October 1, 2026 Final Draft Version

Bylaws of Coconino Master Gardener Association (CMGA)

Article I: Name and Purpose

Section 1.1: Name. The name of this organization shall be the Coconino Master Gardener Association (CMGA). It is an exempt 501(c)(7) organization.

Section 1.2: Purpose. The organization operates as a voluntary nonprofit, educational, and charitable organization in support of the University of Arizona (UA) Cooperative Extension Master Gardener program.

Section 1.3: Non-Discrimination. CMGA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

Section 1.4: Affiliation. The organization is directly affiliated with the University of Arizona Cooperative Extension. It cooperates with the University by providing volunteer and continuing educational opportunities for members trained by the University Master Gardener Program.

DRAFT

Article II: Mission

Section 2.1: UA Program Mission.

- To provide research-based information on environmentally responsible gardening.
- To create a corps of well-informed volunteers.
- To deliver quality horticultural education adapted to high-elevation environments.

Section 2.2: Association Mission.

- To provide fellowship, support and continuing education for graduates and members.
- To facilitate community participation and increase program visibility.
- To provide the centralized method for information exchange among members.
- To deliver quality horticultural education adapted to high-elevation environments to the public.

Article III: Membership

Section 3.1: Membership Designations.

- **Certified:** Graduates of the Master Gardener Program.
    - **Active:** Active in the UA Master Gardener Program - meeting current annual volunteer and continuing education requirements.
    - **Inactive:** Graduated from the UA Master Gardener program and met certification requirements in the past, but not currently meeting the annual recertification requirements.
- **Associate:** Individuals who have completed the UA MG course and are working toward their initial 50 volunteer hours.

- **Emeritus:** Members with 10 years of active re-certification. Volunteer and Education requirements are waived for this status.
- **Honorary:** Individuals recognized by the Executive Committee and Program Coordinator for distinguished service and/or for making above and beyond contributions to the Association. Volunteer and Education requirements are waived for this status.

Section 3.2: Requirements and Privileges.

- **Dues:** Members must pay required annual dues except for Emeritus and Honorary members and Associates who receive complimentary first year membership.
- The membership year runs from January 1 to December 31.
- **Voting:** Voting privileges are restricted to current members.
- **Public Participation:** Monthly meetings are open to the public as guests.

Article IV: Volunteer and Education Requirements

Section 4.1: Certification Standards. Certified Master Gardeners must document at least 12 volunteer hours and 6 continuing education hours annually from January 1- December 31. Hours are subject to approval by the Program Coordinator.

Section 4.2: Exemptions. Emeritus and Honorary members have no volunteer or education requirements to maintain their status.

Article V: Elections and Voting

Section 5.1: Voting Rights. All members have full voting rights. The Master Gardener Program Coordinator/Agent serves as a non-voting member.

Section 5.2: Election Process.

- **Timeline:** A slate of candidates shall be presented at least two weeks before elections. Nominations are solicited in October/November.
- **Floor Nominations:** Nominations may be made from the floor on the day of the election.
- **Timing:** Elections occur during the November or December membership meeting.
- **Majority:** Officers are elected by a simple majority of members present.

Article VI: Officers and Duties

Section 6.1: Officers. The officers shall be Active Certified members and include a President, Vice President, Secretary, Treasurer, and Past President.

Section 6.2: Terms. Officer terms are for two calendar years. They may serve no more than two consecutive terms in one office unless approved by a two-thirds majority of members present at the voting meeting.

Section 6.3: Duties.

- **President:**
    - Presides over general and Executive meetings, sets agendas, and oversees board operations.
    - Acts as the primary liaison to the MG Coordinator and consults with the same regarding CMGA activities.

