baldwin County.

The plant sales will be organized by a plant sale manager, a plant buyer, a site coordinator, a marketing and public relations coordinator, and a volunteer coordinator. All coordinators will report to the plant sale manager. The tasks for each position are described below.

#### Plant Sale Manager

- Reports to the board the plans and progress of the team
- Working with the Plant Sale Team, sets date for the sale
- Monitors the timeline and tasks to stay on target
- Conducts post-sale review with the team on areas for improvement

#### Plant Buyer

- Researches plant sources and delivery options
- Chooses and orders plants
- Coordinates delivery with volunteer coordinator
- Selects site layout of plants
- Prices plants and prints plant labels, signs and price tags
- Ensures invoices are submitted to the treasurer for timely payment.

#### Site Coordinator

- Books the date with the site contact and ensures site is prepared
- Prepares and stores carts
- Sets up and removes irrigation system

#### Marketing and Public Relations Coordinator

- Prepares media releases
- Coordinates BCMG promotions such as:
  - Flyers for BCMG
  - Events ○ BCMG
  - Newsletters

#### Volunteer Coordinator

- Recruits volunteers
- Selects kitchen coordinator and kitchen volunteers
- Coordinates with BCMG outreach coordinator
- Engages current intern class members in the plant sale

#### Publicity Coordinator

Purpose: To bolster community awareness and membership of BCMG, identify and coordinate opportunities for public recognition and media awareness to promote the activities and community projects of BCMG.

The publicity coordinator's responsibilities are to:

- Distribute, via the BCMG email database, all flyers and notifications of BCMG activities to the public at large and to all Baldwin County garden clubs.
- Submit announcements and special articles regarding master gardener happenings to the *Grass Roots* editor, local newspapers and other regional publications. The coordinator may write the articles or assist other master gardeners in doing so.
- Work with project coordinators or other appropriate persons to develop media plans for promoting an event or project. Other promotions will be general BCMG image building and not related to one specific event.
- Recruit volunteers to provide media quotes, appear on TV or radio, take photos, or appear in photos.

Every promotional effort, whether broadcast media, print or in public presentations, should broadly convey the mission of BCMG to provide horticultural education, community service and environmental stewardship for our community in affiliation with the Alabama Agricultural Extension Service.

#### Scholarship Chair

The Baldwin County Master Gardeners, a 501(c)3 non-profit corporation, may award a scholarship of a budgeted amount annually at the discretion of the board. The scholarship is awarded to a resident of Baldwin County majoring in horticulture at Auburn University. Selection is made by the AU Horticulture Department Scholarship Committee.

To oversee this activity, the BCMG president will select a scholarship chair, whose duties include:

- Contacting the Auburn Scholarship Fund office to determine dates to transfer the funds supporting the award.
- Informing the general membership after a selection is made and announcing the selection in Grassroots.
- Sending a note of congratulations to the recipient, along with an invitation to attend a general membership meeting for introduction.
- Maintaining a record of awardees in the BCMG archives.

#### Service Hours Coordinator

BCMG members are encouraged to record their volunteer service hours using the online reporting system. Awards are presented to members at the awards meeting(s) determined by the total lifetime number of volunteer hours the member has completed. The responsibilities of the service hours coordinator are to:

- Review data entered by members and report and discuss anything questionable with a member, including requests to make any needed changes.
- Maintain records of career service hours and awards and prepare reports.
- Prepare lists of awards to be given at the awards banquets.
- Prepare lists of badges required for interns who have completed their initial service hours requirement.
- Arrange the purchase of badges and stars.

The service hours coordinator should make changes only with the permission of the member and should document the changes. A member's input into the program should not be discussed or shared with other members, except for Continuing Education Units (CEUs) and volunteer hours totaled in official documents.

