



**The Texas Master
Gardener Association
New Officers/Directors
Booklet**

**Prepared by the
TMGA Executive Committee**

Contents

Important Dates for 2023.....	2
Annual Conference.....	3
Annual Reports.....	4
Board of Directors of the Texas Master Gardener Association	5
By-Laws.....	6
Charters.....	7
Dues.....	8
Executive Committee.....	9
Financial Review Procedure Recommendations.....	10
Job Descriptions.....	12
IRS & 501(c) (3).....	14
Leadership Training.....	19
Officer/Director Rosters.....	20
Search for Excellence Awards.....	21
TMGA Opportunities for Involvement.....	22
TMGA Website.....	24
Training Opportunities.....	25

Important Dates for 2023

January 1	Dues can be paid
January 31	Chartering documentation is due to the County Extension Office; there are two forms ; one must be completed by the President and one by the Agent verifying completion and approval of Agreement Officer/Director Roster due to TMGA using submission form on website Awards submissions due by 10:00 pm CST
February 3	Board of Directors Meeting – Zoom meeting at 9:00 am
March 1	Deadline for Dues to be paid (<u>must</u> be postmarked by March 1)
May 1	Leadership Training
May 2/3	Annual Conference (virtual) / BOD Meeting –May 3
May 15	Deadline to file form 990 or 990-N (e-postcard) with the IRS
August 4	Board of Director Meeting - Zoom meeting at 9:00am
December 1	Board of Directors Meeting - Zoom meeting at 9:00am

Annual Conference – Virtual Meeting

The annual TMGA Conference offers a great opportunity for Master Gardeners to meet friends from across the state in an environment focusing on one of our favorite things – gardening!

The 2023 Annual Texas Master Gardener Conference will be virtual in 2023. The dates are May 2-3, 2023, with Leadership Training being held on the 1st. Our surveys showed that a resounding majority prefer the virtual format.

Having a virtual conference offers so much more than a traditional one! Registrants have access to approximately 40 hours of education without having to choose one session over another. The recordings are available to paid registrants for four months post-conference. We are able to secure presenters from around the country for a much lower fee and pass those savings on to you in our registration costs. We also save dramatically on catering, venue, transportation, and lodging costs.

In addition to providing advanced educational opportunities which is the key purpose of the Conference there are typically optional tours that allow us to visit private gardens, public gardens, or other unique destinations around the state and beyond.

It is during the Annual Search for Excellence Awards Presentation that we publicly recognize and celebrate Master Gardener associations who have provided exemplary service to their local community. Those members having reached service milestones of 15, 20, 25, 30, 35 and 40 years are also recognized at Conference.

A successful annual Conference depends on many factors, including you. As a key leader for your Association, you can support the state office and the TMGA by promoting the Conference to your membership and encouraging them to attend. Each conference is publicized many times in the emails, on the website, on social media, and it is also promoted at each of the Directors Meetings; all you need to do is share the information provided with the others in your group. If you have attended a conference in the past, it will be easy for you to promote this annual event! Even if you cannot attend this year, we ask that you assist in supporting this important event by promoting it to your membership and encouraging them to attend.

Website: txmg.org/2023-conference (Registration opens March 20, 2023)

Annual Reports

Each year the State Master Gardener Coordinator will consolidate the data provided by Texas A&M AgriLife Extension staff members and provide a summary that is posted on the TMGA website txmg.org.

Each Annual Report will include such details as the number of Master Gardener volunteers trained during the reporting year, the total number of certified Master Gardener volunteers, the total number of Master Gardener volunteer service hours and the economic value of those service hours. In addition, the summary information will include other details and statistics as have been reported regarding Master Gardener activities, projects, etc.

Most Master Gardener volunteers appreciate learning about the impact of their volunteer service, so you are encouraged to share this information with your local Association members. You might also find that the information helps others understand the value and importance of Master Gardeners, especially if you are soliciting donations, sponsorships and/or partnerships with other organizations in your community.

Board of Directors of the Texas Master Gardener Association

As an Incorporated entity, affairs of the Corporation are managed by a Board of Directors. Each Association member will elect or appoint two members to serve on the TMGA Board of Directors, as well as two Alternates. Each Director receives one vote, for a total of two possible per county.

