**Membership Policy and Procedure**

**Reason for Policy:** The Nueces Master Gardeners, Inc. is an independent organization chartered by the Texas AgriLife Extension Program to assist the Nueces County Horticulture Agent for Texas A&M AgriLife Extension. As such, it is imperative that the Nueces Master Gardeners organization provide its members information onmatters related to membership to provide consistency in its procedures and practices.

**Policy Statement:** It is the responsibility of **ALL** Nueces Master Gardeners to know and understand the rules and guidelines related to membership. This document provides the source for both our members and the public to find the information and guidance related to membership. This document is in alignment with the Texas Master Gardeners Guide, they being the superior authority. As permitted, there are some aspects of membership which are local in nature.

**NMG Fiscal Year:**

The fiscal year of the NMG, Inc. is January 1 to December 31. Annual dues are due no later than February 1. Dues paid after February 1 will be assessed a $5.00 late fee and failure to not pay dues by February 1 place the Certified member at an In Active Status.

**Procedures:**

1. **Membership** is divided into two categories – Members and Auxiliary Members. These categories are further divided into three classes of members. **Members** can be Certified Members, Interns, or Non-Certified Members. **Auxiliary Members** can be Emeritus(a), Honorary, or Master Harvesters. The latter two classes, Honorary and Master Harvesters, are locally created classes and not a recognized class by the Texas Master Gardeners. Categories and class requirements are delineated below.
	1. **Members**
		1. Certified Members have
			1. a current background check
			2. a current Texas Volunteer Agreement Form - due 1st of February
			3. paid annual dues
			4. completed the required 30 volunteer hours by December 31st of the current year.
			5. completed the required 12 CE hours by December 31st of the current year.
		2. Interns have several titles as they pass through the certification process.
			1. Students:
				1. registered for the Master Gardener course
				2. received an acceptable background check
				3. completed the Texas Master Gardener Volunteer Agreement
				4. but have not begun the course
				5. may attend meetings, programs, projects, events, and training and are to keep track of their volunteer and continuous education (CE) hours so that when they become Interns and have access to the VMS, they can record their hours.
			2. Interns are actively participating in classroom instruction. Interns
				1. are to record in the VMS any hours they earned as a Student.
				2. are to record by the last day of the month all volunteer and continuous education hours they have earned for the month.
				3. are encouraged to complete their 50-hours volunteer service and 12 CE hours prior to the last day of the class if possible or by December 15 of the year of the course.
				4. have until December 15 of the year following the course to certify. Failure to meet the requirements will necessitate beginning the process again. See para. vii below.
			3. Master Gardeners Interns have completed the classroom instruction and passed the final exam.
				1. Following graduation, the payment of annual dues is waived until December 31 of the following year.
				2. Interns shall be appointed a mentor who is a Certified Master Gardener that has been certified for a minimum of two years and has agreed to be a mentor. The mentor will stay with the Intern until they are fully certified. The 3rd VP will be responsible for assigning mentors or designating someone to manage the mentor program.
				3. Once an Intern becomes a Certified Master Gardener, they gain the rights, privileges, and responsibilities of full membership in Nueces Master Gardeners, Inc.
				4. Must resubmit an Annual Texas Master Gardener Volunteer Agreement Form for the year following the course and every year thereafter.
				5. Will have to have a Background Check done every three years starting from the date of their first Background Check.
				6. The Executive Committee will have the final approval to determine if a newly certified Intern (less than one calendar year of service after graduation) has the leadership, knowledge, skills, and motivation to be appointed, or run for elected office.
		3. Areas where member volunteer hour requirements can be earned include:
			1. Youth Education
			2. Adult Education
			3. Community Education
			4. NMG Support Activities
			5. NMG Meetings
			6. NMG Social Media
			7. NMG Plant Sale^
			8. Extension Office Projects
			9. Community Support
		4. Master Gardeners volunteer hours **MUST** be taken in Not Less than 4 areas with a minimum of 6 hours in each area chosen when earning the 30 volunteer hours. \*
		5. Master Gardener Interns meeting course requirements hours MUST be taken in five (5) required areas (Youth Education, Adult Education, Community Support, NMG Support Activities, and NMG Plant Sale) with a minimum of 6 hours in each area chosen when earning the 50 volunteer hours. \*
		6. Classroom Sessions are NOT counted as Volunteer or CE Hours.
		7. Activities that are not listed in the VMS Projects Categories List or preapproved by the Texas A&M Extension Agent for volunteer or CE hours MUST be approved in writing by the Texas A&M Extension Agent before they can be recorded in the VMS.  Hours not approved are to be removed from members’ VMS records.  The VMS Coordinators and Texas A&M Extension Agent have the authority to ask a member to remove unauthorized hours, and if the member does not remove, they have the authority to remove them from the members’ VMS record.
		8. Master Gardener Interns are not required to complete any additional hours beyond those to gain certification for the year following graduation. Failure to meet the requirements will necessitate beginning the process again.
		9. During a Pandemic, Epidemic, or other situation, that impacts members ability to get the required Volunteer Hours, the AgriLife Extension Horticultural Agent may waive the hours in an area.

