

Association By-laws

I. Article I: Name and Goals

- A. The organization shall be identified as the GLOUCESTER COUNTY CERTIFIED GARDENERS ASSOCIATION in correspondence, signage and participation in events and activities.
- B. Location and mailing address:
 - 1) Gloucester County Certified Gardeners Association Office of Government Services
Building E
1200 North Delsea Drive
Clayton, NJ 08312
- C. The goals of this self-governing nonprofit organization are:
 - 1) To promote community awareness of responsible gardening and pest management through horticultural and environmental programs and organized service activities.
 - 2) To participate in horticultural and environmental outreach programs presented to the public.
 - 3) To help residents obtain current recommendations and guidelines from land grant institutions and the USDA.
 - 4) To raise funds to support the goals of the organization.
 - 5) To provide continuing education to the active members and sustain the interest and enthusiasm of our Certified Gardeners.
 - 6) To work cooperatively with the Program Coordinator and/or appointed Gloucester County staff to facilitate the goals and objectives of the program.

II. Article II. Membership

- A. Membership is open to all people without regard to race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, sex, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, or genetic information (including the refusal to submit to genetic testing).
- B. The membership shall include all members of the Certified Gardeners Training class and all active members of the Gloucester County Certified Gardeners program.
 - 1) Active member:
 - a) Has been certified by completing all coursework and volunteer hours required to be named a Gloucester County Certified Gardeners.
 - b) Continues to meet annual volunteer hour requirements.
 - 2) Intern:
 - a) Has been admitted to the approved training program as a Gloucester County Certified Gardeners Trainee but has not completed the coursework.
 - b) May begin to work towards meeting volunteer hour requirements following the first month of coursework.
 - 3) Lifetime Member
 - a) Continues active membership in the Association.
 - b) Through the duration of their membership has volunteered (1,000) one thousand hours in approved activities or has remained an active member for a consecutive 10 year period.

- C. Honorary members may be appointed at the discretion of the officers in consultation with the Gloucester County Coordinator.
- D. A county Certified Gardeners coordinator to the program shall be named by the Gloucester County Board of Chosen Freeholders.

III. Article III: Officers

- A. Officers are voluntary positions held without compensation by Members of the Association.
- B. Vacancies will be filled by the group/organization as they occur, and no later than (2) meetings from the occurrence of said vacancy. As special election will be held to fill the position(s) vacated.

Officers and Duties:

- 1) Officers shall serve a two (2) year term. Although they may then be elected to another office, they may not be elected to the same office for a second consecutive term.
- 2) President: The duties include presiding over the business meetings and appointing the chairs of all committees with the advice of the executive committee and Gloucester County Coordinator. The president has the deciding vote in the event of a tie. Signs checks as the second signer. Will serve on the executive committee.
- 3) Vice President: The duties include advising the President on committee appointments, and the assumption of the duties of the President in his/her absence, inability to serve, or resignation. Vice President will work with the designated insurance carrier to annually update the Association policy. Will serve on the executive committee.
- 4) Treasurer: The Treasurer is responsible for the funds of the Association. Maintains an account of all deposits and disbursement of funds. Reconciles the bank account on a monthly basis and ensures that internal audits of the account are ongoing. Has the authority to sign checks. Will serve on the executive committee. The County secretary will work with the Treasurer and be responsible for the recording of tax exempt contributions and distribution of tax letters.
- 5) Recording Secretary: The Secretary shall make and keep a record of the minutes and votes held at membership meetings, as well as a record of attendance. Recording of any executive board meetings shall also be kept and available for review by the members. Will serve on the executive committee.
- 6) Any individual who serves at the request of the Association, such as financial advisors, legal counsels, etc., shall be considered agents of the Association. Agents may counsel the membership and be privy to the business of the Association. Agents may not vote.
- 7) The Executive committee will consist of the President, Vice President, Treasurer and Recording Secretary and the County Coordinator.

IV. Article IV: Elections

- A. Officers are elected for a two (2) year term. Following that term, they may be elected to another office but may not be elected to the same office for a second consecutive term.
- B. Election shall be held at the September business meeting.

- C. A nominating committee of at least (2) two active Association members will be appointed by the President to receive and report the nominations for offices by the membership. Members of the nominating committee cannot be considered for office.
- D. Nominees will be contacted prior to the vote to ensure they will serve if elected.
- E. Elections will be held as the first order of business at the September meeting with the new officers presiding over the October meeting.
- F. Nominations may also be taken from the floor prior to voting. Members may self-nominate.
- G. Ballots will be counted by the nominating committee with the Officers' names reported. Ballots will be retained in the County Coordinators office for three months.

