

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

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 for comments; a two-thirds majority approval by Executive Committee members; and notification of the membership of the changes.

ARTICLE III. Membership

Section 1: Membership eligibility is based on having attained and maintained annual Master Gardener certification.

Section 2: Maintaining good standing.

A. Active Members shall

1. Pay dues for the next year between November 1 and December 31 of the current year.
2. Meet annual requirements as determined by the Agent
3. Complete Volunteer Service Agreement.
4. Pass a background check.
5. Record all volunteer and educational hours in the Volunteer Management System (VMS)
6. Members are encouraged to maintain a personal record of all hours.

B. Transfer Members

1. Master Gardeners from counties outside Travis will contact the Agent to determine the requirements for certification as a Travis County Master Gardener.
2. Agent will notify the Executive Committee and the 3rd Vice President, Membership of approval of transfers.

C. Request Leave of Absence

1. When unable to meet annual requirements due to personal situation (such as illness, family emergency, or other personal circumstances), a member must notify the Agent for potential exemption to annual requirements, as soon as the situation is known.
2. The Agent will determine if the member qualifies for a Leave of Absence.
3. It is the responsibility of the member to contact the Agent to resume active status.
4. Leaves of Absence are governed by Texas Master Gardener program guidelines and are generally limited to a maximum of one year.

D. Lifetime Membership

1. At the discretion of the Executive Board, Lifetime membership is afforded to members who have been certified as a Master Gardener for fifteen (15) years; Lifetime Members will be given a badge denoting their status.
2. Member is entitled to all the privileges and rights of an active membership.
3. Member is required to meet annual minimum recertification requirements.
4. Annual dues are waived.

E. Emeritus Members

1. Texas Master Gardener Emeritus is an honorary title awarded to retired Master Gardener volunteers for distinguished service to the Texas A& M AgriLife Extension Service.

2. The bestowal of emeritus status is administered and granted by Texas A&M AgriLife Extension Service.
3. Nominations for emeritus status are limited to certified Texas Master Gardeners with five or more years of service as a Master Gardener. Discretion regarding time of service is given to the Agent and an ad-hoc committee. Emeritus members receive a badge denoting their status.
4. Emeritus status is only available upon retirement from active service as a Master Gardener, therefore, Emeritus Master Gardeners no longer participate in volunteer activities and are not required to meet annual recertification requirements.
5. Annual dues are waived.

Section 3: Consequences of failure to meet annual requirements.

- A. Members who fail to meet annual recertification requirements will be notified in writing by the Agent.
- B. Members are responsible for reporting their certification hours on the Volunteer Management System by the last day of the month in which the hours were performed.
- C. Members are encouraged to maintain a personal record of all hours.

ARTICLE VI. OFFICERS

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

Section 1. The President shall:

- A. Work with the Agent, and Zilker Botanical Garden staff, as appropriate, to ensure accurate flow of information and responsibilities.
- B. Conduct activities, meetings, etc. as appropriate.
- C. Attend state and international Master Gardener conferences as feasible and inform the members of activities and actions at state and international levels.
- D. Coordinate with 3rd Vice President, Membership and Agent for the annual review of TCMGA Master Gardener members in good standing for special awards, and committee appointments.

Section 2. 1st Vice President, Master Gardener Educational Programs, shall:

- A. Plan and coordinate all aspects of the monthly meeting program.
- B. Form a committee, when necessary, to assist in performance of the duties of the 1st Vice President, Master Gardener Educational Programs.
- C. Compile a record of each meeting.
 1. Collect information from the speaker and description of the program each month for the purpose of promoting the programs and introducing the speaker.
 2. Submit voucher to treasurer for honorarium, when necessary, for speaker and be responsible for payment of speaker in a timely manner.
 3. Correspond with the speaker confirming date and topic, providing directions to Zilker Botanical Garden, and sending thank you notes with honorarium (where appropriate).
- D. Chair executive and general membership meeting in the absence of the President.

Section 3. 2nd Vice President, Public Education Programs, shall:

- A. Coordinate with the Agent to plan, promote, and implement public educational programs, seminars, workshops and other activities throughout Travis County.
- B. Chair executive and general membership meeting in the absence of the President and the 1st Vice President.

Section 4. 3rd Vice President, Membership, shall:

- A. Collect and record payment of membership dues and forward to the Treasurer for deposit.
- B. Collect attendance and demographics at each monthly meeting and forward information to the Extension office.
- C. Submit annual membership report of members in good standing/in arrears to the Executive Board and Chairman of the Nominating Committee.

Section 5. The Secretary shall:

- A. Keep minutes of all Executive Committee meetings, in printed and/or 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. Be responsible for documenting attendance at Executive Committee meetings. Provide the attendance record (sign in sheet) to Extension no later than one week after the meeting.
- C. Distribute the Executive Committee minutes to the Agent and the officers of the Executive Committee at least one week prior to the following board meeting.
- D. Post approved highlights of previous month's minutes to the Volunteer Management System.

