



NMG Members' Guide

Everything you ever wanted to know about the Nueces Master Gardener Association but were afraid to ask...

Horticulture Agent



All changes to be approved by agent before revisions are finalized.

Refer online for the latest revision.

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Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

NMG MEMBER GUIDE

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THE TEXAS MASTER GARDENER (MG) PROGRAM

The Texas Master Gardener program is an educational activity and volunteer program conducted by the Texas A&M AgriLife Extension Service (aka Texas AgriLife Extension Service) and is open to people of all ages, regardless of socio-economic level, race, color, sex, handicap, veteran status, or national origin. The program is designed to increase the availability of research-based horticultural information through horticultural projects, events, and other activities countywide. These goals are implemented through the training and employment of local volunteers known as Master Gardeners (MGs). The MG program provides valuable training and educational opportunities for persons seeking up-to-date horticultural information. Participants can advance their gardening expertise and gain personal satisfaction through volunteer efforts. The volunteer aspect of the MG program allows individuals to dedicate their time and talents to enhancing the quality of life for citizens in their community using the science and art of horticulture.

All certified Nueces MGs are members of Texas Master Gardeners and qualify to take part in and attend all of their activities.

A. OBJECTIVES OF THE TEXAS MASTER GARDENER PROGRAM:

- Support and expand the educational programming capacity of Texas AgriLife Extension Service, which is part of the Texas A&M University System.
- Distribute horticultural information to individuals and groups statewide.
- Develop and enhance community programs related to horticulture. Depending on community needs, these may be environmental improvement activities, WaterWise™, EarthKind™ projects/events, horticultural therapy projects, or community and school garden programs, etc.
- Expand youth programs through the establishment of 4-H horticultural and garden clubs and Junior Master Gardener programs.
- Create an MG volunteer network that is administratively self-sufficient.

B. NUECES MASTER GARDENER (NMG) ASSOCIATION'S REPRESENTATION TO TEXAS MGS

Nueces Master Gardener Association, also known as NMG, Inc., a 501c3 nonprofit organization, elects two directors and two alternates to serve a two-year staggered term on the Texas MG Association Board of Directors. Each year a call for nominations of certified members for the offices of Director and Alternate is announced. The NMG Association votes on the slate of delegates at the last business meeting of the year, and the delegates take office effective January 1 of the following year.

C. TEXAS MG ASSOCIATION AWARDS COMMITTEE

NMG Association may submit entries for State MG awards each year. The NMG current Executive Board Vice President is chairperson who forms his/her own committee. Refer to NMG Bylaws.

D. TEXAS MG WEBSITE

www.texasmastergardeners.com

II. NUECES MASTER GARDENER (NMG) ASSOCIATION

A. PURPOSE

We are committed volunteers trained by Texas AgriLife Extension Service who motivate and educate the Nueces County community about sound horticultural practices. The Nueces MG volunteer program is not a training school, course, or program for individuals seeking education for employment in the “green industry”.

B. RESPONSIBILITIES OF MASTER GARDENER VOLUNTEERS

The Nueces Master Gardeners Association is part of and created under the Texas AgriLife Extension Service, Texas A&M University System. The volunteer aspect of the MG program allows individuals to dedicate their time and talents to enhancing the quality of life for citizens of Nueces County using the science and art of horticulture.

The title *Master Gardener* is to be used only by individuals trained and currently certified in the Texas Master Gardener program to assist Texas AgriLife Extension Service educational programming. The title is valid **only** when the volunteer is participating in the Texas Master Gardener program.

Master Gardeners may not display credentials or give the appearance of being an MG at a place of business unless that place is conducting an approved MG activity. It is improper to imply that the Texas AgriLife Extension Service endorses any product or place of business. MGs must not use their title in any form of advertisement. The MG program is a public service program authorized, established, and maintained by Texas AgriLife Extension Service to provide unbiased research-based information.

When experienced MGs make public presentations on horticultural subjects, it is permissible for them to accept **unsolicited** gifts or an honorarium on behalf of the NMG Association. It is inappropriate to seek speaking engagements for personal gain (pay) or promote personal business while participating in an authorized Extension function and using any title containing **Certified Master Gardener** or **Master Gardener**.

When making recommendations that include the use of horticultural/gardening aids including fertilizers, weed, disease, and insect controls, MGs are required to follow recommendations made in the most current Texas AgriLife Extension Service publications. Recommendation of other horticultural/gardening aids is not approved. MGs must be very careful about insect, disease, and weed control aids recommendations because the registration and use of these are governed by the Environmental Protection Agency (EPA) and the Texas Department of Agriculture. Under the amended Federal Insecticide, Fungicide, and Rodenticide Act (Federal Environmental Control Act of 1972), it is illegal to use these aids/products in any manner other than those listed on their respective labels. The given application rate on the label should not be exceeded. Fines and other penalties change and vary according to which laws are broken. Problems that are not specifically covered by Extension publications

should be handled by experienced Extension Agents. Questions concerning commercial production of crops and pest control should be referred to the local Agriculture or Horticulture Agent.

C. OTHER GENERAL ASSOCIATION INFORMATION

1. Newsletter

A monthly newsletter, *MG Gazette*, is published to keep all members abreast of news, events, and continuing education opportunities. We encourage members to submit articles of educational interest to be included in the newsletter to share knowledge with other members.

2. Email to the General Membership

All email or other correspondence that is to be addressed to or shared with the NMG membership at large must be sent through or approved by the Horticultural Agent or the Horticulture Secretary.

3. Monthly Meetings

Every Master Gardener (certified, non-certified, intern and student) is encouraged to attend our monthly meetings which are held on the 3rd Tuesday of each month (except December) at the Garden Senior Center, 5325 Greely, at noon. Executive Committee meetings are held at 10:00 am on the same day and place. A yearly holiday/graduation ceremony is held in December in lieu of a General Meeting.

4. Governance

All association operations are subject to the NMG by-laws (see Appendix A, Article IV and V) and are overseen by Texas AgriLife Extension. Leadership is provided by an Executive Board consisting of current and elect Presidents, Vice Presidents, Secretaries, Treasurers as well as the immediate past President, two current State Directors, two State Director Alternates, and three at-large elected members. Officers Elect must shadow the current elected position. The County Extension Agent serves as a non-voting member.

Other non-elected positions of note include the Hours Coordinator, Chair of the Speakers Bureau, Chairs of Passion Teams, and Newsletter Editor. Full job descriptions for these positions are housed in the Extension Office.

5. Equipment

Equipment is to be used for Master Gardener purposes only. No personal use will be allowed.

6. Funding

a. Before a check is written for a purchase made for/by Nueces MGs, a Funds Request Form must be completed and submitted for approval to the Executive Board. See Finance Procedures (Appendix B) and Funds Request Form (Appendix C).

b. Travel Expenses (Refer to Finance Procedures, Budgeted Projects and items)

- Specialist Training (board approved, see section VI D): Lodging, gas, tuition, registration, and/or fees.
- Directors Travel: If conference calling (Lync) is **not** available, one night's lodging only, if necessary, not to exceed \$100 and gas to and from destination. This excludes all state conference expenses; Director's meetings only. MGs will pay for only one director per meeting on a rotating basis.