Duties of the Directors is as follows:

- a) Attend all TMGA Director's Meetings
 - i) Vote on TMGA business issues at quarterly meetings
 - ii) Present local Association issues, recommendations, and questions
 - iii) Report TMGA business back to the respective local Association during business meetings

- b) Communicate between TMGA and local Association
 - i) Provide roster including names and email addresses of county officers and directors to TMGA Secretary using form provided on website
 - ii) Promote the Awards program within your local Association
 - iii) Advise TMGA of resources that your county Association needs

- c) Assist nominating committee with identifying officer candidates

- d) Assist TMGA President in identifying committee chairs and members

- e) Inquire about a decision or policy made by TMGA that may be unclear and inform the local Association membership

By-Laws

The most current by-laws can be found on the TMGA [website](#) under the “TMGA” heading.

Any time that the TMGA by-laws need to be revised, notice of all proposed amendments will be provided to the Board of Directors in writing sixty (60) days prior to the meeting at which the vote will be taken, as required in Article XIII.

Charters

Each TMGA member association is required to update their Charters each year to be considered in good standing as defined in the TMGA by-laws. In addition to signing the Charter Agreement Form and providing the documents listed on the form to your local Extension Service office by January 31st of each year, the [President](#) and [Agent](#) must complete an online form verifying the documents have been properly filed, by January 31st of each year. Please note, copies of the documents listed on the form and kept on file at your local Extension Service office, are **not** to be sent to the State Master Gardener Coordinator.

Information and the “Charter Agreement Forms” can be found on the TMGA website www.txmg.org.

Dues

Annual dues are paid to TMGA by member Associations based on the size of their Association as of December 31st of the previous year.

The amount to be paid in 2023 is \$2.00 for each Certified Master Gardener in your organization. Although it is not required to pay annual dues for interns, some Associations choose to do so if their Interns will be certified for half or more of the upcoming year. For example, interns who become Certified Master Gardeners in February as opposed to interns who become Certified Master Gardeners in October.

The TMGA Treasurer will prepare the transmittal form for dues submission and ensure that it is posted on the TMGA website. The form will include the mailing address for the TMGA Treasurer. The form is available for download on the TMGA [website](#).

Dues can be paid any time after the transmittal form is available but **MUST BE POSTMARKED NO LATER THAN MARCH 1** for an Association's membership to be considered "in good standing". Any Association who has not paid their annual dues by the March 1 date will not be eligible to participate in the Search for Excellence Awards program so plan accordingly to ensure that your group is able to participate in the Awards Program.

Executive Committee

The 2023 Executive Committee for the Texas Master Gardener Association is as follows:

President: Elisabeth Castro, Montgomery County

1st Vice President; Kathryn Wells, Denton County

2nd Vice President: Wayne Schirner, Bell County

Secretary: Theresa Kay Thomas, Tarrant County

Treasurer: Sarah Lawson , Rockwall County

Past President: Robin Collins, Galveston County

Financial Review Procedure Recommendations

Financial Review objective:

- To verify the accuracy of the financial records of the Association.
- To assure the Association membership that funds are managed properly within the established procedures.

Financial Review Process:

- Auditing involves following financial transactions through the records to ensure that receipts are properly accounted for, and expenditures made as authorized in the approved budget.
- The financial review must review and test all Association accounts.
- The committee should be composed of no less than three members appointed by the President
 - No one who is authorized to sign checks on any bank account may serve on the committee.
 - The outgoing Treasurer is not eligible to serve on the committee but must be available to provide information and assistance in locating records.

When to perform an audit:

- Annually – audit of the previous fiscal year is performed near the beginning of the next fiscal year.
- When any authorized check signer is added or deleted on any bank account.

Preparing for the audit:

- The outgoing Treasurer is responsible for putting the financial records in order for the committee.
- The Treasurer should make the following source documents available for the committee:
 1. Treasurer procedure documents that include procedures outlined in bylaws and other documents and meeting minutes.
 2. Copy of the last audit report.
 3. Copy of the minutes for the audit period.
 4. Association adopted budget as amended for the audit period.
 5. The checkbook(s), cancelled checks, and all unused checks for all accounts.
 6. Bank account numbers and signature authority verification.
 7. Books and ledgers.
 8. Annual financial report and any other financial (e.g. quarterly) reports for the audited period.
 9. Expenditure receipts and supporting documents.
 10. Deposit receipts and supporting documents.
 11. List of all dues-paying members.
 12. Inventory list and procedure, if any.

13. Any other information required by the committee.

Steps for conducting the audit:

The Audit Committee will go through the following audit topics, checking the source document details for at least three consecutive months to see the flow of information.