### Speaker Bureau

The responsibilities of the speaker's bureau coordinator are to:

- Maintain a list of BCMG members knowledgeable on specific topics and willing to speak to groups.
- With input from BCMG members, maintain a list of topics of current interest for which knowledgeable speakers can be identified.
- Maintain contact list of persons in various organizations who may desire a speaker. Example: garden club presidents and monthly meeting coordinators. The list should be updated yearly or when changes occur.
- Communicate periodically with the various organizations advertising current speakers and topics.
- Respond to groups requesting speakers and confirm speakers are available.
- Give speakers BCMG information to hand out at talks such as the Yearly Events Flyer and ACES bookmark.
- Make public service announcements at various meetings such as Tuesday Night Seminars and plant sales to help promote the speaker's bureau.
- Assist speakers in developing their presentations if requested.
- Coordinate the availability of presentation equipment.

### Wayne de la Rúa (WDLR) Award Committee

Purpose: The Wayne de la Rúa Award (named for a member of the 1990 BCMG class) is a peer-recognition award that a member receives through a process of written nomination from one or more active master gardeners and election through secret ballot of the membership. The award is a lifetime achievement honor that a master gardener earns through a lengthy demonstration of passion and hard work toward our organization and its mission (page 8). Rarely, a member might make a singular,

perhaps one-time, contribution of outstanding merit that qualifies for consideration. Nevertheless, it is the quality, not the quantity, of service that a master gardener contributes that earns the WDLR Award.

**Policy:** The recipient of the Wayne de la Rua award will be chosen by the membership of the BCMG via secret ballot of the entire membership. A committee will accept nominations for the award. A Baldwin County Master Gardener can only be awarded the Wayne de la Rua Award once in their BCMG career. Three or more past presidents who are Wayne De La Rua winners and other active past WDLR awardees will constitute the committee.

**Responsibilities:**

- The committee elects its chair each year.
- The chair calls meetings, establishes a schedule, announces the nomination period, produces a *Grass Roots* article that includes nominations and pictures, announces the election procedure, and receives and counts electronic or written votes with the committee. Depending on the outcome, the chair orders the WDLR plaque for the winner, announces the winner, and presents the WDLR plaque to the awardee at the awards meeting.
- The committee develops criteria for evaluating the appropriateness of a nominated member and publishes the criteria to the membership when it announces the nomination period.
- At the discretion of the WDLR committee, upon a majority vote, they may nominate for the award one (or more) candidates whom they determine meets the WDLR criteria.
- Committee members may submit personal WDLR nominations.
- The chair maintains the Wayne de la Rua plaques of past winners in the Helpline Office as well as the BCMG President's plaque, ordering appropriate new name plates in late fall.

## **Outreach Projects and Programs**

**Purpose:** The general purpose of BCMG outreach projects and programs is to create a positive impact on our communities through activities that improve horticultural knowledge, practice and community aesthetics as well as promote environmental sustainability. For this purpose, a *project* is defined as a specific, time-bound activity focused on a particular purpose and an associated outcome. A *program* is an ongoing initiative aimed at achieving a long-term goal, and which can comprise any number of individual projects.

**Policy:** All outreach projects and programs undertaken by BCMG and its members will have been approved by the BCMG board in coordination with the ACES agent. Once approved, these activities will be overseen by a hierarchy of volunteers including, at the board level, the community program/project chair; a district leader from one of four Baldwin County geographic districts; and a program/project chair at the operational level.

The four Baldwin County geographic districts include:

- North: Bay Minette, Loxley, Spanish Fort
- Central: Elberta, Magnolia Springs, Robertsdale, Silverhill, Summerdale
- South: Foley, Gulf Shores, Lillian, Orange Beach, Perdido Beach
- West: Daphne, Fairhope, Point Clear

Other guidelines include:

- Projects/programs (PP) originate with a written request from a community member or organization submitted to the appropriate district leader and the community PP chair.
- A PP request (found at <https://baldwinmastergardeners.com/projects/>) will be completed and presented to the board for review/approval.
- Pending approval, a leader of the project/program will be identified.
- As part of these discussions, participants will ensure that the proposal aligns with the BCMG mission and vision; that volunteers to staff the initiative are available; and, if needed, that sufficient funds are available (from whatever source) to support and sustain the activity.

### **Purchases on Behalf of the BCMG**

**Policy:** Each fall the finance committee will develop and the board will approve a budget for the upcoming year that will become effective as of January 1. The BCMG will officially operate on a calendar year basis. No unbudgeted expenditures are allowed without board approval other than the president's discretionary expenditures.