7. **Passion Teams**

Passion Teams are groups of Master Gardeners who are passionate about a topic. The purpose of these teams is to share knowledge and expertise of these subject areas with the public. The Passion Teams serve as the backbone for the Speakers Bureau. For the full list of Passion Teams, see Passion Team list (Appendix D). Each NMG is highly encouraged to participate as a member of one or more of these teams.

8. **Funeral Policy**

Flowers or "in lieu of" as per the obituary or family requests shall not exceed \$50.00.

In the event of the death of:

Current Member

Spouse of Current Member

Child of Current Member

Parent(s) of Current Member

Retired Member - defined as Emeritus, Master Harvester

Honorary Member

Significant Benefactor - defined as non-MG who has made significant contributions to NMG organization.

III. **NMG MEMBERSHIP**

A. **CLASS OF MEMBERS**

1. **INTERN**

Once a student completes the classroom instruction, has an acceptable background check, and passes the final exam, the individual gains the title of **Master Gardener Intern**. From that point the Intern has until December 15 of the following year to complete a minimum of 50 hours volunteer service in the following manner:

- 10 hours Youth Gardening
- 2 hours Public Education
- 10 hours Organizational Activities
- 8 hours Beautification/Demonstrations
- 8 hours Master Gardener Phone Lines/Help Desk
- 12 hours floating (within any previously mentioned category)

Following graduation the payment of annual dues is waived until December 31 of the following year. Interns will become certified members of the NMG, Inc. upon completion of the above hours. If required hours are not completed within the designated time, interns will forfeit all accrued hours and will be subject to pay dues (per Jayla Fry January 11, 2013).

Course work missed by a student may be taken with the next year's intern class without cost. Certification of that student can occur only if all 50 hours of volunteer service is completed by December 15 of that year. If a student does not complete their 50 hours by December 15 of the year following their original graduation date they must start over with their 50 hours.

Students and interns may not:

- Hold elected office
- Vote
- Chair events/projects or programs but are encouraged to work closely with certified master gardeners

2. CERTIFIED

- The fiscal year of the NMG, Inc. is January 1 to December 31. Annual dues are payable by February 1. **Failure to pay dues by February 1 shall cause certified membership to not be in good standing.**
- Volunteer service hours must amount to but are not limited to thirty (30) hours per year. Continuing Education hours must amount to but are not limited to six (6) hours per year. (see IV, C) Certified MGs must fulfill **all** thirty-six (36) hours of service. The two types of hours (volunteer and CE) are not interchangeable.
- Master Gardeners must sign and return the Agent's Memorandum of Agreement annually by February 1.

3. NON-CERTIFIED

- A member who pays annual dues but does **not** complete the re-certification requirements (volunteer service and CE hours) for the previous year will be considered a non-certified member
- A non-certified member may attend monthly meetings and receive the monthly newsletter, but is **not** eligible to vote or hold office. Their years of service while uncertified will not be counted toward tenure.
- In order to regain certified status, after two years of non-certification, a member will be required to complete **40 hours** of volunteer service and **12 hours** of continuing education in a calendar year

4. AUXILIARY MEMBERS

HONORARY

A membership based upon a community stewardship and recognition of long and exemplary service to the NMG, Inc. See <http://aggie-horticulture.tamu.edu/mastergd/tmgmga1.html#emeritus>

EMERITUS (A)

(<http://aggie-horticulture.tamu.edu/mastergd/tmgmga1.html#emeritus>)

“Texas Master Gardener Emeritus(a)” is an honorary title awarded to a retired Master Gardener volunteer for distinguished service to Texas AgriLife Extension. County Master Gardener Programs may bestow the title on any Master Gardener who is permanently retiring as an active Master Gardener and who has served Texas AgriLife Extension with distinction. Emeritus (a) may serve as an invited advisor to County Master Gardener programs only.

See <http://aggie-horticulture.tamu.edu/mastergd/tmgmga1.html#emeritus>.

MASTER HARVESTERS

As Master Gardeners these people have worked, tilled, sowed, and now are ready to harvest and germinate (ideas). Candidacy will be determined by the Hours Committee and Horticulture Agent based on past activities. If the member is ready to retire he must contact the time keeper to see if he is eligible and request the title.

- Non-Certified
- Will not pay dues
- Need not turn in hours, but may if they so choose
- Are encouraged to attend all meetings, trips (must pay), parties, awards ceremonies
- May not vote
- May not sit on the Executive Board

Requirements:

- Must be a member in good standing (certified) to be considered
- Must have contributed an average of 50 volunteer hours per year
- Must have been certified for 3 or more years
- May have health issues that will result in non-participation

B. LEAVE OF ABSENCE

On occasion, an NMG is unable to fulfill the requirements to obtain or maintain certification due to illness, illness in the family, or other personal situations. In cases such as these, and **at the request of the MG**, a leave of absence may be granted by the horticulture agent for one (1) year and will be re-evaluated by the current president and Hours Coordinator at the end of that calendar year. While no penalty is levied for not turning in hours, the **member is still required to pay dues** to cover background checks and state dues. MG's in question will be contacted and a decision will be made whether they will return to active status.

A leave of absence will not be extended to students during the class training period. An Intern may be considered for a leave of absence after completing all class work and the final exam but having not completed the volunteer service requirement.

C. TERMINATION OF MEMBERSHIP

Membership shall be terminated upon the occurrence of any of the following:

- Engaging in conduct prejudicial to the interests or purpose of the MG Inc.
- Commercializing on the title of MG in any form
- Not following Texas Agrilife Extension Service Master Gardener Program guidelines
- Failure to work amicably with other MGs, Agents or other Texas AgriLife Extension staff
- Failure to submit an Extension-administered criminal background check or proof of a background check from another organization
- Failure to pay dues and/or failure to report minimum required hours for two (2) consecutive years
- Failure to adhere to the Agents Memorandum of Agreement
- Grievance Policy—see page 15 for state and local procedures

D. CERTIFICATION OF MG'S FROM OTHER TEXAS COUNTIES

In order to be certified in Nueces County, MGs may be required to attend certain MG intern classes as deemed appropriate by the Horticulture Agent and may be required to purchase a new book. Volunteer hour requirements will be the same as for Certified Members. If a former MG has not re-certified for 10 or more years they will be considered a new student. They will have to pay tuition and meet all the necessary requirements of a new student.

E. CERTIFICATION FROM OTHER STATES

Because of each state's unique soil, climate, and plant materials, there is no reciprocity of MG certification. In order to be certified in Nueces County, applicants will be required to attend all 64 hours of the Nueces MG Intern training and serve the same internship as other students.

- Certified from out-of-state—Audit student class training—64 hours class plus 50 volunteer hours, must attend all classes, and purchase the Master Gardener Handbook.

IV. REPORTING VOLUNTEER HOURS

A. GENERAL INFORMATION:

MGs must send their NMG hours to [Texas.volunteersystem.org](https://texas.volunteersystem.org) indicating the project/event on which work was performed and hours worked (to the closest ¼ hour) on a **monthly** basis.

