

09/19/2008

STANDING RULES
Travis County
Master Gardeners
Association, Incorporated
(In Support of Texas AgriLife Extension)

These Standing Rules supplement selected articles in the Bylaws. Changes to these rules require notification of the membership regarding the proposed changes with at least 30 days opportunity for comments; a two-thirds majority approval by Executive Committee members; and notification of the membership of the changes.

ARTICLE III. Membership

Section 2: Membership eligibility is based on having attained and maintained certification.

Section 3. Maintaining good standing.

- a. Pay dues for the current year
- b. Meet annual requirements as follows:
 - 1) Complete a minimum of 15 hours annually of gardening-related continuing education (one hour may be earned for each monthly meeting attended in which an educational topic is offered; remaining hours may be earned by completing approved educational sessions). Members shall receive 1 hour of continuing education credit for every 4 hours of phone duty and 1 hour of continuing education credit for every 4 hours of plant clinic duty.
 - 1) Complete 24 hours of approved volunteer work annually.
 - 2) If extenuating circumstances prevent meeting these requirements, an individual may petition the Executive Committee for an exemption.
- c. Maintain the integrity of the organization.
 - 1) Members are volunteers who represent the nonprofit Travis County Master Gardeners Association, Inc. and the Texas AgriLife Extension in working on community projects.
 - 2) Graduates of the Texas Master Gardener Program shall not display credentials or give appearance of being a Texas Master Gardener at a place of business unless that location is designated as a Master Gardener educational activity location by the local Extension Office. Texas Master Gardeners must not use the title, Texas Master Gardener, in any form of advertisement and the title is to be used only when doing unpaid volunteer work in this program.
 - 3) Those who violate the principle of maintaining integrity will be disciplined by the Executive Committee with de-certification as a

Master Gardener. The Executive Committee will determine how long the de-certification will be in effect and what steps must be taken to become re-certified.

ARTICLE VI. Officers

Section 1. The nominating committee, appointed in *June* of each year shall present to the Executive Committee an officers' nominee slate *in September*. The Nominating Committee chair or its designee shall then inform the membership by email, web, the Compost Bin and announce this slate at the next regularly scheduled General Membership meeting (*October*). Additional nominations shall be accepted at the October meeting. At the November meeting, the officers will be elected by ballot by a simple majority of the members in good standing and in attendance. In the event of a tie, a run-off election shall be held immediately, by a signal of hands, until a candidate has been elected.

ARTICLE VII. Duties of Officers

All officers are responsible for preparing the annual budget, as needed and maintain current fiscal records. Prepare project and/or events budgets, as appropriate, and submit for approval to the Executive Committee. In addition, each officer is to maintain appropriate records for the office. The following are duties that are additional to those specified in the Bylaws.

Section 1. The President shall:

- A. Approve bills. All items not in the budget must be approved by the Executive Committee prior to the Treasurer writing the check.
- B. Appoint the auditor to audit the financial records within 30 days of the new calendar year.
- C. Work with the Extension Office and Zilker Gardens and ensure accurate flow of information and responsibilities.
- D. Conduct activities, meetings, etc. as appropriate.
- E. Attend state and international Master Gardener conferences as feasible and inform the members of activities and actions in state and international levels.
- F. Serve as a resource person providing organizations and the public with gardening information.
- G. Oversee an annual review of members in good standing requirements.

Section 2: The Vice President, Programs, shall:

- A. Plan and coordinate all aspects of the monthly meeting program.
- B. Be responsible for reserving the meeting room and ordering the necessary furnishings.
- C. Collect information on the speaker and get a program description each month for promoting the programs and introducing the speaker.

- D. Submit voucher to treasurer for honorarium for speaker and be responsible for payment of speaker in a timely manner.
- E. Correspond with the speaker confirming date and topic, providing directions to Zilker Gardens, and sending thank you notes with honorarium (where appropriate).
- F. Compile a record of each of the meetings.