V. Article V: Committees and Committee Leaders

- A. The President, with advice of the Gloucester County coordinator and members of the Executive Committee, shall appoint the Chairs of the following standing committees:
 - 1) Advertising – Coordinate advertising opportunities for programs. Work with members to identify opportunities to raise funds through the sale of advertisements in Certified Gardeners events.
 - 2) Advanced Training Programs-Identify opportunities for members to further their horticultural knowledge.
 - 3) Ways and Means-Develop and organize events to raise funds for the Association.
 - 4) Special Events-Coordinate association events.
 - 5) Grants-Assist in identifying and submitting requests for grants to raise funds to further Association goals.
 - 6) Helpline-Oversee the maintenance/training of the community helpline and ensure coverage during hours of operation.
 - 7) Nominating Committee - Shall poll the active members of the Association and submit a ballot to the Association at the September meeting.
 - 8) Financial Review Committee - Understands bookkeeping procedures and conducts an annual or bi-annual review of the finances of the organization and the internal audit processes in place. The final review must be completed by September of each year. May make recommendations for possible improvements or changes if needed to the Executive Committee. The Treasurer may not serve on the Financial Review Committee.
 - 9) Finance Committee – Prepares the annual Budget and revisions as necessary, and prepares the one- to- three year business plan in coordination with the County Coordinator and the Executive Committee. Recommends individual(s) to the Executive Committee to serve on the Financial Review Committee.
 - 10) By law Committee – Conducts an annual review of the Bylaws for any required revisions. Receives and reviews requests for amendments from the membership and presents any recommendations to the Executive Committee for presentation to the full membership.
- B. The President, in concurrence with the Executive Committee may determine special ad hoc committees as necessary.

VI. Article VI: Meetings

- A. Meetings will be held monthly at the Offices of Government Services Building in Clayton, NJ. Specific dates and times will be set annually at the September business meeting.
- 1) All votes will be decided by a majority of the members present.
 - 2) A quorum of at least 9 members will be required for any voting to occur.
 - 3) Special meetings can be called by the Executive Committee for the purpose of discussing an unscheduled event or emergency only. This meeting will in no way replace the regularly scheduled monthly meeting of the membership.

VII. Article VII. Finance

- 1) Monthly Financial Process
 - a) Receive any bills or requests for reimbursement incurred as result of business for the Association and approved for payment. Funds for expenses within the previously approved line item budget for that project, and approved by the project leader, may be disbursed without additional approval by the membership. Any new expenditure in excess of \$200.00 must be reviewed and approved by the members at a business meeting prior to funds becoming eligible for disbursement.
 - i. Copy the bill prior to payment.
 - ii. Attach a copy of the check, made in payment of, to the bill and copy prior mailing.
 - iii. Record the date, dollar amount, and the name of the payee or reimbursement.
 - b) Receive any donations to the organization
 - i. Request a letter of donation be sent on behalf of the organization by the county secretary to the appropriate donor with the amount. This applies to donations for which the donor requests a letter for tax purposes and/or any donation over \$25.00.
 - ii. Record the date, dollar amount, and name of the donor.
 - c) Report on Profit and Loss at the monthly business meeting.
 - i. Provide a monthly profit/loss accounting followed by a year-to-date accounting to the membership at the monthly business meeting. A list of expenditures is available for review at the County Coordinators office.
 - d) Provide the President with a listing of all checks deposited and bills paid on a monthly basis.
 - i. List by name, date and amount.
 - e) Any and all checking accounts opened under the name of Gloucester County Certified Gardeners Association will be maintained under the dual control of the Treasurer and the Finance Committee.
 - i. Bookkeeping assistance is provided by the County secretary.
- 2) Work with the accountant to submit all required tax paperwork to the IRS including the 990 and CRI. Resolve any questions or discrepancies.

- 3) Provide all financial information including bank statements, letters, receipts, income and expenditures to the Finance Review Committee when requested for the scheduled review.
- 4) Yearly Budget. Following the initial budget season, develop an annual proposed budget by activity. The Finance committee in coordination with the Treasurer will prepare an annual budget.
 - i. Budget review and approval will be held at the first business meeting in October.
 - ii. All budgeted expenditures must not exceed money available in the account unless otherwise stated.
 - iii. The Finance Committee will review and make any necessary changes to the budget.

VIII. Article VII: Order of Business

A. The normal order of business is:

- 1) Call to order
- 2) Review of Minutes of Last Meeting
- 3) Treasures Report
- 4) Correspondence
- 5) Programs
- 6) Committee Reports
- 7) Project Reports (maximum 5 minute overview to include date(s) and time(s) of the next meeting.
- 8) Old Business
- 9) New Business
- 10) Adjournment

IX. Article VIII: Bylaws Amendments

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X. Article IX: Conflicts of Interest

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XI. Article: Parliamentary Authority

- ##### **A. Robert's Rules of order shall be used as a guide for all meetings.**

XII. Article XI: Dissolution Clause

- ##### **A. Upon dissolution of the Gloucester County Certified Gardeners Association the officers, after paying or making provisions to pay all liabilities, will donate any moneys to a worthy 501(c) 3 corporation, to be determined by the membership.**

XIII. Article XII: Indemnification

- A. The Board and the Association will be held harmless from damages resulting from normal operations covered by the Bond.

amended 2-20-15