

**Lea County Extension Service
MASTER GARDENERS**

**STANDING RULES
Adopted May 2011**

Dues:

- Annual dues are \$20.00 for 55 years and older and \$30.00 for 54 years and under payable January 1 of the current year.

Meetings:

- The Executive Board meeting shall occur at the call of the President and be held at least every other month at a location announced.
- The general membership meetings will be held at least quarterly or generally on the third Thursday of each month, except during Master Gardeners training schedule.

Member Designations:

- **Master Gardeners** (trainees)

To certify shall have completed the initial membership requirements of the Lea County Extension Service Master Gardeners (the Organization hereinafter):

- Successful completion of the Master Gardening training by attending 80% (eighty percent) of the assigned classes and forty (40) hours of volunteer work consisting of programs approved by the Organization.
- Twenty (20) hours will be on Organization-approved work projects.

The remaining twenty (20) hours obtained by working on other projects, teaching classes, being responsible for projects,

administrative work, or educational tours as authorized by the Organization. (Credit for travel time on tours or for educational purposes will be counted only one-way when traveling out of Lea County or out of the State of New Mexico.)

- After completing the Master Gardener Training course, a trainee has two (2) years to complete certification requirements and attend classes missed during the Master Gardeners training. If these requirements are not met in the two-year period, trainee must attend Training Course again at trainee's expense.
- Completed the New Mexico State University-mandated Volunteer Agreement and Master Gardener Program Standards of Behavior forms; for Organization-approved projects involving children, New Mexico State University background checks.
- Paid the current dues of the Organization.

A Certified Master Gardener is entitled to wear an official membership badge (provided on graduation by the Organization) and official Master Gardener shirt if the Gardener wishes to make that purchase.

- **Active Certified Master Gardener**

Re-certified by completing a total of twenty (20) hours annually.

- Ten (10) hours in Organization-approved work projects.
- Eight (8) hours of continuing education and research authorized by the Organization per year.
- Two (2) hours attending two (2) regular monthly meetings of the Organization per year.

- completed the New Mexico State University-mandated Volunteer Agreement and Master Gardener Program Standards of Behavior forms; background check if required
- PLEASE NOTE:
- Only one-way travel time will be counted in the hours when traveling out of Lea County or the State of New Mexico.
- Only attending NEVER-offered Training Classes qualifies for re-certification hours in the continuing education category.
- On-Line Education Training Modules and/or other online courses as approved by the Executive Board of the Organization.
- Membership dues must be current.

Operational Guidelines:

- The Organization's fiscal year is January 1 through December 31.
- The Organization's Standing Committee and Special Committee Chairs shall be appointed by February of the respective fiscal year.
- The Nominating Committee shall be appointed in August. The Committee will solicit candidates during the regular September monthly meeting with the election occurring during the November meeting.
- All Standing and Special Committees shall submit their proposed budgets to the President by mid-February.
- The Executive Board, Standing and Special Committees have a fiduciary responsibility as stated in the Organization's Bylaws.

- Each Special and Standing Committee Chair must maintain a record of the Committee's yearly activities and present receipts of expenditures to the Treasurer for reimbursement in a timely manner. The outgoing chairs will pass these records on to new committee chairs at the beginning of the fiscal year or upon vacating their positions.

Committees:

- **Flower Show**

Attend meetings as necessary with the Lea County Fair Board, publicize Flower Show, obtain flower show judges, and obtain volunteers to prep the show area and assist judges.

- **Fair Booth**

Prepare a display to highlight Lea County Master Gardener's organization and activities. This booth coordinates with the theme of the current Lea County Fair.

Trainee Mentor for MG Training Classes

Recruit Mentor volunteers from Certified Master Gardeners willing to befriend trainees, keep trainees informed of upcoming activities and tours, stay in contact with trainees on a regular basis encouraging them to become certified and be active in the MG organization.

- **Docent Coordinator of Master Gardener Training**

Obtain Class Docents to take charge of Master Gardener Training for each evening of Master Gardener Training classes, training them on what is expected of them and proper record keeping. Class Docent will be responsible for all aspects of the class activities. There will be more than one person signed up for each class.

Nominating

Recruit active Master Gardeners in good standing willing to run for elective office in the Organization.

- **Bylaws**

Review and revise Bylaws every 5 (five) years as stipulated and be aware that the Organization is following the Bylaws.

Temporary changes to committees within a year may be made and will be so noted in the minutes for the general membership meeting in which the change was made.

Committee Budgets:

- Budgets for expected expenditures will be presented to the general membership for approval after review by the Executive Committee.

Service and Education Hours:

- All education and service hours must be submitted quarterly in the year in which they were earned for certification or re-certification.
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Authorized Service Hours:

- General Membership Meeting--actual length of meeting.
- Executive Board Meeting--actual length of meeting.
- Committee meeting or activities--actual length of meeting or activity.
- Approved volunteer work projects--actual length of hours worked.
- Writing articles for the newsletter or newspaper--actual time spent writing.
- Additional opportunities
- as determined by the Executive Board and or President.
- If a committee or executive position is held, any hours worked on behalf of that committee or position will be counted toward your certification or re-certification.

These Standing Rules were amended December 2013.
These Standing Rules were amended October 2014.
These Standing Rules were amended November 2016.