Section 3: The Vice President, Education, shall:

- A. Plan, coordinate, and promote various continuing education activities and opportunities each month so Certified Master Gardeners have sufficient opportunities to meet the re-certification continuing education requirements.
- B. Offer continuing education activities at various times, including weekends so members can participate at a time appropriate to their schedules.
- C. Set up at least 2 or more field trips annually.
- D. Work with Extension to plan, coordinate, and promote public seminars or lecture series.

Section 4: The Volunteer Coordinator for Projects, shall:

- A. Match certified Master Gardeners with appropriate volunteer opportunities and work on retention of members.
- B. Appoint members of the Volunteer Committee to make an annual review of projects.
- C. Promote volunteer opportunities for Certified Master Gardeners, using email, notices in the Compost Bin, notices on the web site, and announcements at monthly association meetings.
- D. Develop criteria for approved activities, receive Executive Committee approval, and implement.
- E. Receive requests for new projects and make recommendation to the Executive Committee as to their adoption.
- F. Recruit coordinators for each volunteer *project or task as needed*.
- G. Maintain current list and description of each active project and disseminate annually to the members.
- H. Facilitate applications for state and national awards/grants.
- I. Form an Awards Committee and a Holiday Party Committee each year.

Section 5: The Volunteer Coordinator for Trainees, shall:

- A. Appoint members of the Volunteer Committee for Master Gardeners-in-training Program.
- B. Be present at the Master Gardeners-in-training classes.
- C. Promote volunteer opportunities to current students and interns at the class and by email.
- D. Coordinate certification of student/interns, and recommend interns for certification.
- E. Coordinate or delegate all class tasks.
- F. Recruit new students and members.
- G. Work with class coordinator and co-chair application process.

- H. Write checks and pay bills associated with Master Gardener class.
- I. Reconcile checking account and submit report to board.

Section 6: The Secretary shall:

- A. Keep past minutes in printed and electronic form, copies of which will be given to the current President at the end of that year, as well as the newly elected President and Secretary for the next year.
- B. Provide a complete set of minutes for each year to the History Committee.
- C. Be responsible for documenting volunteer hours associated with Executive Committee meetings as well as Executive Committee member attendance.
- D. Distribute the Executive Committee minutes to the officers of the Executive Committee at least one week prior to the following board meeting.

Section 7: The Treasurer shall:

- A. Receive monies for the Corporation.
- B. Keep an exact account of all dues, other income, bank deposits, disbursements and other financial matters.
- C. Pay all budgeted bills upon receipt of an appropriate voucher submitted by the appropriate officer or committee chair. Non-budgeted bills must be brought to the Executive Committee for approval.
- D. Present the financial records for audit annually within 30 days of the new calendar year.
- E. Develop a balanced proposed annual budget in November for the coming calendar year, based on requests of all relevant officers and committee chairs. Work with Executive Committee in January to develop a budget for the current year.
- F. File all necessary tax forms
- G. Invest excess funds in a savings account.

Section 8: The two State Delegates shall:

- A. Represent the Association at the Texas Master Gardeners Board meetings, held each quarter.
- B. Recruit alternate delegate volunteer to go in place of delegate who may not be able to attend.

Section 9: The Director of Publications shall:

- A. Maintain or recruit a volunteer to maintain the web site by editing, writing, publishing.
- C. Write press releases, design brochures, write articles for “Down the Garden Path,” and the State Master Gardeners Association, as needed or requested.
- D. Serve as the editor of the “Garden Guide for Austin and Vicinity,” and be responsible for its distribution.
- E. Gather articles from Executive Committee members, information about local gardening events, write articles of interest to the members for the Compost Bin.
- F. Develop a publications budget.

Section 10: The Chair, Membership, shall:

- A. Collect membership dues and upon recording them, forward to the Treasurer for deposit.
- B. Notify publications director about changes and updates in membership information.
- C. Total the volunteer hours regularly and forward to the Extension Office.
- D. Submit annual report on volunteer and re-certification hours of the membership to the Executive Committee.
- E. Collect attendance at each monthly meeting.

