

NRV Master Gardener Association

STANDING RULES

(Amended February 24, 2023)

Reference: New River Valley Master Gardener Association Bylaws, approved February 21, 2001, (Amended July 20, 2004, Amended April 21, 2005, Amended April 20, 2006, Amended September 29, 2011, Amended Oct 3, 2016, Amended April 19, 2018, Amended February 24, 2023).

Purpose:

The purpose of these Standing Rules is to provide guidelines for the administration of the New River Valley Master Gardener Association and to support the Association Bylaws.

Membership:

Dues are payable by Feb 15th of each year. Changes to annual dues will be suggested by the Board and voted on by the membership at the Annual meeting or by an electronic vote.

Membership Directory: The membership directory will be distributed via email to current Association members by March 15th. Updates will be made annually. Hard copies can be available at the VCE office per request.

Membership Guidelines: Local guidelines take precedence as long as these policies are maintained as a minimum standard for all VCE Master Gardener groups in Virginia. All volunteers must record their hours monthly in the Better Impact program.

Membership Requirements for Active Membership:

Year One (Trainees & Interns)

The Master Gardener Intern must complete 50 hours of volunteer work before becoming a Master Gardener as follows:

1. Complete the MG Training Class
2. A minimum score of 75% is required on the final exam
3. A minimum of 50 hours of service activity projects (Public or Community Educational Efforts), including *4 hours of Plant Clinics which includes Share the Spare*
4. A maximum of 10 Volunteer Management hours may be counted toward the 50 total hours (Examples of Volunteer Management include administrative MG work and attending meetings)
5. Association members to assist with Association fundraising activities (i.e. Plant Sale)

Year 2 and Beyond

In compliance with the VCE active Master Gardener requirements, a member must complete 20 hours of volunteer service and complete 8 hours of Continuing Education annually as approved by the local MG Coordinator. 10 of the 20 hours of service can be under volunteer management activities. Association members to assist with Association fundraising activities (i.e. Plant Sale).

Other Categories for Membership:

The other categories for membership are “Inactive” and “Emeritus”

Meetings:

Board Meetings: Date, time, and location will be determined by the Board and distributed via email. These meetings are open to the membership.

General Membership Meetings: Dates will be determined by the Board. Meeting time, location, and educational program will be announced via email.

Educational content: Fifty percent of meetings will have approved educational content in support of the MG annual requirement for Continuing Education hours.

The annual meeting is usually held in November and notice thereof will be published via email. A slate of officers will be presented at the annual meeting at which time additional nominations may be accepted from the floor. The election of officers will be held via an electronic vote after the annual meeting.

Officers:

Officer Guidelines: Duties of officers are defined in the Association Bylaws and Robert’s Rules of Order. Additional duties are described as follows.

President:

1. Notify the Board and Membership of the Board Meetings and Annual Meeting via email.
2. Secure the location and set up for Board Meetings, and open meetings on time.
3. Prepare an agenda for all Board and Association meetings.
4. Attend and chair meetings of the Board and the Association..
5. With approval of Board appoint committee chairs.
6. Act as an ex-officio member of all committees, except the Nominating Committee..
7. Contact chairs of all committees periodically to ensure that committees are running smoothly and attend committee meetings when possible.
8. Oversee storage of records as required by state and federal regulatory agencies.

9. Maintain necessary documents (e.g.: Board meeting minutes) and present them to the newly elected President.
10. When needed - disburse checks in absence of the Treasurer.

Vice President:

1. Assume the President's tasks in the absence of the President and assist the President as needed.
2. Chair the Program Committee.
3. Reserve the venue space for meetings, educational events, and potlucks. The Montgomery County Government Center is reserved with the assistance of the Master Gardener Coordinator or the Unit Administrative Assistant in the VCE-MCGC office.
4. Set up space for educational meetings or events with assistance of other members.