It is very important that each MG reports his/her hours on a **monthly** basis by the last day of the reporting month. These hours document each MG's personal contribution and the NMG program's contribution of volunteer service to Nueces County. These monthly reports by each member are the only recorded documentation of volunteer hours of service to the citizens of Nueces County through

the NMG volunteer program. **There is a firm deadline of January 15th of the following year for previous year's hours.**

Awards are presented at the March meeting. MGs have one month from the March meeting date to confirm their records.

1. STUDENT/INTERN MEMBER REPORTING

A minimum of 50 total volunteer hours must be completed and reported by each student/intern to become certified. These hours must be performed as described in Section III.A.1.

2. CERTIFIED MEMBER REPORTING

A minimum of 36 hours (30 hours of volunteer service and 6 hours of Continuing Education) is required for re-certification each year. **Volunteer and CE hours are not interchangeable.**

3. NON-CERTIFIED MEMBER REPORTING

In order to regain certified status after 2 years of non-certification, a non-certified member will be required to:

- complete **40 hours** of volunteer service and **12 hours** of Continuing Education in a calendar year
- pay dues
- have a current background check or proof from another source on file in our office
- sign and return the Agents Memorandum of Agreement

Auxiliary Members are classified as non-certified and do not need to report volunteer hours, but may if they so choose.

B. VOLUNTEER HOURS

The minimum of 30 hours of volunteer service may be served by working on any of the approved projects/programs such as Learning to Grow, demonstration gardens, Passion Team presentations and meetings, etc. For a complete list of approved projects and programs refer to Texas.volunteersystem.org.

Volunteer hours are earned on all horticultural projects that originate through Texas AgriLife Extension Service including:

- Lecturing
- Providing office assistance
- NMG Committee work
- Working with youth and adults by instruction
- Demonstrations
- Answering horticulture questions and providing information through Texas AgriLife Extension Service publications, internet websites, NMG helpline or other approved projects

C. CONTINUING EDUCATION

The minimum of 6 hours of Continuing Education (CE) training may be fulfilled by:

- Attending approved Texas AgriLife Extension Service-sponsored courses, NMG student classes, or other courses approved by the Horticulture Agent;
- Attending the monthly MG meetings when an educational program is presented;
- Completing online courses at <http://aggie-horticulture.tamu.edu/earthkind/training/> (limited to 3 hours per year)
- Attending field trips. The number of credit hours will be determined by the Horticulture Agent.

All Continuing Education hours must be submitted by each MG to texas.volunteersystem.org. **No travel or preparation time is given for any CE session.**

D. SPECIALIST TRAINING

All certified MGs are encouraged to further their knowledge by participating in specialist education programs. These programs are announced through the TMGA website (<http://tmga.org>). We realize not all MGS have sufficient funds to pay for specialist training. If you wish to be considered for funding from NMG then you must comply with the following stipulations. Please note:

Reimbursement will be considered by the executive board based on organizational needs and available funding. Please note that only one reimbursed opportunity per member per calendar year will be allowed.

REQUIREMENTS FOR NMG REIMBURSED TRAINING:

- 100 hours service (cumulative) minimum;
- Two (2) years as a certified MG;
- Be a member in good standing (dues paid, minimum hours completed, members agreement, background check);
- Funding must be sought at least thirty (30) days in advance of closing date of registration for class and approved by the Executive Board;
- A Request For Funds form must be completed at time of request to be submitted to the Board;
- A letter of understanding must be signed and submitted (Memorandum of Agreement);
- Additional volunteer criteria may be required;
- MG is responsible for furnishing original receipts within 14 days of completion of class; (refer to Finance Procedures Document)
- Selection is based on final approval by Agent;
- Refer to Finance Procedures (Budgeted Projects and Items)

- Following completion of the training requirement, an individual should complete a minimum of 2 years and 20 hours of volunteer service in a designated program or project to obtain the title of Master Gardener Specialist.

E. REPORTING OF CONTACT NUMBERS/DEMOGRAPHICS

Contact numbers reported to Texas AgriLife Extension Service are not the same as the number of volunteer hours. Texas AgriLife Extension Service keeps track of all interaction between Texas AgriLife Extension Service associated organizations and the public. In order to report this number accurately, each MG has certain responsibilities to Texas AgriLife Extension Service and the NMG Association program.

- Each person who works on a project is responsible for keeping track of the number of persons with whom he/she comes in contact. Contact numbers are not limited to personal contacts only, but also may include such contacts as phone calls, emails, letters, etc.
- That number should be reported to the manager of the project by the end of each month in which any contacts are made. A one line email to the project manager stating total contacts and project, event, or other approved activity is all that is needed.
- A one line email by the project manager to the Horticulture Agent on or before the last day of each month stating total contacts and project, event, or other approved activity is sufficient.

V. PROJECT GUIDELINES AND PROCEDURES

A. DEFINITION OF PROJECT

We do not differentiate between a project and an event. All types of projects/events are common in regard to:

- Volunteer credit hours for work done will only be allowed if the specific work has been approved by the Horticulture Agent.
- Approval of a project/event in one year does not guarantee its continuance in subsequent years.
- Definitions:
- PROGRAM: "An Educational Program is a teaching opportunity presented by Master Gardeners to a group providing educational information about a horticultural topic, i.e., lecture, talk, info booth, etc." *Texas Master Gardener Association Awards Program 2008*.
- PROJECT: "A Project is a physical location where Master Gardeners display best horticultural practices for educational purposes; i.e., school garden, demonstration garden, permanent display, etc. From *Texas Master Gardener Association Awards Program 2008*.
- COMMITTEE: An appointed group of certified volunteers whose duty is to assess, organize, and implement a project, program, or ad hoc business for the NMG Association.

B. NEW PROJECT APPROVAL PROCESS

1. SUBMISSION OF A PROJECT APPROVAL REQUEST FORM

The first step toward NMG, Inc. participation in any project is the submission of a Project Approval Form (Appendix G) to the Agent. Any Certified MG may submit a request. The Project Request

will then be reviewed by the Project Advisory Committee which is composed of the Horticulture Agent (non-voting member), the Executive Board President, the Volunteer Hours Coordinator, three Members-at-Large, and the Proposed Project Manager (non-voting).

2. BUDGETING CRITERIA FOR APPROVAL/RENEWAL OF PROJECTS

Approval of a project is the responsibility of Project Advisory Committee. The Executive Board will advise whether funds will be budgeted for approved projects and if there is sufficient manpower available for the proposed project.

3. EVALUATION OF NEW PROJECT REQUEST

Requests will be evaluated and accepted or declined according to the following criteria:

- Is it consistent with the goals of the Texas AgriLife Extension Service and NMG Association?
- Does it benefit the NMG and/or Texas AgriLife Extension Service educational programming in some way?
- Will the project/event receive adequate publicity/advertisement?
- Has the request been made in a timely manner?
- Does NMG have sufficient resources (personnel, etc.) to accept the project? In the absence of a manager for the project, the project will be declined.
- Has an assessment been made whether there are sufficient funds in a budgeted account to accommodate/justify an expense? The Executive Board must investigate all expenses before approving them and ascertain the correct category has been chosen before the Signer may place a signature on a check.