1. Annual budget entries:
 - a. Verify that the Board approved the annual budget by checking the Board minutes.
 - b. Verify income and expense entries are allocated to the proper budget category and are within budget or any authorized variance.
 - c. Verify bank account reconciliations are completed monthly.
2. Check the first transaction posted in the period being audited:
 - a. Make sure the beginning balance agrees with the ending balance of the previous period.
3. Written checks:
 - a. Ensure written checks have supporting documents including vendor invoices and check requests.
 - b. Ensure check requests were properly authorized.
 - c. Verify check signatures.
 - d. Checks should never be payable to "Cash". Startup funds for an activity should be made payable to the person responsible for the cash until it is re-deposited.
4. Deposits:
 - a. Verify that deposits are backed up with copies of the checks received or cash deposit documents and proper transmittal forms.
 - b. Verify that deposits are made timely.
5. Once the committee is satisfied with the financial records, committee members create, sign, and date the audit report.

Irregularities in the records:

If the audit committee finds irregularities in the records of the Treasurer, take the following steps:

- Contact the Treasurer to secure additional records or information, as needed. If the matter cannot be settled to the committee's satisfaction, contact the President to work out what additional steps should be taken.

Financial Review report:

- A member of the Audit Committee presents the results to the membership at the first meeting held after the conclusion of the audit.
- If the audit cannot be completed due to the inadequacy or unavailability of the records, this must be reported to the Executive Committee.
 - The Audit Committee and Executive Committee should recommend and adopt steps to correct the situation.
- The membership should adopt the report at that time. A copy of the financial report should be attached to the audit report, maintained permanently by the Treasurer, and placed in the minutes.

Job Descriptions

The following job descriptions are provided as *examples* of the duties and responsibilities typically expected of volunteer leaders. ***Please note – these are provided as guidelines only! Each association should tailor the duties and job descriptions to meet their specific needs.*** The titles and duties listed below are from Article VII of the Texas Master Gardener Management Guide which can be found on the TMGA website. Your Association may find that you want to add duties and responsibilities that are unique to your group, and you may also find that you want to combine some of the positions.

In addition to the following details about what is expected of your volunteer leaders, the Management Guide provides a wealth of information about managing a Master Gardener program. You and each of the volunteer leaders in your Association are encouraged to review the Management Guide early in your tenure.

President:

1. Preside at all meetings of the organization
2. Appoint a parliamentarian and the chairman of each standing committee and any special committees
3. Be an ex-officio member of all committees except the nominating committee.
4. Work with the Treasurer on the budget
5. Co-sign checks along with the Treasurer

President-elect:

1. Assist the President
2. Attend committee meetings at the President's request
3. Become the President at the expiration of the current president's term of office

Vice President:

1. Take charge of meetings in the absence of the President
2. Be chairman of the By-Law Committee
3. Be chairman of the Program Committee
4. Be responsible for the reserving of the meeting room and ordering the necessary furnishings

Corresponding Secretary:

1. Take care of all necessary correspondence
2. Keep a current list of members' names and addresses
3. Be a member of the Newsletter Committee

Recording Secretary:

1. Record the minutes of each meeting
2. Read the minutes of the previous meeting
3. Keep a record of attendance at meetings
4. Be a member of the Newsletter Committee

Note: Many associations combine the secretary positions into one

Treasurer:

1. Receive all dues and monies for the association
2. Keep an exact account of all dues, other income, bank deposits, disbursements, and other financial matters
3. Pay all bills upon receipt of a written statement and purchase proof with co-signature of the President
4. Make a monthly financial report to the membership
5. Present the financial records for audit semi-annually
6. Develop, in cooperation with the President, an annual budget to be approved by the Executive Committee

IRS & 501(c) (3)

As a Master Gardener Association and member of TMGA your group could be eligible to be included under the TMGA umbrella 501 (c) (3). Detailed information about what is required from each participating association, required bylaws language, and dissolution requirements is included in this section, along with a copy of the form to be completed if you want to be considered for inclusion under the TMGA Non-Profit Umbrella. This information can also be found on the TMGA website under the Information heading.

Wayne Rhoden, Williamson County Master Gardener, is the current Chairperson for the Special Advisory Tax Committee. Wayne prepared the enclosed documents and is the TMGA liaison with the IRS.