Section 11: The Manager, Greenhouse, shall:

- A. Appoint project managers for various greenhouse activities
- B. Supervise the activities at the greenhouse
- C. Develop the greenhouse budget
- D. Establish priorities for greenhouse activities.
- E. Provide plants to Zilker and any approved Master Gardener projects, as budget allows.

ARTICLE VIII. COMMITTEES

Committees may be formed at various times to provide valuable input to the organization and operation of the organization.

Section 3. The committees and duties of each are described below.

A. Programs

1. The committee will consist of at least a chairperson (Vice President, Programs).
2. This committee is responsible for arranging programs for the monthly meeting and other occasions.
3. The committee is responsible for assisting with the development of a budget each fall for the following year and submitting to the Executive Committee.

B. Education

1. The committee will consist of at least a chairperson.
2. This committee is responsible for arranging continuing education opportunities and field trips.
3. The committee is responsible for assisting with the development of a budget each fall for the following year and submitting to the Executive Committee.

C. Publicity

1. The committee will consist of at least a chairperson.
2. The committee will acquaint the community with the Corporation's functions through the media.

D. Membership

1. The committee will consist of at least a chairperson.
1. The committee will promote membership and prepare guidelines for Master Gardeners desiring to join the Corporation.
2. The committee will review requirements governing both certification and re-certification and recommend persons meeting these requirements to the Executive Committee.

E. Nominating

1. The committee will consist of at least a chairperson and two members, none of whom are currently serving on the Executive Committee.
2. The committee will provide a slate of candidates for offices at the September Executive Committee meeting and the October general meeting that will be voted on at the November meeting.

F. Audit

1. The committee will consist of at least a chairperson who is not currently serving on the Executive Committee.
2. The committee will audit the financial records of the Corporation annually after the end of the fiscal year and report the results to the membership.

G. Volunteer Opportunities for Certified Master Gardeners.

1. The committee will consist of at least the Volunteer Coordinator for Projects as chairperson and others as appointed by the Volunteer Coordinator for Projects.
2. The committee will define assignments, recommend volunteer activities for approval by the Executive Committee, and coordinate volunteer activities.

H. Volunteer Opportunities for Gardeners-in-training

1. The committee will consist of at least the Volunteer Coordinator for Trainees as chairperson and others as appointed by the Volunteer Coordinator for Trainees.
2. The committee will define assignments, recommend volunteer activities for approval by the Executive Committee, and coordinate volunteer activities for Master Gardeners-in-training.

I. Greenhouse

1. The Chair of this committee will be the manager of the greenhouse.
2. The committee will constitute itself to provide sufficient coverage of functions for the complete operation of the greenhouse.

3. The committee will develop a budget each fall, based on established priorities, and submit to the Executive Committee.

J. Hospitality

1. The chair of this committee will be appointed by the Executive Committee.
2. The hospitality committee will be responsible for providing refreshments for each monthly meeting and other meetings where appropriate.

K. Awards

1. The chair of this committee will be appointed by the President.
 - a. The Committee will consist of the chair plus at least two other members.
 - b. Both Volunteer Coordinators and the Membership Director are ex-officio members of the committee.
 - c. The committee shall:
 - A. Determine awards, such as Volunteer of the Month, to be presented throughout the year and develop a rewards program to stimulate volunteer interest.
 - B. Organize a Volunteer Recognition Party that is separate from the Holiday Party.
 - C. Prepare and assist in the preparation of applications for State Awards annually.

L. Class (Master Gardeners-in-training). The Committee shall:

1. Recruit a Selection Committee to review applications and assist the Extension Office with related correspondence.
 1. Manage the details of running the class.
 2. Coordinate copying and distribution of class handouts.

M. Holiday. The Committee shall:

1. Plan program for the holiday party, including recruitment of entertainment.
2. Coordinate the food for the party.

N. History

1. Develop and maintain a history of the Travis County Master Gardeners Association.
2. Update the history of the Association on an annual basis.