4. NEW PROJECT APPROVAL

The approval decision is made by the Project Advisory Committee and is communicated to the submitter of the request when the decision is made. In the event that a project is accepted, the Proposed Project Manager becomes the Project Manager. The Horticulture Agent has the discretion to veto projects. Approved projects may be cancelled if Texas AgriLife Extension Service guidelines are not utilized or met.

C. REVIEW OF APPROVED, ONGOING PROJECTS

1. A semi-annual review of each project manager will be conducted by the Horticulture Agent based on the following criteria:
 - Feedback from beneficiary organization(s) and/or individuals affected by project activities
 - Accuracy and timeliness of contact/demographic reporting
 - Effectiveness of coordination/management of project activities and members
 - Effectiveness in promoting project activities to NMG members and the general public
2. Projects will be evaluated annually by the Horticulture Agent based on the following criteria:
 - Effectiveness in achieving state goals
 - Feedback from beneficiary organization(s) and/or individuals
 - Availability of volunteers and/or funding to fulfill obligations of the project
 - Overall project impact

D. NOTIFICATION OF PROJECT VOLUNTEER OPPORTUNITIES

Approved volunteer opportunities are publicized to the membership in the following ways:

- Verbal/written announcements are made during classroom sessions
- Verbal announcements and/or a hardcopy printout are available at the monthly meetings
- Sign-up Commitments
- Emails
- Newsletters

E. PROJECT MANAGER DUTIES

A Project Manager will be designated for each NMG, Inc. project. The manager's responsibilities include, but are not limited to the following:

- Verify that a project request form is current and on file with the Horticulture Agent
- Collect/report end-of-month contact information to the Horticulture Agent on or before the last day of each month for reporting to Texas AgriLife Extension Service
- Prepare a write-up of the project needs/opportunities and coordinate
- Make announcements via the monthly meetings agenda, email updates, and *NMG Gazette* submissions
- Represent the project at NMG meetings, in semi-annual project chair evaluations, in annual project evaluations, and attend student orientation as requested
- Coordinate the activities of the project and its volunteers

F. MEDIA AND PUBLIC RELATIONS FOR MASTER GARDENERS

In an effort to increase positive impacts Master Gardeners have in the community, it is imperative media is handled properly and gives Nueces Master Gardeners a positive reputation. Media regarding Nueces Master Gardeners, in the form of television, radio or newspaper interviews, will be handled in the following ways:

- Nueces Master Gardeners will be designated as a full partner in a project or the originator of the project.
- Nueces Master Gardener project interpretation will be positive and express impact(s) either monetarily or life changes that have occurred; interpret any benefit to the community or clients served by the project.
- If a Master Gardener is unwilling or unsure about participating in the media event, refer the interviewer to the Horticulture Agent.

VI. NMG RECOGNITION AND AWARDS

An Awards and Recognition Ceremony is held in March each year. At that time, newly certified members and re-certified members are recognized. In addition, the following major awards may be presented:

A. RECOGNITION OF SERVICE

Certified MGs who by the end of the year have accumulated 500 hours, 1,000 hours, 2,000 hours, etc. of approved volunteer hours will receive a bronze, silver, gold, or gold with a stone (respectively) Texas name badge at the annual awards meeting. Recognition awards will be based upon approved and properly reported cumulative volunteer hours accumulated since January 1 of the previous year. MGs who have volunteered 50 or 100 hours will receive a pin (50- Silver or 100- Gold) based on properly reported cumulative volunteer hours since January 1 of the previous year. MG's who have 5, 10, 15, etc. years of volunteer service will also be recognized at that time.

B. SPECIAL AWARDS

1. GEM Award

The GEM Award is awarded to a member(s) whose work is deemed as "Going the Extra Mile". Notable contributions toward project(s) or program(s) benefitting the Master Gardener mission will be considered.

2. Rookie of the Year

The Rookie of the Year is awarded to a member or members of the previous Intern class whose passion and drive take them to the head of the class.

3. Lifetime Achievement Award

The Nueces Master Gardener Lifetime Achievement Award was established and first given in 2008 to honor an individual who has made significant fundamental contributions to horticultural education in Nueces County through the Master Gardener Association. These contributions, whether they have been in education, leadership, or mentorship must have had a lasting impact with gardening in Nueces County. **This award may or may not be given each year.**

VII. ASSOCIATION RULES OF ORDER

A. Rules for Conduct for Executive, General and Finance Committee Meetings:

1. A quorum will be determined by the presiding officer for Executive, General, Finance and special meetings.
2. Published agendas and previous minutes will be emailed to committee members two days prior to the meeting. General membership will also receive e-mailed minutes and agenda for the General MG Meeting two days prior to the established meeting.
3. Public comment, question and discussions will be held until the end of the meeting unless the presiding officer recognizes an individual with permission to speak or makes the item a public discussion. Disruptions will handled by the presiding officer. (See VIII below)
4. Minutes for all meetings will be read and accepted with corrections or as submitted. No motion is needed.
5. The minutes will be recorded at the executive, general, finance and special meetings and are subject to the retention policy.

B. Voting Rules in Committees:

1. A motion must be made in order to bring something to a vote.
2. A motion must be seconded to be voted on by the quorum present.
3. A majority vote will pass, fail or may be tabled.

VIII. GRIEVANCE PROCEDURES AND DISCIPLINARY ACTIONS

Every member has a path of resolutions to bring forth grievance to the organization without fear of reprisal. All conflict and grievances must be resolved at the **lowest level possible** prior to submission as a formal complaint or grievance. Issues amongst fellow Master Gardeners shall be handled between the individuals involved.

Discussions or disagreements, that include other members of the organization, undermines overall success of the program and create a poor reputation amongst membership. These actions will not be tolerated and will be subject to grievance and disciplinary procedures. All issues need to be referred to the NMG president and will be kept confidential.

A volunteer may be reassigned or dismissed at the sole discretion of Texas AgriLife Extension Service representatives. Disregard for the policies and guidelines established by Texas AgriLife Extension Service and the NMG program are grounds for dismissal of a Master Gardener volunteer. Other examples of conduct which could lead to disciplinary action include, but are not limited to: illegal activity; behavior which compromises the health and safety of volunteers, Texas AgriLife Extension Service employees, or clientele; being habitually disruptive to the overall program; being unwilling or unable to work amicably with agents, Nueces County and Texas AgriLife Extension staff, and/or other volunteers; conduct which is harmful to the Master Gardener program's reputation; or failure to relinquish/rotate leadership roles. The nature and seriousness of the infraction or violation will

determine whether the option of reassignment or dismissal should be considered. *Texas Master Gardener State Guidelines.* <http://aggie-horticulture.tamu.edu/MASTERGD/tmgmga1.html#dismissal>

Refer to Agent's Memorandum of Agreement for additional explanation of county expectations.