**Purpose:** To ensure that all expenditures are appropriate and comport with the fiscal requirements of the BCMG.

**President's discretionary funds:** The president has complete discretion regarding expenditures of a discretionary fund up to the limit of \$250. Board approval is required for purchases exceeding \$250.

**Other expenditures:** No one is authorized to make purchases or financially encumber the BCMG without prior approval of the board.

Members who are authorized to make purchases on behalf of BCMG must periodically review their budgets and ensure that the accounts from which they have been authorized to make such purchases are not overspent. If an account is overspent, the board may consider removing that member's purchasing authorization. In extreme cases, the board may consider the purchases to have exceeded the authority of the member and decline to make reimbursement.

In all cases where the potential of overspending an account exists, the member must ask the Board for an increase in the balance of the account before making any purchase that would exceed the limits of the account

From time to time, members may make pre-authorized purchases with their own funds on behalf of the BCMG. Out-of-pocket expenses shall be reimbursed as follows:

- Any member listed on the active-duty roster as “active” is eligible for reimbursement of certain expenses such as supplies for BCMG usage.
- Claims for personal out-of-pocket expenses for supplies or services or travel for BCMG purposes shall be filed with the treasurer along with receipts and a reimbursement request form within 30 days of the purchase.
- Claims for personal out-of-pocket expenses will be reimbursed as they occur but at least on a monthly basis

**NOTE: To receive reimbursement, an Expense Reimbursement Request form must be completed.**

## Glossary

**104:** Auburn University Gulf Coast Research & Extension Center, 8300 State Highway 104 Fairhope AL 36532.

**501(c)(3):** A 501(c)(3) nonprofit organization is officially recognized by the US Internal Revenue Service as a tax-exempt entity. The status is reserved for organizations that serve religious, scientific, educational and literary needs or work to prevent cruelty to animals and children, as reported by the Foundation Group.

**ACES:** See Alabama Cooperative Extension System

**Alabama Cooperative Extension System:** The Alabama Cooperative Extension System (ACES) operates as the primary outreach organization for the land-grant functions of Alabama A&M and Auburn Universities. See [ACES.EDU](http://ACES.EDU) for a complete description and history.

**ANR:** Agricultural Natural Resource documents prepared by Alabama A&M and Auburn Universities that provide guidance on horticulture, farming practices and natural resources.

**Continuing Education Hours:** The credits that a master gardener receives for participating in an approved educational program that supports a member's ability to deliver research-based and objective information to the public.

**In Good Standing:** the BCMG member who has paid the organization annual dues, has completed the required volunteer and CEU hours, and has signed the memorandum of understanding for the current year.

**Intern:** An individual who is currently enrolled in the ACES Master Gardener training program or has completed the class work but not yet amassed the necessary volunteer hours to receive ACES Master Gardner certification.

**Memorandum of Understanding:** Also known as an MOU, this document outlines the commitments, responsibilities and ethical behaviors that volunteer Extension Master Gardeners attest to on an annual basis. Commitment to research-based horticultural practices in an environment of respect and professionalism is a hallmark of the Extension Master Gardener program.

**Roberts Rules of Order Newly Revised:** *Robert's Rules of Order Newly Revised* commonly referred to as *Robert's Rules of Order* (or simply *Robert's Rules*) governs the meetings of a diverse range of organizations that have adopted it as their parliamentary authority.

**Volunteer Service Hours:** The time that an Alabama Cooperative Extension center Master Gardener volunteer spends on Alabama Cooperative Extension Center-approved projects or activities.

## BYLAWS OF BALDWIN COUNTY MASTER GARDENERS, INC.

### ARTICLE I

#### Name

The name of the Corporation shall be BALDWIN COUNTY MASTER GARDENERS, INC. (hereinafter sometimes referred to as the “Corporation”).