\* Requirement is to ensure we are meeting our mission which is to focus on educational outreach to the community, sharing research-based, environmentally conservative methods of garden and landscape management, water protection, plant selection and other horticulture issues.

* + 1. There are activities where limitations on the number of hours are imposed. This is not to discourage members who have a passion for a specific activity, but to ensure members are diversified in their knowledge of the NMG organization, its mission and ability to function in a manner that will sustain the Chapter. Some areas are:
			1. Volunteer Hours are for propagation for the Plant Sale and is limited to 10 hours (water, fertilizing, pruning does not count) ^
			2. Reading or listening to audiobooks on horticulture is limited to 10 hours maximum credit that can be entered in the VMS
			3. Walk Across Texas is a Texas A&M AgriLife Program designed to help Texans establish the habit of regular physical activity that involves recording hours over an 8-week period as part of a team. Our Texas is a Texas A&M AgriLife Extension Agent has authorized 1 hour volunteer hours for every 20 miles of Walk Across Texas and are to be inputted in the VMS under Ext Off-Projects.
			4. It is impractical to try to develop a comprehensive list of possible situations. The changes and additions listed above were added to address questions brought to the Executive Committee. As questions occur about future activities, they will be addressed by the Executive Committee and the Nueces County AgriLife Extension Agent. Additional policy will be added or amended as needed in accordance with guidelines established by Texas Master Gardeners. Non-Certified Members have failed to pay their dues and/or lacks required hours, thus has forfeited their membership, and are placed in an Inactive status. They may attend monthly meetings and receive the monthly newsletter but are not eligible to vote or hold office. Their years of service while uncertified will not be counted toward tenure. Non-Certified Members may be reinstated. See Non-Certified Member Reinstatement Criteria on Page 6.
		2. Members who have not maintained certification for two years, have been terminated, have withdrawn, or passed away are designated as In-Active until the end of the year at which time they are removed from the VMS roll.
		3. Members and guests are obligated to follow the Bylaws, Policies and Procedures and Rules established by NMG and other hosting organizations. As guests of a hosting organization, we will comply with their regulations, regardless of governmental decrees or mandates. Ignorance of the law is not an excuse to violate those laws and regulations. If a member or guest does not wish to comply, they are required to leave immediately.
	1. **AUXILIARY MEMBERS** are honorary members with restricted membership in Nueces Master Gardeners Inc. and are recognized for their service to the organization. They do not pay dues nor are required to complete volunteer or CE hours, cannot hold office, nor vote.
		1. **EMERITUS (A)** “Texas Master Gardener Emeritus(a)” is an honorary title bestowed to a retired Master Gardener volunteer for distinguished service to Texas AgriLife Extension Nueces Master Gardener Program. The bestowal of emeritus(a) status is administered and granted by Texas AgriLife Extension Service. This status is a distinctive honor, not a right.
			1. The emeritus (a) status is not to be confused with the title of “Honorary Texas Master Gardener,” which may be granted to anyone, such as philanthropists, patrons, politicians, and celebrities.
			2. Emeritus(a) may serve as an invited advisor to Nueces Master Gardener programs only. See <http://aggie-horticulture.tamu.edu/mastergd/tmgmga1.html#emeritus>.
			3. The Emeritus(a) Request/Recommendation Form is to be used to request or recommend a member’s membership status be changed to Emeritus(a). Once approved, the member will be presented with the Texas Master Gardener Emeritus(a) Certificate and their status will be changed in the VMS, Contact Databases and Rosters. The Emeritus Tracking Form is to be used to record the request and approval enabling tracking of status.
		2. **MASTER HARVESTERS** is a locally created membership title that can be awarded to a Nueces Master Gardener who has worked, tilled, sowed, and now are ready to harvest and germinate (ideas) by contributing to the mission of the State and local Chapter and other horticultural organizations. Candidacy is determined by the following criteria:
			+ 1. Must be a certified member.
				2. Must have contributed an average of 50 volunteer hours per year.
				3. Must have been certified for 5 or more years.
				4. The Master Harvester Request/Recommendation Form is to be used to request or recommend a member’s membership status be changed to Master Harvester. Requests are submitted to the Texas A&M AgriLife Extension Horticulture Agent with the approval of the Executive Committee. Once approved, the request is presented to the membership for approval. The Master Harvester Tracking Form is to be used to record the request and approval enabling tracking of status.
				5. The individual’s status will be changed in the VMS Comments section with the date awarded. Since this is a local title, there is no drop-down for it under status. They are still members and the Chapter will continue to pay the Texas Master Gardener annual dues for the member. In addition to the changes in the VMS, the member’s status is to be changed in the roster and contact database.
				6. As a Master Harvester the member is non-certified, does not pay dues, does not turn in hours but may if they so choose. They are encouraged to participate in NMG educational trips at their own expense, parties, and awards ceremonies. Master Harvesters do not have voting privileges and may not hold an office, or chair any committee, project, or event. They can participate as Advisors only.
		3. **HONORARY** is a locally created membership title that can be awarded to a Non-NMG individual based upon a community stewardship and recognition of long and exemplary service to the NMG, Inc.
1. **LEAVE OF ABSENCE**
	1. On occasion, an NMG is unable to fulfill the requirements to obtain or maintain certification due to personal illness, illness in the family, or other personal situations. In cases such as these, and **at the request of the MG**, a leave of absence may be granted by the horticulture agent for one (1) year and will be re-evaluated by the current president and Hours Coordinator at the end of that calendar year. The Leave of Absence Form is to be submitted for the request to be considered. The Leave of Absence Tracking Form is to be used to record the request and approval enabling tracking of status. While no penalty is levied for not turning in hours, the **member is still required to pay dues** to cover background checks and state dues. The member’s tenure is suspended during the leave period. Upon the annual expiration of the Leave of Absence, the MG will be contacted, and a decision will be made whether they will or can return to active status.
	2. A leave of absence will not be extended to students during the class training period. An Intern may be considered for a leave of absence after completing all class work and the final exam but having not completed the volunteer service requirement.
2. **TERMINATION OF MEMBERSHIP**