A. GRIEVANCE COMMITTEE

The formation of a grievance committee will take place with every newly elected Executive Board. The Grievance committee is structured to consist of:

- President, voting member
- President-Elect, voting member
- Hours Coordinator, voting member
- 4 volunteer, certified Master Gardeners; 2 to serve as voting members and 2 to serve as alternates (appointed at November meeting for new year)
- Horticulture Agent, non-voting member
- Ex-Officio President, non-voting member

B. GRIEVANCE AND DISCIPLINARY PROCEDURE

1. Written complaint or grievance is given to the President of the Association
2. The Grievance Committee is assembled to discuss and research the complaint or grievance
3. The Grievance Committee will determine and provide recommendations for action needed to resolve which may include:
 - Oral or written warning via discussion or MG Grievance Procedure Contract
 - Probation, removal from leadership, and/or dismissal from the Nueces Master Gardener Association

The finding(s) of the Grievance Committee will then be submitted in writing by the Horticulture Agent to the grievance submitter and will include information regarding action(s) taken or no action needed. The Horticulture Agent will make the final decision on disciplinary action(s).

***THIS PROCESS WILL BE KEPT CONFIDENTIAL AND WILL NOT BE DISCUSSED EXTERNALLY IN ANY WAY.**

IX. Publications Committee

Publications, fact sheets and curriculum produced and created through or by the Nueces Master Gardener organization are properties of Texas AgriLife Extension Service. A publications committee will review and edit all materials for accuracy, grammar and spelling published through or by Nueces Master Gardeners.

1. All education materials will be formatted to include the Texas AgriLife Extension Service logo at the top of the first page.

2. All education materials will need to list resources that were used in the information. (Internet sites, books or Texas AgriLife Extension Publications)
3. All education materials will include, on the bottom of the last page, the title of Nueces Master Gardeners Inc., followed by contributors in alphabetical order. (See APPENDIX H.)
4. Ultimately, the agent will view and approve all materials.

I. APPENDICES

- A.** BYLAWS
- B.** FINANCE PROCEDURES
- C.** FUNDING REQUEST FORM
- D.** PASSION TEAM LIST
- E.** INTERN TIMESHEET
- F.** NMG PROJECT REQUEST FORM
- G.** FACT SHEET
- H.** SPEAKER BUREAU REQUEST FORM
- I.** MEMORANDUM OF AGREEMENT

NUECES MASTER GARDENER INC.

BY-LAWS

ARTICLE I – NAME

The name of the organization shall be the **NUECES MASTER GARDENER INC.**, hereinafter referred to as the “Association”.

ARTICLE II – MISSION AND OBJECTIVES

The mission of the Association shall be to organize and promote volunteer efforts that support the Texas AgriLife Extension Service and its County Extension office programs advancing sound horticultural practices in Nueces. The Association serves under the auspices of the Texas AgriLife Extension Service. All programs and projects shall be reviewed and approved by the Master Gardener Coordinator and/or liaison. The Association will not be affiliated with any commercial enterprises.

Objectives of the Association shall be:

- To increase knowledge of gardening to its members and the general public.
- To operate as a non-profit organization in accordance with all applicable laws.
- To strive to be administratively self sufficient with minimal support from the County Extension office.
- To support individual members’ continuing education and personal growth.
- To assist Master Gardener Interns in fulfilling their volunteer commitment.

ARTICLE III – MEMBERSHIP

- Section 1 Members of this organization shall be Texas Master Gardeners, certified by Texas AgriLife Extension and the Texas A&M University System.
- Section 2 Non-voting associate membership shall be extended to participants of the Master Gardener student/intern class. At the time the MGI completes the required training and volunteer service and is recognized as a Texas Master Gardener, they are then members in good standing and a voting member of the Association.
- Section 3 Dues for the members of this Association shall be assessed by the Board of Directors. Dues will be payable annually by February 1. Dues will be waived until the next year for transfer memberships that occur after February 1.
- Section 4 To retain membership “in good standing” in the Association, members must maintain their recertification in accordance with state requirements each year by:

- A. Completing thirty (30) hours (annually by December 31st) of volunteer service after the initial year requirements.
- B. Completing six (6) hours (annually by December 31st) of continuing education.
- C. Paying annual dues assessed by the executive committee by February 1. If a member transfers from another county after January 31, dues will be waived until the next year.
- D. Signing the Volunteer Agreement and passing the background check as required.
- E. Membership "in good standing" shall be activated when all requirements for certification are met.

Section 5 Membership in the Association shall be granted without discrimination based on gender, color, race, religion, income, marital status, handicapped condition, disability, or national origin.

ARTICLE IV - OFFICERS

The Association shall have a President, Vice-President, Secretary, and Treasurer.

Their duties shall include, but not be limited to the following:

Section 1 **President:** The President shall:

- A. Call, preside at and set agendas for monthly association meetings.
- B. Approve communications with other associations and groups.
- C. Assist the extension agent in clarifying priorities.
- D. Approve project leaders and assistant leaders, except as otherwise provided in these by-laws.
- E. Approve individuals for special assignments.
- F. Review committees and individual progress.
- G. Be an ex-officio member of all committees.
- H. Provide public representation for the association
- I. Serve for one year on the Board of Directors as ex-officio following his/her term of office. The former President's term on the Board of Directors is extended accordingly, if their successor is re-elected to serve another term in the office of President.

Section 2 **Vice-President:** The Vice-President shall:

- A. Call, preside over and set the agenda for the monthly meetings when the president is temporarily absent.
- B. Be responsible for organizing informative programs to be presented at each monthly meeting.
- C. Be responsible for graduation and awards programs.
- D. Shall chair the Awards Program Committee.

Section 3 **Secretary:** The Secretary shall:

- A. Record the minutes of each regular monthly association meeting and Board of Directors meeting. The minutes shall be emailed for approval and corrections at the following meeting.

- B. Forward all minutes to the extension agent. Shall keep files of all correspondence and documentation of the association.
- C. Maintain a roster of current members. Act as the primary correspondence agent for the Association.

Section 4 **Treasurer:** The Treasurer will serve a two-year term and shall:

- A. Receive all Association funds and manage the day-to-day use of those funds.
- B. Review monthly financial statements of the Association funds and report the financial status at the Association monthly meeting.
- C. Make a year- end report available to the audit committee for annual review.
- D. Develop a budget to be approved by the Board of Directors when requested.
- E. Serve on any Association financial committee.

Section 5 **Officer Eligibility/Terms of Office**

- A. The incoming officers and officers-elect must be members of the Association in good standing at the time of assuming office and must remain in good standing while serving in office or in the status of officer-elect.
- B. Officers-Elect shall shadow their respective officer in preparation for their term of office.
- C. Terms of office will be for a period of one year, except for the Treasurer and Treasurer Elect who serve two year terms.
- D. The slate of officers and officers-elect will be elected at the November meeting and assume that status at the general membership meeting in January.
- E. If at the time of elections in November of the current year, there are no candidates running for an office, then the incumbent officer may choose to run again to fill the position, unencumbered except for the Treasurer, who is limited to one two-year term.
- F. The Ex-Officio President shall chair the Nomination Committee. The Nomination Committee shall include the Ex-Officio President and the three (3) Members-at Large. Members-at-Large who are running for another office shall recuse themselves from serving on the Nomination Committee.
- G. If two or more members of the Nomination Committee have recused themselves, the board shall appoint replacements from the general membership of Master Gardeners in good standing who are not currently holding an office.