Information Needed from County
Master Gardeners Associations
to be included under the
Texas Master Gardener Association 501 (c) (3) Group Exemption

Information for Exemption

County Master Gardener Associations which generate revenue and disperse funds can benefit significantly from non-profit status. The Internal Revenue Service can grant a 501(c) (3) non-profit status to organizations, such as Master Gardener Associations. This can be a costly and lengthy process. Benefits of 501(c) (3) status include ability to accept grants and tax-deductible contributions and tax-exempt status on revenue.

The Texas Master Gardener Association (TMGA) is offering to serve as an umbrella non-profit organization or Central Organization for the over 100 County Master Gardener Associations that belong to the Association. TMGA will send a letter to the IRS listing those County Master Gardener Associations, termed Subordinate Organizations, which choose to participate, and be covered under the 501(c) (3) status of TMGA. County Master Gardener Associations which currently have 501(c) (3) status can participate in this program without additional restrictions or benefits, however they would have to state that they now want to participate in the state group exemption and lose their individual exemption; or County Associations can simply choose not to participate. (You must be a member in good standing of TMGA to participate in the group exemption).

Information Needed from Participating Counties

To be included in the group exemption letter establishing 501(c) (3) status for a County Association, the following information must be provided to TMGA. The documents and information listed will be included in the initial application package to the IRS. The list is as follows:

1. Description of the purposes and activities of the County Association. This is probably the mission statement or purpose included in the association bylaws.

2. Copy of the governing document. If the Association is a corporation, this would be the Charter and Articles of Incorporation. For unincorporated Associations, this would be the Articles of Association or Association Bylaws. **A copy of the signed original Charter or original Association By-laws must be sent with the application package. If a signed copy is not available, attach a statement that these are the original by-laws and have two current officers sign the statement. A copy of your current by-laws, signed by at least two officers, should also be included. The current by-laws must contain the 501 (c) (3) language or equivalent wordage that is listed below.**

501 (c) (3) Language to be included in your by-laws.

Under Goals; Organization; Objectives (The one your association uses)

“Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.”

Under Dissolution

“Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such asset not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.”

If you wish you can designate whichever 501 (c) (3) Organization is in your county, 4H or the AgriLife Extension Service, or any other organization so long as it is a 501 (c) (3) approved entity.

3. A letter addressed to TMGA, signed by an authorized person of the County Association, stating the Association’s desire to be included in the group exemption letter.

4. A letter addressed to TMGA, signed by an authorized person of the County Association, stating that the County Association is NOT a private foundation. A private foundation’s sole purpose is to provide funding, not services; County Associations provide services/education. (NOTE: this can be included in letter above)

5. Fill out the inclusion form with the following and send to the person designated on the form: Name of County Association, mailing addresses, actual/physical addresses (if different), and EIN (Employer Identification Number or Federal Taxpayer ID Number) of Association. Do not use the County Extension EIN. You must obtain your own number.

If the County Association does not have an EIN, the Association should obtain an EIN by submitting a SS-4 Form to the IRS. For more information access: <http://www.irs.gov>. The SS-4 Form can be submitted online or via the telephone, which results in securing an EIN immediately.

County Associations are responsible for filing annual revenue forms (990, 990-EZ, 990-N) required by the IRS.

TMGA RESPONSIBILITIES

There are documents that are required to be submitted by the Central Organization/TMGA with the application for the group exemption letter. The documents/information include:

1. The EIN for TMGA.
2. Date of the IRS letter recognizing its exemption, and the IRS office that issued the letter.
3. A copy of the Article of Incorporation and Bylaws, and any amendments to these governing documents. In addition, include information about any changes in TMGA's character, purpose, or method of operation.
4. Letter from TMGA President stating that, all County Associations affiliating with TMGA, are subject to TMGA's general supervision regarding inclusion in the group exemption and that all County Associations are eligible to qualify for exemption under which TMGA is exempt. The TMGA officer would affirm that, to the best of their knowledge, a) the purposes and activities of the County Associations are as stated by each of them, and b) no County Association is a private foundation.
5. List of County Associations to be included in the group exemption letter to which the IRS has issued an outstanding ruling or determination letter relating to exemption.
6. Annually submit a current list of subordinate counties to the IRS.

Prepared by:

Wayne Rhoden

January 17, 2011

**Information Required
to be included in the
501(c) (3) Group Exemption of the
Texas Master Gardener Association**

County/Multi- County Master Gardener Association Information

Name of Association:

County(ies) included:

Mailing Address:

Physical Address (if different):

Associations EIN (Employer Identification Number or Federal Taxpayer ID number):

Names and mailing addresses of individuals on the Board or Governing body:

Letter to TMGA (expressing desire to be included, plus not a private foundation statement):

Serves as cover letter for this package of information, to be signed by the President of Association.