### ARTICLE II

#### Objectives

The objectives of this Corporation are to:

- (a) Enhance and supplement the Consumer Horticulture programs in extension, teaching, and research of the Alabama Cooperative Extension Universities;
- (b) Enhance Master Gardeners' knowledge of and interest in horticulture and related activities;
- (c) Provide community service to residents of Baldwin County, Alabama, by way of horticultural projects and dissemination of information on horticultural practices and techniques as approved by the Alabama Cooperative Extension System;
- (d) Provide opportunities for Master Gardeners to associate with others who have interests in horticulture;
- (e) Provide scholarships to assist Baldwin County students in the study of horticulture and related subjects under rules and regulations promulgated by the Board of Directors; and
- (f) Engage in any other lawful purpose.

### ARTICLE III

#### Membership, Dues and Voting

*Section 1.* There shall be seven classes of membership, as follows:

- **Intern**
  - MG volunteers in their training period which lasts until instruction is complete and 50 hours of volunteer service is recorded.
  - Actively participating in the MG Intern training but have not yet completed the program’s training and certification requirements.
  - (Note: This is the default status for new accounts, updated to “Certified Active” upon meeting requirements.)
- **Intern Incomplete**

- MG Volunteers who did not complete the MG Intern training and volunteer requirements within 12 months of starting.
- Service Report allows 18 months to finalize reports; if they wish to return, they should contact the MG Volunteer Training Coordinator.
- **Certified Active**
  - MG Volunteers who maintain their status by meeting the following three annual requirements:
    1. Reporting at least 25 volunteer hours and 10 continuing education units (CEUs) in the Service Report.
    2. Having a signed the ACES memorandum of understanding (MOU) committing the member to appropriate conduct. (See further description of the MOU on page 29.)
    3. Paying current membership dues (local MGA, when applicable, and AMGA).
- **Certified Volunteer**
  - Active MG Volunteers without access to a local MGA.
  - They meet the same annual requirements as Certified Active (25 volunteer hours, 10 CEUs, signed MOU) and are included under AMGA's member-at-large category.
- **Certified Alum**
  - Partially active MG Volunteers.
  - They have paid their membership dues (local MGA, when applicable, and AMGA) but are missing one or both of the other Certified Active requirements.
  - This status allows continued connection with the organization and participation in activities.
- **Certified Inactive**
  - Fully inactive MG Volunteers.
  - Their Service Report account does not show any of the three requirements for Certified Active status.
- **Advanced**
  - MG Volunteers who have completed Advanced MG Volunteer certification requirements.
  - They must also meet the annual requirements for Certified Active status.

*Section 2.* Certified Active Members shall pay dues per calendar year in such amount as may be established by the Board of Directors. Yearly dues may be waived by a vote of the Board of Directors.

*Section 3.* Only Certified Active Members (including Advanced members) are eligible to vote, hold office or be a member of the Board of Directors. Voting by proxy for board officers and at large board representatives is allowed, with proper documentation.

## ARTICLE IV

### Officers, Board of Directors and Standing Committees

*Section 1.* The officers of the Corporation shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

*Section 2.* The Board of Directors (hereinafter sometimes referred to as “the Board”) shall consist of the officers, all standing committee chairmen, the immediate past President, and two members elected at large by the membership. The standing committees shall be: (1) Finance, (2) Projects, (3) Monthly Program, (4) Internship and (5) Outreach.

A quorum shall consist of no less than one third of the entire Board including either the President or the Vice President.

*Section 3.* Officers shall be elected by majority vote of the active membership in attendance at the November meeting and each officer will remain in office (except for death, removal or resignation) until a successor to such office has been selected and qualified. Proxy voting, with proper documentation, will be permitted in the election of officers and at-large representatives.

*Section 4.* Candidates for officers and Board of Directors at large shall be selected by a Nominating Committee appointed by the board not later than the month of June prior to the election. The Past President and the Vice President shall be members of the Nominating Committee. The Nominating Committee report shall be made at the October meeting. Nominations will also be accepted from the floor. Nominations shall be voted on at the November meeting and all officers shall take office at the December meeting.

*Section 5.* Vacancy of any Officer or Board member shall be filled for the balance of the year by the Board, subject to membership approval at the next regular monthly meeting.

*Section 6.* Chairs of standing committees shall be appointed by the President. Members of the standing committees shall be appointed by the standing committee chairs subject to the approval of the President. The President shall also appoint any other committees as may be necessary. The President shall be an *ex officio* member of all committees except the Nominating Committee.