Secretary:

1. Record minutes at Board and Association meetings using an approved format. If unable to attend a meeting, find a substitute.
2. Present and distribute minutes of Board and Association meetings to members in a timely manner.
3. Send final, Board reviewed and approved minutes of Association meetings to the "NRVMGAssociation" email list serve.
4. When Association Bylaws and Standing Rules are revised or amended, the Secretary is responsible for sending this information to the Membership and ensuring updated documents are loaded to the web site.
5. Call a meeting to order in the absence of the President and Vice President.
6. Ensure copies of minutes of all meetings, with attachments, are uploaded to the NRVMGA google drive, at the end of the fiscal year, and maintained as required by state and federal regulatory agencies.
7. Provide copy of records for newly elected secretary.
8. Write letters on behalf of the Board or Association as directed by the Board or when otherwise appropriate.
9. Serve on the membership committee. Work with the Treasurer to ensure annual membership list is updated, compiled and sent to members.

Treasurer:

1. Accept chief responsibility for all monies deposited into such financial institutions as may be approved by the Board
2. Prepare a proposed budget for the Association. Present the budget to the Board for approval by March

3. Present a treasurer's report (with at least one printed copy) at each Board Meeting
Show balance for the beginning of the period, receipts, disbursements, and balance at close of period
4. Disburse funds as designated. Keep a schedule of payment obligations
5. File, in a timely manner, annual federal and quarterly state tax forms
6. Place a copy of Association's financial records in a central location at the end of the fiscal year, as required by state and federal regulatory agencies
7. Turn over a copy of records to the newly elected Treasurer
8. Serve on the membership committee and cooperate with the Secretary to ensure annual membership list is updated, compiled and sent to members.
9. Organize and schedule yearly audit

Members-at-Large:

1. Attend MGA Board meetings
2. Coordinate on the event venue reservation with the VP
3. Decide among themselves who is responsible for the following tasks associated with social/potluck MGA meetings
 - Monitor supplies such as paper plates, plastic ware, cups, napkins, sugar, tea, coffee, etc. that are stored in the Extension Office
 - Replenish supplies as needed with MGA funds
 - Arrive at the venue (usually the Montgomery County Government Office) before the meeting to complete the set-up prior to the MGs arriving
 - Rearrange the tables/chairs to meet the needs of the specific event
 - Set out paper products, ice, hot water for hot drinks, and cold refreshments (e.g. water, lemonade)
 - Decorate as desired. Decorations are at the discretion of the MALs
4. Traditionally, MGA social gatherings include:
 - New Class Social (appetizers, snacks and desserts)
 - May Potluck/MG Intern Graduation/Plant Sale Prep (invite course instructors to this event)
 - November Holiday/Year-End Potluck which is also the Annual Meeting
 - January Kickoff Meeting of Old and New Board Members and Committee Chairs

MGA Board:

Administration:

1. The Board will plan, organize, and administer the programs and activities of the Association.

2. All Board members are encouraged to participate in at least one committee as an active member.
3. The Past President will serve as a voting member of the Board for one year. Will serve as liaison between the past and present boards to ensure a smooth transition from one administration to the next.
4. The Board will appoint ad hoc committee chairs as needed.
5. All Board members will keep an up to date summary of details on how they perform their jobs which will be given to their replacement elected at the end of the year

Committee Guidelines:

1. Each committee will collaborate with the MG coordinator and/or the VCE agent and/or the President.
2. Each committee will have a chair or co-chairs. The chair will keep the President informed of all activities, discussions, and recommendations.
3. Committee chairs will notify the President, Coordinator, and VCE Agent of all committee meetings and keep them advised of work dates, etc.
4. The committee chairs are encouraged to attend the January Kickoff meeting and Board meetings when their committee is active or is in planning stages.
5. Committee chairs will submit reports to the Board when their committee is active and the secretary will add these to the minutes.
6. Committee chairs will maintain committee records and deliver these to the incoming chairs.
7. The President is an ex-officio member of all committees except the nomination committee.

Financial:

The Board may authorize the commitment of Association funds for operational expenses. Additionally, the Association may fund advances to Committee Chairs and pay expenses related to approved Association activities. Documentation of the date, amount, and committee involved must accompany any request for funds. The Treasurer will pay approved expenses and will maintain appropriate records of all income and expenditures.

Adoption and Revision of the Standing Rules:

Standing Rules and Revisions to the Standing Rules may be proposed by any Association member and adopted by the Board. They will become effective upon approval unless otherwise noted. A Standing Rule can be adopted by a majority vote at any Board Meeting without previous notice.

Distribution of Standing Rules:

When changes are made to the Standing Rules, the Secretary is responsible for distributing the revised standing rules to the Board and the membership.