Mission Statement/Purpose: attach document

Governing Document (Articles of Inc. or Bylaws): attach current by-laws which include the language listed on the instruction letter along with a copy of your original by-laws. Both need the signature of two (2) officers. If your original by-laws are not signed, attach a note stating that they are the original by-laws and sign and date the note.

NOTE: For details in filing out this form, refer to the document "Information needed to be included under the TMGA Non-Profit Umbrella."

Mail Form to: Master Gardener Program Coordinator, Jayla Fry
Texas A&M AgriLife Extension Service
Texas A&M University – MS 2140
College Station, TX 77843-2140

Leadership Training – May 1, 2023

Whether you are a budding or seasoned team leader, this workshop is for you! Learn how to develop a vibrant volunteer environment fostering collaboration, empowerment, and communication to help you nurture and grow your people.

During this workshop, we'll explore best practices and essential elements of volunteer engagement and communication strategies and share techniques to help you confidently lead both from within and at the forefront of your team. Along the way, we will look at the volunteer life cycle and scaling solutions to fit your team and budget.

You will come away with tips and techniques to help you upgrade recruiting strategies, roll out exciting volunteer opportunities and motivate through recognition; communicate needs, outcomes, and impact; and lay the foundation for future growth through succession planning and branching out to younger volunteers.

Officer/Director Rosters

As a federally recognized non-profit corporation, we must maintain a current list of our Board of Directors. TMGA requires that each Master Gardener Association submit a list of the names and contact information of their two elected/appointed members to the TMGA Board of Directors plus two Alternates as well as their current Association Officers on an annual basis. This information must be submitted by January 31st with exceptions provided to those associations who elect their officers and Directors/Alternates mid-year, who should then submit the information as soon after their local elections as possible.

This information is typically used by members of the TMGA Executive Committee, Outreach Committee, Awards Committee, and others within the TMGA organization and the State Coordinator's office to identify and contact the appropriate person within a member group when we need to share information with you or when information is needed from you. It is our goal to limit any need for personal contact to the bare minimum. However, having the current and correct contact information will minimize the number of people we have to contact when there is a need.

As a member association, you are required to submit your Officer/Director information and view the information for your county at the TMGA website txmg.org by January 31st. To submit your information, please fill out the [form](#) located on the website. Do not send them to the state office or email in a spreadsheet; the form must be used.

To view the Officer/Director list, click on "Members Only" and follow the link for the "County Officer/Director Rosters". The password to access this secure portion of the website changes frequently and will be provided to the Directors at the Directors Meeting. Please be sure to logout of the secure area when you are through.

Search for Excellence Awards

The Texas Master Gardener Association, in cooperation with the Texas A&M AgriLife Extension Service and the Texas A&M University System, recognizes and presents awards for exemplary achievement to qualified member Associations. Any TMGA member Association whose dues are postmarked to the TMGA Treasurer no later than March 1, is eligible to participate in the Annual Awards program (see “Dues” section for more information). In addition to having paid their current annual dues on time, member Associations must also have completed the current chartering process and have submitted their Officer/Director roster to be considered “in good standing”. See Section 4 of the TMGA by-laws.

The Awards Committee will prepare a program handbook and entry preparation guidelines each year to assist member Associations with their submissions. This information will be available through the TMGA website, and Associations will be notified when the documents are available. This is typically in the fall of each year to allow as much time as possible for associations to complete the submission forms. Members of the Awards Committee will be available to answer questions related to the submission process.

Awards submissions are due by 10:00 pm on January 31, 2023, for projects/programs completed in 2022. All submissions are evaluated by out-of-state judges selected by the Texas Master Gardener Coordinator. The results of the judge’s evaluations are returned to the Awards Committee Chairperson who is responsible for preparing the awards which are presented at the TMGA Annual Conference.

Currently TMGA recognizes and presents awards for exemplary achievement in the following nine categories:

- Youth - JMG
- Youth – Other
- Teaching Site
- Workshop Presentation
- Written-Recorded Educational Content
- Research
- Marva E. Beck JMG Leader of the Year
- Outstanding Individual Master Gardener
- Outstanding Master Gardener Association

TMGA encourages all member Associations to participate in the Annual Awards Program in as many categories as possible.