Membership shall be terminated upon the occurrence of any of the following:

* 1. Failure to submit an Extension-administered criminal background check or proof of a background check from another organization.
	2. Failure to pay dues and/or failure to report minimum required hours for two (2) consecutive years.
	3. Failure to adhere to the Texas Master Gardener Volunteer Agreement.
	4. Failure to demonstrate improvement or cease violations of the Nueces Master Gardeners Association policies as described in Warning Letter. (See Grievances Policy and Procedure)
1. **CERTIFICATION OF MG’S FROM OTHER TEXAS COUNTIES**

To be certified in Nueces County, MGs may be required to attend MG intern classes as deemed appropriate\* by the AgriLife Horticulture Extension Agent and may be required to purchase a new book. Volunteer hour requirements will be the same as for NMG Certified Members. Hours earned in another county will be carried forward into the NMG VMS. If a former MG has not re-certified for 3 or more years, they will be considered a new student. They will have to pay tuition and meet all the necessary requirements of a new student.

\*Texas MG requires 50 volunteer hours. The classes vary from organization to organization. Specific classes that are deemed necessary for the NMG course will be required to facilitate the transfer of membership.

1. **CERTIFICATION FROM OTHER STATES**

Because of each state’s unique soil, climate, and plant materials, there is no reciprocity of MG certification. To be certified in Nueces County the applicant must registered and pay for the student class training—50 hours class, plus complete 50 volunteer hours and 12 CE hours, purchase the Master Gardener Handbook and pass the exam. Classroom sessions are NOT counted as Volunteer or Continuing Education (CE) hours

1. **REPORTING VOLUNTEER AND CONTINUING EDUCATION HOURS**
	1. **GENERAL INFORMATION:**

MGs must enter their NMG volunteer, travel time and continuing education hours to the Volunteer Management Systems (VMS) on the [texas.volunteersystem.org](file:///C%3A%5CUsers%5CVince%5CDropbox%20%28Personal%29%5CDocuments%5C_Gardening%20%26%20Landscaping%5CMaster%20Gardener%5CAdministration%5CBylaws%2C%20Policies%2C%20Other%5CPolicies%5CMembership%5Ctexas.volunteersystem.org) indicating the project/event on which work was performed and hours worked (to the closest ¼ hour) no later than the end of the month in which the hours were earned.