DRAFT

    - Is a non-voting member of all committees except the Executive Committee.
    - Is responsible for appointing the chairpersons of all standing committees and any special committees.
    - Is authorized to sign legal documents and contracts for the Association and can designate another signee if necessary.
    - Maintains one of the two PO Box keys. At the President's discretion, the key may be securely stored at the Coconino Cooperative Extension Office.
    - Will prepare an annual report for the Association during a spring meeting.
- **Vice President:**
    - Assists the President and acts on their behalf when necessary.
    - Can assist or assume special committee leadership roles or other duties as assigned by the President.
    - Performs "meet and greet" duties, assists with registration and helps with raffles during CMGA meetings and events.
    - Provides the Executive Committee with reports as needed.
- **Treasurer:**
    - Oversees financial management to ensure financial stability and 501(c)(7) compliance (including 990 filings during first quarter of the year).
    - Completes all state and federal financial reporting (such as 990EZ) and filing requirements on time to ensure nonprofit status is maintained.
    - Develops annual budget proposal for Executive Committee approval.
    - Maintains approved budget and an ongoing account of income and disbursements.
    - Prepares and submits a monthly account of income and expenses for each regular Executive Committee and membership meeting.
    - Submits an annual report due in January or February.
    - Holds one of two PO Box keys and is responsible for checking the box regularly.
    - Collects membership dues, creates the membership list, and sends a copy of the membership list to the Secretary.
- **Secretary:**
    - Maintains archival records: documents, historical files, and meeting minutes for all committees and ensures compliance with bylaws.
    - Records minutes of every meeting of the Executive Committee and as needed for the monthly Association meeting.
    - Maintains a record of attendance at all monthly meetings to submit to the Cooperative Extension office.
    - Provides registration support at association meetings and events.
    - Keeps a copy of all current memberships and is responsible for creating and mailing all membership cards to paid members.
- **Past President:**
    - Serves in an advisory capacity as a member of the executive committee to ensure continuity and a smooth transition.

DRAFT

Article VII: Committees

Section 7.1: Executive Committee. Composed of elected officers. May include standing committee chairs. The MG Coordinator is a non-voting member.

Section 7.2: Standing Committees. Associate members may serve on committees and may serve as chairpersons if approved by the Executive Committee. Additional committees may be added as needed. Each committee is responsible for recording minutes and submitting approved minutes to the EC Secretary and Program Coordinator.

- **Continuing Education**:

    - Schedules speakers and organizes educational programs for the CMGA's monthly meetings.
    - Advises the Secretary, President, and Program Coordinator with presentation titles.
    - Identifies AV needs, provides equipment and sets up the speaker system at the meeting.
    - Introduces speakers during monthly meetings and maintains contact information for historical records of who has made presentations.
- **Volunteer / Hours Support:**
    - Assists members with entering volunteer hours.
    - Assists with online event sign-up support as needed.
- **Communications Committee:**
    - Maintains the Website as an active source of information and a historical record of association activities.
    - Coordinates digital presence through social media postings, blogs, online newsletter, etc., to keep the membership and public aware of events and gardening updates.
    - Obtains from the MG Program Coordinator the current list of approved volunteer opportunities for posting on the website.
- **Social Committee:**
    - Schedules refreshments, sets up for each monthly meeting, and restores the facility to pre-meeting condition.
    - Maintains a list of volunteers willing to assist with snacks and dishwashing duties.
    - Serves as the lead in organizing the social and recognition events for the association (University of Arizona Annual Volunteer Recognition Event and CMGA End of Year Holiday Party).

Community Grant Projects Committee

- Identifies, solicits and reviews possible candidates for grant funding.
- Reviews guidelines and application process yearly.
- Distributes applications to and collects them from candidates each year.
- Reviews applications and makes recommendations to the Executive Committee for approval.
- Gives priority to sustainable, non-profit, community-based gardening projects with educational components.
- Delivers and monitors the grant awards once approved by the Executive Committee. The grant award cap is determined each year by the Executive Committee based on revenue projections and actual income.
- Schedules grantees to attend a membership meeting to report on their grant project outcomes.

- **Plant Sale Committee**
    - Plans and implements all aspects of the annual community-wide Plant Sale.
    - The annual sale promotes the Master Gardener Program through advertising and information to the public.
    - The Sale serves as a source of funding that supports the CMGA Community Grant Projects.
- **Garden Tour Committee**
    - Responsible for the planning and implementing of all aspects of the Annual Garden Tour.
    - This event is open to the community at large to promote the Master Gardener Program.
    - The Tour provides funding to support the CMGA Community Grant Projects.

Article VIII: Amendments and Dissolution

Section 8.1: Amendments.

- Bylaws may be amended at any regular meeting by a two-thirds vote of members present.

DRAFT

- Proposed amendments must be provided 30 days in advance or submitted in writing at the previous regular meeting.
- Bylaws shall be reviewed every 5 years.

Section 8.2: Dissolution.

- CMGA may be dissolved by a two-thirds vote at any regular monthly meeting of the association provided that notice of the dissolution has been submitted in writing at the previous meeting and has been digitally sent to all current members.
- If dissolution is approved, the Executive Committee, after paying liabilities, shall turn over all remaining assets to the Coconino County Cooperative Extension Master Gardener Program. No individual shall benefit from the distribution of funds.

REVISED AND ADOPTED: [Date] _____

SIGNED:

_____ President

_____ Co-Vice-President

_____ Co-Vice-President

_____Treaurer

_____Secretary

_____Past President

DRAFT