

STANDING RULES (Revised as of 02/20/2015)

SJC Master Gardeners Organization

(In Support of Texas AgriLife Extension)

These Standing Rules supplement selected articles in the By-Laws. Changes to these rules require notification of the membership regarding the proposed changes with at least 30 days opportunity for comments; a 51% 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 maintaining certification.

Section 3. In order to maintain certification, the member will:

- 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 (1 (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).
 - 2.) Members shall receive 1 (one) hour of volunteer credit for every hour of phone duty.
 - 3.) Complete **24** hours of approved volunteer work annually.
 - 4.) If extenuating circumstances prevent meeting these requirements, an individual may petition the Executive Committee for an exemption.
 - 5.) If a member has become inactive by choice, they may petition the County Agent for re-certification.
- C. Maintain the integrity of the Organization.
 - 1.) Members are volunteers who represent the SJC Master Gardeners Organization and the Texas AgriLife Extension in working on community projects.
 - 2.) Graduates of the 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 subject to counseling by the Executive Committee and County Agent with possible de-certification as a Master Gardener. The Executive Committee, along with the County Agent, will determine how long the de-certification will be in effect and what steps must be taken to become re-certified.

ARTICLE VI. Officers

The nominating committee, appointed in October of each year, shall present to the Executive Committee an officers' nominee slate in November. The Nominating Committee chair or its designee shall then inform the membership by email or web and announce the slate at the next regularly scheduled General Membership meeting (November).

Additional nominations shall be accepted at the November meeting from the membership. At the November meeting, the officers will be elected by ballot by a simple majority of the members in good standing and in attendance. A simple majority is 51% of the members in good standing, a quorum.

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 and Committee Chairpersons

Each officer will maintain appropriate records for their office.

The following are duties that are additional to those specified in the By-Laws:

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 ensure accurate flow of information and responsibilities.
- D. Conduct activities, meetings, etc. as appropriate.
- E. Attend state and regional Master Gardener conferences as feasible and inform the members of activities and actions in state and regional 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 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 vouchers, when needed, to the treasurer for honorarium for speaker(s) and be responsible for payment of speaker(s) in a timely manner.
- E. Correspond with the speaker confirming date and topic, providing directions to the Extension Office, and sending thank you notes with honorarium, as appropriate.

Section 3. The Secretary shall:

- A. Maintain 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 to the incoming President and Secretary.
- B. Provide a complete set of minutes for each year to the History Committee, if requested.
- 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.
- E. Serve as liaison between Committee Chairpersons and the Executive Committee.

Section 4. The Treasurer shall:

- A. Receive monies for the Organization.
- B. 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.
- C. Present the financial records for audit annually within 30 days of the new calendar year.
- D. Develop, with the President, a balanced proposed annual budget in November for the coming calendar year, based on requests of all relevant officers and committee chairs. The Treasurer should work with the Executive Committee in October to develop a preliminary budget for the coming year.
- E. File all necessary tax forms, when appropriate.
- F. Invest excess funds in a savings account.

ARTICLE VIII. Committees

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

Section 1. The committees and duties of each are described below.

- A. 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 Organization annually after the end of the fiscal year and report the results to the membership.
 - 3.) The auditing committee will develop a budget each fall, based on established priorities, and submit to the Executive Committee.
- B. Awards
 - 1.) The chair of this committee will be appointed by the President.
 - 2.) The committee will consist of the chair plus at least two other members.
 - 3.) The committee will keep a record of any accomplishments of the SJC Master Gardeners throughout the calendar year, such as the JMC program and the Memorial Demonstration Garden. Such records will be used to participate in State competition at the Texas State Master Gardeners competition each year.

- 4.) The committee will write and apply for grants when the need arises. All Applications will be approved by the Executive Committee, the County Agent and, if recommended, the general membership before applying.
- 5.) The committee will develop a budget each fall, based on established priorities, and submit to the Executive Committee.

C. Bereavement

- 1.) The committee will consist of at least a chairperson.
- 2.) If notified by an officer or member of a death of a member, a stepping stone will be ordered and installed in the Memorial Garden.
- 3.) If any family member dies, a card will be sent in the SJC Master Gardeners name.
- 4.) In case of serious illness of a member, a card will be sent.

[NOTE: THIS IS A NEW COMMITTEE. WE NEED FEEDBACK FROM THE MEMBERSHIP AS TO WHAT THEY PERSONALLY FEEL IS APPROPRIATE. WE MUST ESTABLISH A BUDGET FOR THIS COMMITTEE, AS THERE IS NONE AT THE CURRENT TIME.]

D. Educational Outreach and Programs

- 1.) The committee will consist of at least a chairperson.
- 2.) The committee, in conjunction with the Vice-President, is responsible for developing, promoting, and implementing continuing education programs to enable members to meet re-certification requirements.
- 3.) The committee is responsible, in conjunction with the vice-president for arranging programs for the monthly meeting and other occasions.
- 4.) The committee will develop a budget for its needs each fall, based on established priorities, and submit to the Executive Committee.
- 5.) The committee is responsible for arranging educational field trips.
- 6.) The committee will have oversight of the volunteer education sub-Committees, such as Junior Master Gardeners.

E. Greenhouse/Demonstration Garden

- 1.) The committee will have direct oversight of all activities related to the Greenhouse/Demonstration Garden and will constitute itself to provide sufficient coverage of functions for the complete operation of the greenhouse/garden.
- 2.) The Chairperson of this committee will be the manager of the

greenhouse/garden.

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

F. Historical

- 1.) The committee chairman will develop and maintain a history of SJC Master Gardeners Organization.
- 2.) The committee will keep a scrapbook each year updating our history.
- 3.) The committee will maintain a photo record of SJCMG activities and prepare a demonstration board for display.
- 4.) The committee will develop a budget each fall, based on established priorities, and submit to the Executive Committee.

G. Membership

- 1.) The committee will consist of at least a chairperson.
- 2.) The committee will promote membership and prepare guidelines for Master Gardeners desiring to join the organization.

H. 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 October Executive Committee Meeting and at the October General Meeting that will be voted on at the annual General Meeting in November.

I. Publicity

- 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 shall gather information from the Executive Committee and members about local gardening events and report to the general membership through the appropriate channels.
- 3.) The committee will create press releases, design brochures, write articles for the local newspaper and the State Master Gardeners Association, as needed

or requested.

- 4.) The committee will develop a publications budget and submit it to the Executive Committee as denoted in the By-Laws.

J. Website

- 1.) The committee will consist of one member who will work with the President to keep current a website linked to the State Master Gardeners website. This website will provide the public with information and articles regarding our local activities.
- 2.) The webmaster will work with the County Agent's Office to publicize classes that support horticulture in the county.