Section 6. The Treasurer shall:

- A. Pay all budgeted bills upon receipt of an appropriate voucher and receipts submitted by the appropriate officer or committee chair. Non-budgeted bills must be brought to the Executive Committee for approval before reimbursement is made.
- B. Present the financial records for audit annually within 30 days of the new calendar year.
- C. Develop a balanced proposed annual budget in November for the coming fiscal year, based on requests of all relevant officers and committee chairs.
- D. Work with Executive Committee to finalize and adopt a budget for the coming year.
- E. File all necessary tax and financial reporting forms.
- F. Invest excess Association funds in federally-insured accounts at a financial institution approved by the Executive Board.
- G. Reconcile all financial accounts monthly and provide associated income and expense statements to the Executive Committee monthly for review.
- H. Use own name and social security number on required forms which include but are not limited to: Corporate Bank accounts, Post Office Box, Pay Pal account and Square account.

ARTICLE IX. APPOINTED PERMANENT COMMITTEES

Section 1. Chairpersons of the appointed permanent committees shall be voting members of the Executive Board. Attendance at Executive meetings is expected.

Section 2. The two State Delegates, shall:

- A. Represent the Corporation at the Texas Master Gardeners Association Board meetings, held on dates determined by the Texas Master Gardeners Association.
- B. Recruit alternate delegate volunteer to serve in place of delegate, if unable to attend.

Section 3. Volunteer 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 Botanical Garden and any approved Master Gardener projects, as budget allows.
- F. Coordinate all activities associated with TCMGA sponsored plant sales.

Section 4. Volunteer Manager, Demonstration Garden, shall:

- A. Supervise activities at the Extension Demonstration Garden, working within the parameters of Extension and Travis County.
- B. Appoint project managers for various Demonstration Garden activities, as appropriate.
- C. Be responsible for planning, acquiring plants and equipment.
- D. Purchase supplies as needed.

ARTICLE X. STANDING COMMITTEES

Section 1. Standing Committees may be formed at various times to provide valuable input and operation of the organization. There are no term limits for the chairpersons of these committees.

Section 2. Chairpersons of standing committees are non-voting members of the Executive Committee and are appointed by the President, in collaboration with the Agent.

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

A. Nominating

- 1. The Committee will be appointed at least five months in advance of the election of officers for the coming year.
- 2. The committee will consist of at least a chairperson and two members, none of whom are currently serving on the Executive Committee.
- 3. 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.

B. Hospitality

- 1. The Hospitality committee will be responsible for organizing refreshments for each monthly meeting and other meetings where appropriate.
- 2. The committee will be responsible for planning the Holiday Party.

C. Awards

1. The Committee will consist of the chair plus at least two other members.
2. Volunteer Coordinators for the Inside Austin Garden Tour, East Austin Garden Fair; Volunteer Manager, Greenhouse; and Volunteer Manager, Demonstration Garden are members of the committee. The Agent is an ex-officio member of the committee.
3. The committee shall:
 - a. Develop a rewards program to stimulate volunteer interest.
 - b. Coordinate a Volunteer Recognition Ceremony (usually held during the annual holiday party).
 - c. Prepare and assist in the preparation of applications for State Awards annually.

D. Historian

1. Develops and maintains a history of the Travis County Master Gardeners Association.
2. Updates the history of the Association on an annual basis.
3. Serves as custodian of the Corporation's records.

E. Volunteer Coordinator, Association Web Site and Compost Bin

1. Maintains the web site by editing, writing, and publishing.
2. Gathers articles from members, collects information about local gardening events, and writes articles of interest to the members for the Compost Bin.

F. Volunteer Coordinator, Association Publications

1. Serves as the editor of the "Garden Guide for Austin and Vicinity" and "Creating a Drought-Resistant Garden in Central Texas", and is responsible for their updating, printing, inventory and distribution.
2. Develops a publications budget.

G. Volunteer Coordinator, Inside Austin Garden Tour

1. The Chairperson will select members to serve on the committee.
2. Committee will seek sponsors, volunteers and venues for event.
3. Events sponsored by this committee will promote educational elements for the public and other Master Gardeners.

H. Volunteer Coordinator, East Austin Garden Fair

1. The Chairperson will select members to serve on the committee.
2. Committee will seek sponsors, volunteers and venue(s) for event.
3. Events sponsored by this committee will promote educational elements for the public and other

Master Gardeners.

I. Volunteer Coordinator, Speaker's Bureau

1. Maintains presentation equipment (laptop and projector) in good working order, keep software up to date and trouble-shoot when necessary.
2. Recruits, trains, supervises, and recognizes volunteer public speakers.
3. Supports event-planning activities of TCMGA and Extension that involve Association member speaker participation.
4. Proofreads presentations and handouts to insure they meet minimum requirements set by Extension.

J. Volunteer Coordinator, Plant Clinic

1. Monitors the email address for the TCMGA plant clinics and responds to requests for plant clinics.
2. Schedules the clinics, builds the signup genius for recruiting volunteers.
3. Coordinates delivery of all materials needed for each plant clinic.

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Date approved by the Executive Board: 5/17/2018

Date approved by membership: 8/1/2018

President: *Patricia Mahony*

Chair, Bylaws Committee *Patricia Cusick*