

BERKELEY-JEFFERSON MASTER GARDENER ASSOCIATION
STANDING RULES

1. The Berkeley-Jefferson Master Gardener Association shall function on a calendar year.
2. A copy of the Standing Rules and Position Descriptions shall be kept with the Bylaws.
3. A membership roster containing name, address, email and phone numbers of all certified members will be distributed to the membership. Roster information is to be used for Association matters only. Members may choose to not have their information published.
4. Duties of Officers and Directors are defined in these Standing Rules, the Association Bylaws, Position Descriptions, and Robert's Rules of Order.
5. Any officer or Director may resign at any time by providing written notice to the Board of Directors care of the President. Any officer or Director may be removed, with just cause, by a vote of a majority of the Directors.
6. In the event any officer or Director resigns or is dismissed, an interim Director will be selected by a simple majority vote of the authorized Directors and shall serve the remainder of his or her predecessor's term.
7. Position descriptions are:
 - A. PRESIDENT
 - i. Committees:
 - (a) Chair Executive Committee
 - (b) Chair Education/Awards Committee
 - (c) Member of the Board of Directors
 - ii. Duties:
 - (a) The President shall preside over all Association meetings, Board meetings, and Executive Committee meetings.
 - (b) As the chief executive officer, the President shall direct the activities of the Association in such a manner as to achieve the stated purposes and goals.
 - (c) The President, with the approval of the Board of Directors, shall establish committees, as defined in Article VIII of the Bylaws and in the Standing Rules, appoint the leadership positions of those committees, and announce those appointments at the next Association meeting.
 - (d) The President, along with the Treasurer, shall be responsible for preparing a budget, which will be approved by the Board of Directors, and then presented to the membership at the annual meeting in October.
 - (e) The President shall chair the Executive Committee.
 - (f) The President shall chair the Education/Awards Committee.
 - (g) The President shall represent the association in the community.
 - (h) The President shall fulfill other duties as defined by the Board, the Standing Rules, and/or the Position Descriptions.

B. VICE-PRESIDENT

i. Committees:

- (a) Chair Program/Activities Committee
- (b) Member of Executive Committee
- (c) Member of the Board of Directors

ii. Duties:

- (a) The Vice-President shall become the presiding officer in the absence of the President.
- (b) The Vice-President shall perform such functions as directed by the President.
- (c) The Vice President shall chair the Program/Activities Committee.
- (d) The Vice-President shall fulfill other duties as defined by the Board, Standing Rules and/or the Position Descriptions.

C. SECRETARY

i. Committees:

- (a) Chair Certification/Membership Committee
- (b) Member of the Executive Committee
- (c) Member of the Board of Directors

ii. Duties:

- (a) The Secretary shall make and keep an accurate and complete written record of the activities of the Board.
- (b) The Secretary shall take and publish the minutes of the annual meeting, special meetings, Board meetings, and Executive Committee meetings. Minutes should be sent to the Board of Directors within two weeks after the meeting.
- (c) The Secretary shall keep a record of attendance at meetings.
- (d) The Secretary shall write thank you notes to those who have done the Association a service.
- (e) The Secretary shall maintain and distribute to the membership, current By-laws, Standing Rules, and Position Descriptions.
- (f) The Secretary shall chair the Certification/Membership Committee.
- (g) The Secretary shall fulfill other duties as defined by the Board, Standing Rules and/or the Position Descriptions.

iii. Details:

- (a) Needs to attend all meetings.
- (b) Minutes to be sent to President within two weeks after meeting.

D. TREASURER

i. Committees:

- (a) Chair Finance Committee
- (b) Member of the Executive Committee
- (c) Member of the Board of Directors

ii. Duties:

- (a) The Treasurer shall have charge of all funds of the Association, shall keep accurate and complete records of all income and expenditures, and shall disburse fund only for such purposes as approved by the Board.
- (b) The Treasurer, along with the President, shall be responsible for preparing a budget, which will be presented to the membership at the annual meeting in October.
- (c) The Treasurer shall present a written report at every meeting of the Association.
- (d) The Treasurer shall pay all bills upon receipt of a written statement and purchase proof, with the approval of the Board of Directors.

- (e) The Treasurer shall have check co-signature authority, along with a minimum of two other active member signatories approved by the Executive Committee Board of Directors.
- (f) The Treasurer shall chair the Finance Committee.
- (g) The Treasurer shall fulfill other duties as defined by the Board, Standing Rules and/or the Position Descriptions.

E. THE BOARD OF DIRECTORS

- i. Members:
 - (a) The Board shall consist of:
 - (b) President
 - (c) Vice-President
 - (d) Secretary
 - (e) Treasurer
 - (f) Immediate Past President
 - (g) Representatives of the West Virginia Master Gardener Association Board
 - (h) Chairpersons of the standing committees
 - (i) County Extension Agents. The County Extension Agents shall serve as advisory, nonvoting members.
- ii. General Powers:
 - (a) The business of the Association shall be managed by the Board.
- iii. Duties:
 - (a) The Board will assist the President to develop policy, review the functioning of the standing committees, and assign special committees as needed.
 - (b) The Board shall fix the date, time, and place of regular meetings and special meetings, determine the Association's standing rules, and perform such other duties as are specified in these By-laws or prescribed by the membership.
 - (c) The Board shall approve the selections and assist the President to appoint the chair of the Nominating Committee.