ARTICLE V – Board of Directors

Section 1 A Board of Directors shall advise in the management of the affairs of the Association and shall perform the day-to-day functions of the Association and advise the General Membership of their actions. The Board of Directors may approve single expenditures up to \$500. Single expenditures over \$500 must be additionally approved by the General Membership. The Board of Directors shall consist of:

- The current officers serving their term of office (4), the officer-elects (4), the immediate past president of the Association (1) Total voting members nine (9).

- Current state directors (2) voting members and 2 alternates (non-voting).
- Members at large (3) voting members.
- Extension staff liaison (Extension Master Gardener Volunteer Coordinator) (1) a non-voting member.

Section 2 The Board Chair will be the current Association President or the Vice-President when the President is temporarily absent.

Section 3 Meetings will be called as the President deems necessary. Board of Directors meetings will be held at least monthly before the Association meeting for the general membership, except for the month of December.

Section 4 A quorum shall require the presence of the President or Vice-President plus four other voting members of the Board of Directors. All questions shall be decided by a simple majority vote of those voting unless otherwise specified in these By-Laws.

Section 5 The Board of Directors has the authority to remove for good cause as determined by the Board, any officer or officer-elect or Board of Directors member. Such removal will require a two-thirds (2/3) vote of the Board members voting at any duly called meeting.

Section 6 The Board of Directors is empowered to appoint replacement Association officers, officers-elect or other members of the board for the remainder of unexpired terms as necessary.

ARTICLE VI – COMMITTEES

Each committee (standing or project) shall be under the direction of a leader and assistant leader approved by the President, except as otherwise provided in these by-laws.

Section 1 Standing committees such as parliamentary, historian, newsletter, by-laws, nomination, or hospitality may serve unlimited terms.

Section 2 Project committees (e.g., LTG, Children's Propagation) leaders shall serve in such capacity until the projects are completed. The President shall name replacements. The committee leaders shall select other members of the committee. Project committee leaders shall report monthly to the Board of Directors.

Section 3 The President shall be an ex-officio member of all committees.

ARTICLE VII – MEETINGS OF THE GENERAL MEMBERSHIP

General membership meetings of the Association shall be held monthly, except for December. The President may call for additional meetings as necessary.

Section 1 A quorum for regularly scheduled monthly meetings and for special meetings of the Association general membership shall require at least thirty percent (30%) of members in good standing. A voice majority vote of the members in good standing shall decide all business.

Section 2 A quorum will be validated using the monthly meeting sign-in sheet by the treasurer and/or Extension staff liaison (Extension Master Gardener Volunteer Coordinator) at the beginning of the business portion of the general meeting.

Section 3 A quorum must be present for the election of officers.

ARTICLE VIII – DISSOLUTION

If the Association dissolves or otherwise ceases to exist, on dissolution all property and funds held in the name of the Association shall be distributed to the Nueces Extension Program Foundation, Inc. for use to accomplish the general purposes for which the Association was organized.

ARTICLE IX – RESOLUTION OF GRIEVANCES

Every member has a path of resolution to bring forth a grievance to the organization without fear of reprisal. Refer to the Association's Members' Guide.

ARTICLE X – RECORD RETENTION POLICY

All financial documentation shall be preserved by the Association Treasurer for three (3) tax years, plus current year. Association payroll records shall be preserved for five (5) years.

Association Executive Board and general minutes and all originating corporate documents shall be preserved in perpetuity as these documents are the history of the corporation.

ARTICLE XI – RULES OF ORDER

Refer to Association's Members' Guide for Rules of Order.

ARTICLE XII – AMENDMENTS

These by-laws may be amended at any regular or special meeting of the Association. A quorum must be present and the membership shall be notified in advance of the proposed changes by suitable written or electronic notice.

Revised and Approved: November 2012

Effective Date: January 1, 2013

ADOPTION OF BY-LAWS

These amended and restated by-laws supersede all previous by-laws. We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing By-laws, as the By-laws of this corporation.

REVISION HISTORY:

Previously adopted and approved: November 20, 2007

Effective Date: November 20, 2007

Revised: February 4, 2010

Approved by General Membership: March 16, 2010

Effective Date: March 23, 2010

Revised: November 20, 2012

Approved by General Membership: November 20, 2012

Effective Date: November 20, 2012

Revised: May 19, 2015

Approved by General Membership: May 19, 2015

Effective Date: May 19, 2015

X

Deborah Holliday
President

X

Linda Lamprecht
Secretary

X

Suzy Murray
Treasurer Elect

X

Debra Martin
President Elect

X

Beth Spirko
Secretary Elect

X

Thorunn Kelley
Vice President Elect

X

Alene Burch
Vice President

X

Theresa Stelzig
Treasurer

X

Norma Hernandez
Ex-Officio

MASTER GARDENERS, INC.

FINANCE COMMITTEE PROCEDURES

I. PURPOSE

- A.** The purpose of the Finance Committee is to recommend procedures for the safe handling of Nueces Master Gardeners, Inc. (NMG, Inc.) funds including, but not limited to, the following:
1. Creating an annual budget for the NMG, Inc.,
 2. Maintaining a checking account in an insured financial institution in Nueces County with convenient branch locations,
 3. Considering Certificates of Deposit or other investment types, such as Money Market Funds, in an effort to earn interest on funds not currently needed,
 4. Setting procedures for disbursing funds, such as approval process and signers,
 5. Setting procedures for reconciliation of accounts,
 6. Setting responsibilities of Treasurer, Treasurer Elect, Signers, Finance Committee Members and Finance Committee Chairperson.

II. FINANCE PROCESSES

A. BUDGET

1. An annual budget shall be prepared every October by the Finance Committee and submitted to the Executive Board and general membership for approval at the November meeting.
2. No unused budgeted funds will be carried forward to the following year except for specific grant funds and monies earmarked for specific purposes, such as scholarships and the members' field trip.
3. No line item transfers are allowed from the approved budget.
4. Grant funds must be spent according to the purpose of the grant and not co-mingled with other line items.

B. BUDGETED PROJECTS AND ITEMS

1. Upon approval of the new budget by the Executive Board and the general membership, the Treasurer will have the authority to fund approved expenditures for budgeted programs, projects and items. Programs include Adult Education (Intern classes) and Youth Education, such as Learning to Grow, Junior Master Gardeners and YEEHA! Projects include Food Bank, Blucher Park, Earth-Kind beds at the Botanical Gardens.
2. Expenses for Specialist Training: gasoline, overnight lodging, tuition, and/or fees, registration (if applicable). Refer to NMG, Inc. Members' Guide, Section IV, D.
3. Major purchase expenditures, reasonable and unforeseen, but necessary for the approved project, must follow normal procedures and be approved by the Executive Board.
4. The Executive Board must approve any expenditure over the budgeted amount for a project, with a Funds Request Form approved and executed by a majority of the Executive Board. See Section II, D, below.

- C. NON-BUDGET PURCHASES** - must have the Funds Request Form completed with specific amount and approved by the Executive Board BEFORE the purchase is made. 1. Non-budgeted purchases

exceeding \$500.00 also need general membership approval. 2. If the Executive Board denies the requested item, the Funds Request Form should be marked as denied and returned to the Treasurer.