These hours document each MG’s personal contribution and the NMG program’s contribution of volunteer service to Nueces County and are vital to the horticulture agents report to the AgriLife system and is the only recorded documentation of volunteer hours of service.

* 1. **STUDENT/INTERN MEMBER REPORTING**

A minimum of 50 total volunteer hours and 12 CE hours must be completed and reported by each student/intern to become certified. These hours must be performed as described in Section 1.A.v., page 2.

* 1. **CERTIFIED MEMBER REPORTING**

 Certified Members **MUST** serve and report a minimum of 30 volunteer hours and 12 CE hours to retain their certified status each year.

Travel time to and from a volunteer event is to be added into the volunteer service time. The

 total is to be recorded in their VMS hours. Travel time to CE events **IS NOT** counted in CE

 hours.

* 1. **NON-CERTIFIED MEMBERREINSTATEMENT**

A member becomes non-certified if they fail to maintain their required hours annually. If a member fails to maintain their certified status for two (2) years, they will be required to:

* + 1. Audit the Intern Class.
		2. Complete **40 hours** of volunteer service.
		3. Pay dues and reinstatement fee of $50.
		4. Have a current background check or proof from another source on file in our office.
		5. Sign and return the Texas Volunteer Service Agreement Form.
	1. **AUXILIARY MEMBERS**
		1. Auxiliary Members are classified as non-certified and do not need to report volunteer hours but may if they so choose.
	2. **VOLUNTEER HOURS**

A minimum of 30 hours of volunteer service may be earned by working in any of the approved projects, programs and/or events that originate through the Texas AgriLife Extension Service. Refer to 1.A)iv. on page 2.

* 1. **CONTINUING EDUCATION**

A minimum of 12 hours of Continuing Education (CE) training may be fulfilled by:

* + 1. Attending approved Texas AgriLife Extension Service-sponsored courses, NMG student classes, or other courses approved by the Horticulture Agent.
		2. Attending the monthly MG meetings when an educational program is presented.
		3. Completing online courses at <http://aggie-horticulture.tamu.edu/earthkind/training/>. (limited to 3 hours per year, unless waived by the AgriLife Extension Agent).
		4. Attending field trips. The number of credit hours will be determined by the AgriLife Extension Agent.
		5. Check with the AgriLife Extension Agent to ensure service is an approved way to earn hours or for other options.
1. **ADVANCED TRAINING**
	1. **MASTER GARDENER ADVANCED TRAINING**
		1. **Purpose**: To provide advanced training whereby a core of Master Gardeners can obtain advanced training which supports or expands specific county educational programs of the Texas AgriLife Extension Service.
		2. **Guidelines**: The primary purpose of the Advanced Training program is not to designate “experts” in a field of study or topic; rather, it is designed to identify Master Gardeners who have received additional training to support specific county educational programs or projects. Advanced Training is designed to empower the Master Gardener with the knowledge and skills required to effectively support designate programs or projects. This may include administration of projects, training of Master Gardeners, clientele presentations, and/or applied research and demonstrations. A record of members taking Advanced Training will be maintained for historical purposes using the Advanced Training Tracking Form. This form and the members documentation of Advanced Training shall be maintained by the Secretary. The documents shall be saved electronically and uploaded to the NMG Dropbox in the Education/Members/Advanced Training folder.
		3. **Basic Requirement**: To be eligible for an Advanced Training, an individual must possess an up-to-date Master Gardener certification.
		4. **Training and Volunteer Requirements**: Advanced Training should be a minimum of 16 hours in length. Training might include formal classroom training, field trips and tours, mentoring by experts, and/or self-directed study. Following completion of the training requirement and to meet the Texas A&M AgriLife Extension Service requirement, an individual shall complete a minimum 20 hours in a one-year period of volunteer service in the designated program or project to obtain their Master Garden Advanced Training certification. These hours are for meeting the Advanced Training requirements and are therefore above and upon normal volunteer hours.
		5. The 16 hours of Advanced Training and any additional training or volunteer hours required by Advanced Training shall not be counted towards a member’s CE or Volunteer Hours. These hours are above and beyond membership hours.
		6. All certified MGs are encouraged to further their knowledge by participating in specialist education programs. These programs are announced through the TMGA website (<http://tmga.org>) and funding may be provided to support this endeavor.
		7. The Request Advance Training Form will be used to request advance training for which the member will be requesting reimbursement.
	2. **REQUIREMENTS FOR NMG REIMBURSED TRAINING:**
		1. Reimbursement will be considered by the executive board based on organizational needs and available funding. Please note that only one reimbursed opportunity per member per calendar year will be allowed.
		2. Complete 20 hours service minimum as stipulated by the Texas A&M AgriLife Extension Service. These hours are above and beyond membership hours.
		3. Must have two (2) years’ experience as a certified MG and be current on dues paid, minimum hours completed, members agreement, background check.
		4. Must get the Executive Committee and AgriLife Extension Agent approval prior to the class.
		5. A Request Reimbursement for Advanced Training Form is to be submitted to the Treasurer requesting reimbursement who will forward it to the Executive Committee attesting to the members having submitted the Advance Training Request Form and having been preapproved. If reimbursement is approved by the Executive Board (Budget Permitting), it will be limited to 50% of registration fee upon successfully completing the course requirements and providing certificates and receipts to the Treasurer.
		6. A Memorandum of Understanding must be signed (This form is provided by the Advanced Training Course when you register).
		7. Additional volunteer criteria may be required for specific specialties and will be published in the course requirements literature.
		8. Selection is based on final approval by the AgriLife Extension Horticulture Agent
		9. Refer to Finance Procedures (Budgeted Projects and Items)
		10. Locally, it is required that an additional 20 hours of volunteer service be performed in a 2-year period in the designated program or project as remuneration to NMGs. This 2-year period follows the 20 hours of the Advanced Training requirement as mandated by Texas A&M AgriLife Extension Service. These additional hours of Advance Training Volunteer Service are only required for members requesting reimbursement.