F. THE EXECUTIVE COMMITTEE

- i. Chair: The President shall chair the Executive Committee.
 - ii. Members: Membership shall consist only of the officers of the Association.
 - iii. Duties:
 - (a) The President shall chair the Executive Committee.
 - (b) The Executive Committee shall authorize emergency expenditures up to \$250.00 without Board approval.
 - (c) The Executive Committee shall make recommendations to the Board of Directors for consideration and/or action.
 - (d) The Executive Committee has the authority to review and approve fundraising activities proposed by the Fundraising Committee in the event of a short window of opportunity whereby the Board is unable to meet to grant such authority.
8. The Association newsletter shall be published periodically. It shall be known as Berkeley-Jefferson Master Gardener Newsletter. Copies of the Newsletter shall be made available to all members of the association by email, on the Extension Service website, and may be made available at public events. A copy of the general membership meeting minutes shall be published in the newsletter.
9. Master Gardeners should wear their Master Gardener badges at all Master Gardener functions.

10. Travel time for approved volunteer activities will be counted at half-time toward volunteer hours.
11. Committees will be defined, per By-law Article VIII, as either Standing Committees, Subcommittees of Standing Committees, Special Committees, or Ad Hoc Committees.
12. Each committee will have a leadership position defined by the President (chair, project coordinator, etc.). The committee leader will keep the President informed of all activities.
13. The committee leader will submit reports to the Newsletter when that committee is active.
14. Committee leaders will maintain committee records and deliver these to the incoming chairs.
15. Committee leaders shall ensure that the committee fulfils the purposes as stated in these Standing Rules, the Bylaws, or as set by the Board.
16. The time and place of committee meetings shall be determined by a majority of the committee. A quorum shall consist of the members present. If the committee leader is unable to make a scheduled meeting, it is that person's responsibility to find a substitute.
 - A. Standing Committees are:
 - i. *Program/Activities Committee*
 - (a) Membership shall be volunteers from the Association.
 - (b) The Vice-President shall chair the Program/Activities Committee.
 - (c) The Program/Activities Committee shall plan the program portion of general membership Association meetings and annual meetings.
 - (d) The Program/Activities Committee shall develop, implement, maintain, and evaluate activities for the members of the Association.
 - (e) Subcommittees
 - Tours and Trips
 - Continuing Education
 - ii. *Exhibits Committee*
 - (a) Membership shall be volunteers from the Association.
 - (b) A volunteer shall chair the Exhibits Committee.
 - iii. *Volunteer Service Committee*
 - (a) Membership shall be volunteers from the Association
 - (b) A Board member shall chair the Volunteer Service Committee.
 - (c) The Volunteer Service Committee shall serve as the liaison among project coordinators of volunteer projects
 - (d) Subcommittees
 - Rain Gardens
 - School Programs
 - iv. *Publicity Committee*
 - (a) Membership shall be volunteers from the Association

- (b) A Board member shall chair the Publicity Committee
 - (c) The committee shall promote the purposes of the Association by publicizing the activities of the Association
- v. *Finance Committee*
- (a) Membership shall be volunteers
 - (b) The Treasurer shall chair the Finance Committee
 - (c) The Finance Committee's function is to plan fundraising and, with the membership, prepare and manage the Association's budget and provide for an annual audit
 - (d) Subcommittees
 - Fundraising Committee
 - ∇ The Fundraising Committee shall submit proposed fund raising activities to the Board of Directors for approval prior to the event, or in the event of a short window of opportunity, the Executive Committee has the authority to review and approve such projects.
- vi. *Education/Awards Committee*
- (a) Membership may consist of one member from each of the standing committees and one or more Extension Agents
 - (b) The President shall chair the Education/Awards Committee
 - (c) The Education/Awards Committee shall be responsible for the development of individual and group project awards
 - (d) The Education/Awards Committee shall work with the Extension Agent to plan the Master Gardener class and activities for the community
 - (e) The Education/Awards Committee shall keep the general membership informed of any known regional and international awards for which local programs can submit projects
- vii. *Certification/Membership Committee*
- (a) Membership shall consist of volunteers from the Association
 - (b) The Secretary shall chair the committee
 - (c) The Certification/Membership Committee shall compile and maintain a complete Association membership and telephone list
- viii. *Membership Retention Committee*
- (a) Membership shall consist of volunteers from the Association.
 - (b) The Board shall appoint the project coordinator of the Membership Retention Committee.
 - (c) The Membership Retention Committee shall develop and promote strategies to improve membership retention rates
- B. Special Committees are:
- i. *Nominating Committee*
- (a) The Board of Directors shall select three individuals from the active membership to serve on the Nominating Committee to nominate officers and Board of Director candidates.
 - (b) The Board shall appoint the chair of the Nominating Committee.
 - (c) The President shall not serve on the Nominating Committee.
 - (d) A slate of candidates shall be included in the notice of the annual meeting in October.
- ii. *Audit Committee*
- (a) A committee of three appointed by the President shall audit the books of the organization annually.
- C. Ad Hoc Committees

- i. Ad hoc committees may be established as deemed necessary and dissolved at the discretion of the President with the approval of the Board of Directors
17. Amendments to the Standing Rules and/or Position Descriptions may be proposed by any Association member. Said amendments must be in conformity with the Bylaws and may be made at any Board meeting or general membership meeting by a majority vote of those present and voting with prior notice of the meeting and two thirds vote without prior notice. Amendments will become effective upon approval unless otherwise noted. When changes are made to the Standing Rules and/or Position Descriptions, the Secretary is responsible for distributing the revised documents.