

The Virginia Master Gardener Association, Inc.

Bylaws

(Amended April 12, 2008)

ARTICLE VII

Committees

Section 1. The Association will have Standing and Special committees, whose membership will consist of at least three members selected by the President and approved by the Board.

Section 2. The Standing Committees will be: Communications, Education, Finance, Membership, Newsletter, **and** Unit Support **and** Fundraising.

(a) The Communications Committee will foster communication between individual and local groups of Master Gardeners.

(b) The Education Committee will plan and coordinate the educational activities of the Association, as approved by the Board of Directors.

(c) The Finance Committee, composed of the Treasurer and a representative of each standing and special committee, will assist the Treasurer in preparing and submitting a budget to the Board of Directors.

(d) The Membership Committee will develop plans and programs to increase membership in the Association and will assist in their implementation with the approval of the Board.

(e) The Newsletter committee will publish the Association Newsletter (The VMGA Report) as needed.

(f) The Unit Support Committee will collect, maintain, and provide data that will assist localities in establishing MG Associations, or improving existing units.

(g) The Fund-Raising Committee will seek out funding sources, ideas and activities and will pursue and coordinate these with the approval of the Board.

RATIONALE: The Fundraising Committee has acted like a Standing Committee for at least five years, i.e. “perform a continuing function” (Standing Rules, Committee Guidelines). It is responsible for maintaining and selling VMGA’s inventory of merchandise. The value of the inventory (around \$4,000 for the past five years) and the financial responsibilities of annual sales ranging from \$3-5,000 each year require that this position operate year-round. Given the financial oversight of this significant amount of money, the Chair should be held to the same standards of conflict of interest as the other Board Members, and likewise afforded the protections of that policy. All yellow highlighted text supports removal of the Fundraising Committee from a Special Committee and move it to the section of Standing Committees along with the formatting necessary to make that change.

Section 3. The Association's Special Committees will include Audit, Fund Raising, Nomination and Election, State Fair, State Conference and such other committees as the President may appoint and the Board may approve. Special Committees will be dissolved upon completion of their assigned task

(a) The Audit Committee will consist of three (3) members, none of who are on the Board, who will be appointed by the President and approved by the Board at least ninety (90) days before the end of the fiscal year. The Audit Committee will examine the Treasurer's accounts and submit a written report at the Annual Meeting. financial records including the assets and liabilities of the organization and submit a written report at the Annual Meeting confirming the accuracy and integrity of these reports and records.

RATIONALE: The Audit Committee currently reviews only the Treasurer's records. The Fundraising inventory and sales represents a cash flow of several thousands of dollars, but no controls exist to protect VMGA or the individuals who manage merchandise sales. Broadening the responsibility of the Audit Committee to "records...including the assets and liabilities" adds a level of control as well as protection for the Fundraising Committee. It is also general enough to cover any future needs for deliberate review where funds are involved. The details of audits will appear in the Standing Rules or committee procedures.

~~(b) The Fund Raising Committee will seek out funding sources, ideas and activities and will pursue and coordinate these with the approval of the Board.~~

(eb) The Nominations and Elections Committee will seek candidates for officer positions from the voting membership; will report the list of candidates to the Board of Directors at least one hundred and fifty (150) days before the date set for the annual meeting; and will prepare and distribute ballots to those members entitled to vote. It will collect and tabulate the ballots and report the election results to the Executive Committee at least ninety (90) days before the annual meeting.

(dc) The State Fair Committee will plan, organize, and operate a Virginia Master Gardener booth at the annual Virginia State Fair.

(ed) The State Conference Committee will plan and coordinate any statewide conference decided upon by the Board.