## **ARTICLE V**

### **Meetings**

*Section 1.* Regular meetings will be scheduled monthly and held at a time and place in Baldwin County that is convenient to the membership. The time and place of the meetings will be announced in advance in *Grass Roots*, the official publication of the Corporation.

*Section 2.* The Corporation will hold an annual meeting each year in December at a time, date and place to be determined by the Board. The membership shall transact such business as may properly come before the annual meeting. Ten percent of the certified active membership shall constitute a quorum.

*Section 3.* The President may, from time to time, call Board meetings to consider special issues and make recommendations thereon to the membership. A special meeting of the Board may be called by written request of a majority of the Board of Directors, at such time and place as shall be fixed in such call.

## ARTICLE VI

### Duties of Office

*Section 1.* The President shall be the chief executive officer of this Corporation and will, in collaboration with the Board of Directors, supervise the affairs of the Corporation. The President will perform all duties incident to such office, and such other duties as may be provided in these Bylaws or as may be prescribed from time to time by the Board of Directors.

*Section 2.* The Vice President shall perform all duties and exercise all powers of the President when the President is absent or otherwise unable to act. The Vice President will perform such other duties as may be prescribed from time to time by the Board of Directors or the President.

*Section 3.* The Recording Secretary shall (1) keep a record of the proceedings of all meetings of the Corporation including meetings of the Board of Directors and after review by the President, distribute the minutes to the Board for their adoption prior to their next meeting; (2) publish monthly meeting minutes in *Grass Roots* prior to the monthly meeting; (3) be the custodian of corporate legal records; (4) perform other duties incident to the office of Recording Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or that may be assigned from time to time by the Board of Directors; and (5) provide copies of all monthly meeting minutes to the Archivist.

*Section 4.* The Corresponding Secretary shall secure and monitor mail distribution from the corporate mail box, attend to official correspondence and have access to a correct list of the members and their addresses and send out notices to the members and perform such other duties as may be prescribed from time to time by the Board of Directors or the President.

*Section 5.* The Treasurer shall (1) have charge and custody of all corporate funds; (2) keep and maintain adequate and correct accounts of the Corporation's business transactions; (3) render reports and accounting to the Directors (and Members) as required by the Board of Directors; (4) maintain a current membership list; and (5) perform in general all duties incident to the office of Treasurer and such other duties including overseeing the preparation and timely filing of all tax returns as may be required by law, by the Articles of Incorporation, or by these Bylaws and other duties that may be assigned from time to time by the Board of Directors.

## ARTICLE VII

### Removal of Officers

Any Officer, Director or Committee Chair elected or appointed to office may be removed by the persons authorized under these Bylaws to elect or appoint such persons, whenever in their judgment the best interests of this Corporation will therefore be served.

## ARTICLE VIII

### Amendments and Operation

*Section 1.* The power to alter, amend or repeal the Articles of Incorporation or these Bylaws of the Corporation is vested in the Members. Such action must be taken pursuant to a resolution approved by a majority of the Members. All proposed amendments to the Bylaws or the Articles of Incorporation must be published in the *Grass Roots* no less than 20 days prior to voting.

It shall be the duty of the Board of Directors to review the Bylaws of the organization every three years for any necessary additions, deletions or corrections.

*Section 2.* The fiscal year of this corporation shall be the calendar year.

*Section 3.* The official publication for the Corporation is the newsletter, entitled *Grass Roots*. Publication of information and notices in *Grass Roots* shall constitute official notification to members of the Corporation. It shall also serve as the official archive for the Meeting Minutes.

*Section 4.* It shall be the duty of the President to have an audit of the Corporation's financial books and records performed every three years or when the person serving as treasurer changes. The audit report shall be presented to the Board of Directors and published in *Grass Roots*.

*Section 5.* Corporation membership will not be limited because of race, color, sex, religion, creed, national origin, age, veteran status or disability.

*Section 6.* **Robert's Rules of Order Newly Revised (RONR)** shall be the official guide to parliamentary procedure at all meetings.

Adopted April 1, 2004

Amended August 13, 2009

Amended August 10, 2017

Amended June 11, 2025 by vote of the membership