TMGA Opportunities for Involvement

In addition to the valuable service that your Master Gardener Association provides to your county, your group's participation with TMGA increases that value throughout the entire state. For TMGA to have a viable state organization, we rely on volunteers from the local Associations to serve in a variety of roles. Some of the more apparent areas where you or other members of your group can serve include:

A. As a Director or Alternate Director to TMGA – Each member Association must select two members to serve on the TMGA Board of Directors and preferably two Alternate Directors to represent their group at the four TMGA Board of Directors meetings held each year. The Directors or their Alternates are expected to attend and participate in the administrative business of TMGA by providing input that represents their county's desires, voting on relevant matters presented by the TMGA Executive Committee, and relaying information from the meetings to their local Association membership. Each County is entitled to two votes for each issue presented to the Directors. Please see the TMGA website for "Duties of the Director", and to reference Article V, Section 1 of the TMGA By-Laws regarding the Board of Directors.

The dates of the TMGA Director's meetings are determined at the beginning of each calendar year by the duly elected TMGA President and in agreement with the other members of the Executive Committee. The dates and location of the meetings are posted on the TMGA website. Typically, the meetings are in February, April/May (during conference), August and December.

B. As a member of the TMGA Executive Committee – The six volunteer positions on the TMGA Executive Committee are President, 1st Vice President, 2nd Vice President, Treasurer, Secretary and Past President. Although not a volunteer, the State Master Gardener Coordinator and State Program Assistant are also members of the TMGA Executive Committee.

C. As a member of the Outreach Committee – This group serves as a resource management team to connect various resources and address issues and answer questions that member associations might have. Members of the Outreach Committee are assigned to one of the 12 Texas A&M AgriLife Extension districts.

D. As a member of one of the Standing Committees – There are opportunities to serve as a member of the:

- a. Awards Committee
- b. Financial Review Committee
- c. Nominating Committee
- d. Special Tax Advisory Committee

e. Scholarship and Grant Committee

E. Attending the Director's Meetings as a Guest - You do not have to be a Director or Alternate Director to attend the Directors Meetings. All local Association officers and members are encouraged to attend the meetings as a guest. Although Directors (or their Alternates) are the only attendees who can vote, guests can participate in the discussions.

TMGA Website

The TMGA website continues to be the primary resource for an extensive amount of information about TMGA, Master Gardeners in general, events across the state and lots more. In addition to the many resources referenced throughout this packet of information, some of the many other things you can access include:

- Upcoming training opportunities, including Advanced Training
- TMGA Board of Directors meeting dates and minutes from previous meetings
- Annual Conference details
- Upcoming events hosted by Master Gardener Associations across the state, i.e., plant sales, educational programs, etc.
- Archived TMGA newsletters
- Newsletters from other Master Gardener Associations
- TMGA Financial Documents
- Executive Committee and Standing Committee volunteers
- Officer and Directors rosters for local Associations
- 501(c) (3) Group Exemption Information and forms
- TMGA Administrative Documents
 - By-Laws
 - Chartering Information
 - Management Guide
 - Annual Reports

If you are not currently visiting the website on a regular basis, we encourage you to begin. The website can be accessed through txmg.org. The password to access the Members Only Section is given to all Directors at the Directors Meetings. This password should be kept secure and not shared in print or via email.

Training Opportunities

In addition to the training and education programs that members of your Association have at the local level, there are several venues within TMGA for Master Gardeners to augment their educational opportunities.

MASTER GARDENER ADVANCED TRAININGS - These workshops provide advanced training whereby a corps of Master Gardeners can obtain a specialization which supports or expands specific county educational programs of the Texas AgriLife Extension Service. To be eligible for an Advanced designation, an individual must possess an up-to-date Master Gardener certification. Listings of upcoming Advanced Trainings will be provided on the txmg.org website and on the [Events Calendar](#).

EARTH-KIND® TRAINING FOR MASTER GARDENERS - Texas Master Gardeners may select online modules to obtain up to 3 hours of re-certification education credits in a calendar year. Each module is worth 1 hour of credit. Master Gardeners are not encouraged to seek recertification credit for training modules they have completed in previous years.

LANDSCAPE DESIGN STUDY COURSES - These courses provide an opportunity for more in-depth training in landscape design than is normally included in the Master Gardener curriculum. Each course is typically approved by local Master Gardener chapters to qualify for 12 hours of continuing education toward maintaining certification for Master Gardeners.

LEADERSHIP TRAINING – In the afternoon preceding the 2023 Conference, we will be holding our Leadership Training. This training is tailored to address those topics indicated as most critical or requested by Master Gardeners. Register with your conference registration.