D. OVER BUDGET PURCHASES - that exceed the budgeted amount must have a Funds Request Form completed with specific amount and approved by the Executive Board BEFORE the purchase is made.

1. The funds will be disbursed from the General Fund only if approved by Executive Board, and charged to the appropriate line item.
2. Over budget purchases exceeding \$500.00 also need general membership approval.
3. If the Executive Board denies the requested item, the Funds Request Form should be marked as denied and returned to the Treasurer.

E. ADDITIONAL APPROVED PROJECTS

1. After the budget is finalized, “additional approved projects” may be approved as stated in the NMG, Inc, Members’ Guide, Section V, B 1-4, and that figure will be added to the Budget for that year.

F. CREDIT CARDS

1. The Treasurer, or Treasurer Elect in his/her absence, has the authority to distribute the NMG, Inc. Credit Cards to a certified NMG in good standing for purchase of materials and/or supplies that have had prior approval for NMG projects and programs.

G. REQUESTING FUNDS

1. The **Funds Request Form** must be completed and approved for ALL purchases.
 - a. Plan - Purchases and reimbursements: NMG, Inc. does not pay sales taxes on purchases because we have a state sales tax exemption.
 - b. Discuss the planned purchase with your Chairperson, the Treasurer or President to see if item is budgeted or within budget.
 - c. Non-budgeted or over budget purchases need prior board approval. Non-budgeted or over budget items over \$500.00 also need approval from the general membership. See Section II, C & D above.
 - d. Chairpersons are responsible to know their budget limits and keep track of income and expenses.
 - e. Obtain a copy of the sales tax certificate, and present it when paying for the item,
 - f. Keep the itemized receipt(s).
 - g. Fill out the Funds Request Form. **MAKE A COPY OF THE FUNDS REQUEST FORM AND ALL RECEIPTS.** Only an NMG in good standing can sign the “Requested By” line.
 - h. Submit the itemized receipt(s) and Funds Request Form to the Treasurer at the next general meeting.
 - i. Treasurer will fill out a check for the purchase and submit it to a check signer for signature, and to the board for review and approval.
 - j. Check will be presented to purchaser for reimbursement.
 - k. Schedule purchases so reimbursements can be handled at the monthly meetings.

1. Credit card purchases - credit charges can only be made where NMG, Inc. has an established credit account. Submit the itemized receipt and Funds Request Form to the Treasurer. Treasurer will keep all individual Funds Request Forms and receipts, attach them to a consolidated Funds Request Form, and will pay the monthly statement from the invoice.
2. The Funds Request Form, if approved, will be signed by the President, the Treasurer (or Treasurer Elect in his/her absence) and initialed by a majority of the members of the Executive Board. Refer to NMG, Inc. Members' Guide, Section II, C6.
3. **THIRD PARTY PURCHASES** – NMG, Inc. will not enter into a purchase for, or on behalf of, any third party without a written contract specifically designating cost and payment procedures.
4. **APPROVAL TIME LIMITS** - All approved requests for funds are valid up to 60 days from date of request.
5. **RECEIPTS** - All receipts must be original. Copies cannot be accepted. All receipts turned in for reimbursement will need to be itemized. In the event that itemized receipts cannot be obtained from the store, the requester will need to write a description for each item to be reimbursed.

H. RECONCILIATION OF ACCOUNTS

1. The Treasurer and the Treasurer Elect shall reconcile the Bank Statements monthly upon receipt.
2. The Treasurer will receive an electronic statement from the banking institution. A designated check signer, who logs on to the banking institution website and downloads the statement, will forward the statement to the Treasurer and Treasurer Elect for reconciliation of accounts.
3. The Treasurer will contact the designated Signer if further information is needed from the bank.
4. A copy of the bank statement will be emailed by the Treasurer to the Horticultural Agent upon request.

I. REVIEW OF RECORDS

1. An internal finance review (Audit) will be required to be performed annually in January by an Audit Committee appointed by the Finance Committee.
2. An audit is also required at the time of termination of the current Treasurer.

J. ANNUAL REVIEW

1. The Finance Committee shall be responsible for performing a detailed annual review (Audit) in January as soon as the year-end bank statement is released.
2. The Finance Committee shall appoint an audit committee of two or three NMG's in good standing to perform the required review. The Audit Committee shall not include check Signers, President, Treasurer or Treasurer Elect.
3. The Audit Committee shall review all records/reports including, but not limited to, the Spreadsheet and Balance Sheet prepared by the Treasurer, and will prepare a report and recommendations for the Finance Committee.
4. At its first meeting in January following the annual Audit, the Finance Committee will discuss the functionality of financial procedures and responsibilities and make recommendations to the board as needed.

K. INCOME TAX RETURNS

1. The Treasurer and Treasurer-Elect will file an income tax return with the IRS annually, using the appropriate form, before the filing deadline.

L. LOCATION OF FINANCIAL RECORDS

1. The Financial Records including bank statements, spreadsheets, and balance sheets will be under Treasurer's care.
2. The checkbook will be under care of the Treasurer or Treasurer Elect as alternate.
3. All financial records will be retained according to the NMG, Inc. Records Retention Policy, as stated in the NMG By-Laws, Article X.
4. The complete 501(c)3 paperwork will be located at the AgriLife Extension office in a secure location.

M. SIGNERS

1. Are appointed by the Finance Committee to sign approved expense checks made ready by the Treasurer. They are listed on the NMG, Inc. bank accounts.
2. The Treasurer and one signer will have the user name and password to access the online bank statements.
3. All checks will require two signatures.
4. Signers will be the Treasurer, Treasurer Elect, President, Vice President, and one certified NMG in good standing, as designated by the Finance Committee.
5. Whenever signers are changed, the Finance Committee minutes will show the names(s) of new signer(s), their title, and that they are a designated signer.

N. EXECUTIVE BOARD MEMBERS

1. The Executive Board Members shall be responsible for performing a detailed review monthly of all records/reports including, but not limited to, the Spreadsheet and Balance Sheet prepared by the Treasurer.

III. FINANCE COMMITTEE

A. FINANCE COMMITTEE COMPOSITION

1. The Finance Committee shall consist of nine (9) voting members:
 - a. President
 - b. President Elect
 - c. Ex-Officio (Past) President
 - d. Treasurer
 - e. Treasurer Elect
 - f. Four (4) Members at Large
 - g. Nueces County Horticulture Agent - Advisor, non-voting
2. Five (5) members are required for a Finance Committee meeting quorum.
3. The Finance Committee shall meet every quarter in the months of January, April, July and October.
4. Appointment of Chair will occur at the fourth quarter meeting of current year.