**Definitions:**

**Membership** – is divided into two categories – Members and Auxiliary Members. These categories are further divided into three classes of members. Members can be Interns, Certified Members or Non-Certified Members. Auxiliary Members can be Emeritus (A), Honorary, or Master Harvesters.

**Member** – are individuals who have registered for the Master Gardener course, or are enrolled and actively participating in classroom instruction, and/or have completed the course of instruction and completed the required background check and passed the exam or are Certified Master Gardeners and are current on dues, hours, and documentation, or are Non-Certified Master Gardeners who are current on their dues but have not completed their required hours.

**Auxiliary Member** – can be Emeritus, Honorary, or Master Harvesters. The latter two designations, Honorary and Master Harvesters, are locally created and not a recognized class by the Texas Master Gardeners. Categories and classes requirements are delineated below.

**Student** – are candidates who have enrolled, paid their registration fee, submitted, and received an acceptable background check, completed the Texas Master Gardener Volunteer Agreement, and are enrolled but have not begun taking the course.

**Intern** – once a Student begins taking the Texas Master Gardener Course, they are considered Interns.

**Intern Master Gardener** – an Intern gains the title of **Master Gardener Intern** once they have completed the classroom instruction and has passed the final exam.

**Certified Member** – are those members who have a current background check (renewed every three years), submitted their Texas Volunteer Agreement Form annually, paid their annual dues and completed the required 30 volunteer and 12 CE hours by the due dates.

**Non-Certified Member** – is a member who paid their annual dues but **has** **not** completed the re-certification requirements (30 volunteer service and 12 CE hours) for the previous year. They may attend monthly meetings and receive the monthly newsletter but are **not** eligible to vote or hold office. Their years of service while uncertified will not be counted toward tenure.

**Emeritus(A) Member** – is an honorary title authorized by the Texas Master Gardeners regulations that may bestowed by the local Chapter on any Master Gardener who is permanently retiring as an active Master Gardener and who has served Texas AgriLife Extension with distinction. Emeritus (a) may serve as an invited advisor to County Master Gardener programs only. They cannot vote or hold office. Their membership status will be changed in all databased to signify their Emeritus membership.

**Master Harvester** – As a Master Harvester the member is non-certified, does not pay dues. need not turn in hours but may if they so choose. They are encouraged to participate in NMG educational trips at their own expense, parties, awards ceremonies. Master Harvesters do not have voting privileges and may not hold an office, or chair any committee, project, or event. They can participate as Advisors only.

**Honorary Member** – is a locally created membership title that can be awarded to an individual (non-NMG member) based upon a community stewardship and recognition of long and exemplary service to the NMG, Inc.

**Leave of Absence** – is a NMG who unable to fulfill the requirements to obtain or maintain certification due to illness, illness in the family, or other personal situations. A leave of absence may be granted by the horticulture agent for one (1) year and will be re-evaluated by the current president and Hours Coordinator at the end of that calendar year. While no penalty is levied for not turning in hours, the **member is still required to pay dues** to cover background checks and state dues. A leave of absence will not be extended to students during the class training period. An Intern may be considered for a leave of absence after completing all class work and the final exam but having not completed the volunteer service requirement.

**Termination** – is the forfeiture of NMG membership (See Page 5 Termination of Membership).

**VMS** – Volunteer Management System is a Texas A&M AgriLife online software program for managing membership, member volunteer and continuing education hours, calendars events, document and newsletter, and projects for the Master Gardener organization.

**VMS Coordinator** – is the individual(s) charged with monitoring and maintaining VMS site, with aiding members in their use of the software and with supporting the AgriLife Extension Agent’s data collection from the program.

**VMS Intern Coordinator** – is a member or Intern who monitors the Interns process providing assistance and encouragement to the Interns and making reports to the Education Committee Chair and AgriLife Extension Agent on a continuing and regular basis.

**Volunteer Hours** – is the time spent providing hands-on, virtual, or electronic service to the NMG or authorize meetings, community projects, programs and/or events. Travel time to and from the service event can be counted towards the total calculated. The AgriLife Extension Agent should be consulted if volunteer hours are going to be taken and not specifically listed as an authorized service. Volunteer Hours are **NOT CE** hours for certification of members or Interns.

**CE –** Continuing Education are hours receiving instruction from an authorized provider to be counted towards the Intern and annual member requirements mandated by the Texas Master Gardener Program. CE hours are NOT hours that may be credited towards Volunteer Hours unless a waiver is granted by the AgriLife Extension Agent. Travel and Preparation Time is not counted towards the total calculated.

**Project –** an individual or collaborative enterprise that is carefully planned to achieve a particular aim and has gone through the approval process gaining the support of the Board, Membership and where applicable, the AgriLife Extension Agent.

**Program** – a set of related measures or activities with a particular long-term aim that has gone through the approval process gaining the support of the Board, Membership and where applicable, the AgriLife Extension Agent.

**Event** – a planned public or social occasion, especially one of importance, that has gone through the approval process gaining the support of the Board, Membership and where applicable, the AgriLife Extension Agent.

**Advanced Training** – is training which supports or expands specific county educational programs of the Texas AgriLife Extension Service. Qualification and requirements are detailed in paragraph 7) a) & b), page 7.

**Travel Time** – is the time spent going to and from a function. Travel Time can be counted in the total for calculating Volunteer Hours but SHALL NOT be counted towards attending CE events. Travel Time is not counted for Advance Training.

**AgriLife Horticulture Extension Agent** – is the individual employed by Texas AgriLife Extension Service to advise the Master Gardener organization and share responsibilities in many areas as delineated in the Texas Master Gardener Management Guide and has the ultimate accountability of these actions.

**Responsibility:** Membership is everyone’s responsibility, however, as assigned by the NMG Bylaws it is the responsibility of the Membership Committee who will report to the Board and General Membership at regular interval on the status of membership, recruitment and programs related to these areas. The committee will closely coordinate with the Education and the Scholarship Committees on matters of recruitment and retention of members. It is especially important that they work to recruit students for the Intern Program.

The Secretary is responsible for maintaining the tracking forms and other forms used with this policy and procedures.

The Treasurer is to be provided with updated copies of the tracking forms for dues determination.

The Awards Committee is to be provided with updated copies of the tracking forms for determining award qualifications.

The 3rd VP will be responsible for assigning mentors or designating someone to manage the mentor program.

Chairperson: 3rd Vice President

Committee members: 2nd Vice President, Member-at-Large, a member of the Scholarship Committee and the Education Committee, and two to three other members selected by the Chairperson.

Collaboration with the Education and Outreach Committees is highly recommended.

**Meetings:** The Membership Committee shall meet March and November, and any other time necessary to carry out their duties.

**Attachments:**

NNG Membership Application

Leave of Absence Form

Leave of Absence Tracking Form

Master Harvester Membership Request/Recommendation Form

Master Harvester Membership Request/Recommendation Form

Master Harvester Membership Tracking Form

Emeritus (a) Membership Request/Recommendation Form

Emeritus (A) Membership Tracking Form

Texas Master Gardener Volunteer Agreement Form

Request Advance Training Form

Request Reimbursement for Advanced Training Form

Advance Training Tracking Form