B. RESPONSIBILITIES & EXPERIENCE REQUIREMENTS

1. **FINANCE COMMITTEE CHAIRPERSON** is appointed by majority vote of the Finance Committee from among the “at large” Finance Committee members, and shall,
 - a. call meetings, preside at and set agendas for Finance Committee quarterly, special, or emergency meetings;
 - b. facilitate the Finance Committee by taking a neutral position, stepping back from the detailed content and from own personal views. Focus purely on the group process and ensure the group’s objectives are met effectively with good participation and full buy-in from all committee members;
 - c. lead committee to select a day and time for the quarterly meetings;
 - d. make meeting arrangements (place/time) for all Finance Committee meetings;
 - e. send a meeting reminder to the Finance Committee at least five (5) working days prior to a meeting date; copy the agent and secretary;
 - f. provide a meeting agenda to all Finance Committee members, agent and secretary, at least two days prior to Finance Committee meetings;
 - g. appoint a secretary to take minutes (may ask for a volunteer);
 - h. review minutes of previous meeting; forward a copy to agent and secretary;
 - i. not make a motion or vote; may vote to break a tie;
 - j. serve a one-year term, and may be elected to a second one-year term.
2. **TREASURER** - The Treasurer is an elected position and should be a certified NMG in good standing for at least two years prior, with computer skills and basic knowledge of bookkeeping practices. The Treasurer is responsible for:
 - a. collecting funds and making deposits;
 - b. writing disbursement checks following approval procedures as previously stated in Section II of this document, obtaining a signature of one of the approved Signers, and mailing or distributing disbursement checks to payee;
 - c. reconciling bank statements with Treasurer Elect and contacting a Signer if necessary to obtain information from the Bank;
 - d. preparing a monthly Spreadsheet for detailed review by the Executive Board and the NMG’s at their meetings. This report shall also be presented to the members of the Finance Committee quarterly for their detailed review;
 - e. notifying the Executive Board a minimum of two months before the maturity date of CDs, or other maturing investments, with suggestions for reinvestment options. The Executive Board will determine the reinvestment choice and the Treasurer will take appropriate and necessary action. A Check Signer must accompany the Treasurer to access the account(s).
3. **TREASURER ELECT** - The Treasurer Elect is an elected position and should be a certified NMG in good standing for at least two years prior, with computer skills and basic knowledge of bookkeeping practices. The Treasurer Elect is responsible for:
 - a. performing the Treasurer's responsibilities in his/her absence including, but not limited to, collecting funds and making deposits, writing and distributing disbursement checks following approval procedures as previously stated in Section II of this document and assisting the Treasurer in reconciling bank statements;
 - b. working with the Treasurer for their complete term as Treasurer Elect.

4. MEMBERS AT LARGE

- a. Members at Large will be solicited from the general membership and must be members in good standing.
- b. Terms - Staggered two (2) year terms with two (2) new appointments each year. Members at Large cannot serve consecutive terms.

Revision History - Adopted and approved by the Finance Committee of the Nueces Master Gardeners Inc. May, 2008, revised November 14, 2008; February, 2009; November, 2009; May, 2010; February 2012; April 2013; April, 2015; January 2016

APPENDIX C



MASTER GARDENERS, INC. FUNDS REQUEST FORM

Item Requested/Purpose: _____

Amount Requested: \$ _____ Pre-approved: Yes _____ No _____

Payable to: _____ Original receipts attached: Yes: _____ No _____

Address: _____ City: _____ State: _____ Zip: _____

Requested by: _____ Date: _____

(Circle applicable budget line item)

Adult Intern Class	Membership Education	Sales Tax
Dues/Background Checks	Miscellaneous	Scholarship
Educational Excursion	Office Equipment/Supplies	Speakers Bureau
Fundraising/Merchandise	Operating Expenses	Volunteer Recognition
Intern Recognition	Public Outreach Programs	Youth Education/LTG

**To Be Completed by Executive Committee
(Majority Required)**

Executive Board Members Initials: _____

President/Treasurer Signature: _____ Date: _____

Check # _____ Date: _____

Rec'd by _____ Date: _____

Mailed _____ Date: _____

APPENDIX D

#	*Edu Area	Passion Team	
1	1	Vegetables; Citrus; Fruits and Nuts	
2	1	Bromeliads; Lilies, Bulbs & Tubers	
3	1	Plumerias and Tropicals	
4	1	Bird & Butterfly Plants, Native Plants, Xeriscape	
5	1	Orchids	
6	1	Roses	
7	1	Herbs	
8	1	Trees	
9	2	Junior Master Gardener	
10	2	Learn to Grow	
11	2	Yeoha	
12	3	EarthKind; Composting; Entomology; IPM/Pesticide Safety	
13	3	Rainwater Harvesting	
14	4	Landscape Design and Plant Selection	
15	4	Container Gardening	
16	4	Turf Management	
17	4	Propagation	

*	1	Specific Plant Variety Education
	2	Youth Education
	3	Environmental Education
	4	Special Skill Center Education

APPENDIX E

INTERN

Name: _____

Class: _____

Month/Year: _____



Hours	#	Date	Project / Activity
YOUTH GARDENING/EDUCATION			
	101		Learning to Grow
	102		YEEHA!
	103		Junior Master Gardener
	104		Youth Presentations
	105		Ag Awareness Day
	106		Science Fair Judging
	107		4-H Support (approved by Ext. Office)
	199		Other Youth Horticulture Activities
	Subtotal		(Min. 10 HOURS REQUIRED)

PUBLIC EDUCATION			
	201		Home and Garden Shows
	202		Educational Presentations
	203		<i>Certified MG Only</i>
	204		Botanical Garden Plant Sale
	205		<i>Certified MG Only</i>
	206		Salad in a Pot Presentation
	207		Water Run-Off Display Presentation
	208		Good Bugs/Bad Bugs Presentation
	299		Other Public Education/Presentations
	Subtotal		(Min. 2 HOURS REQUIRED)

ORGANIZATIONAL ACTIVITIES			
	301		Nueces MG Meetings
	302		Creating Displays
	304		<i>Certified MG Only</i>
	305		Telephone Committee
	306		Extension Agent Assistance
	307		Botanical Gardens Administration
	308		Board Meetings
	309		Committee Activities/Meetings
	310		MG State Conference
	311		Garden Council Support
	399		Other Organizational Activities
	Subtotal		(Min. 10 HOURS REQUIRED)

50 Hours required to certify of which 12 hours may be used toward any category. Travel time does not count towards initial 50 hours.

Hours:	0
Phone Hours:	0
Travel: (exclude travel to training)	

Hours	#	Date	Project / Activity
BEAUTIFICATION/DEMONSTRATIONS			
	401		County Projects
	402		EarthKind Demonstration Beds
	403		Botanical Garden Horticulture Work
	404		Community Education Gardens
	405		Xeriscape Garden
	499		Other Beautification/Demonstrations Projects
	Subtotal		(Min. 8 HOURS REQUIRED)

MG PHONE LINE			
	501		
	Subtotal		(Min. 8 HOURS REQUIRED)

Instructions for Reporting Time
Complete a separate sheet for each month.
Enter time to the nearest quarter hour

Send time report to one of the following:

Email – banrogers@aol.com

Fax (361) 767-5248

By Mail

c/o Master Gardener's Office
710 East Main Street, Suite 1
Robstown, Texas 78380

Please retain a copy for your files

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age or national origin. The Texas A&M University System, U.S. Department of Agriculture and the County Commissioners Courts of Texas Cooperating

APPENDIX F

NMG Project Request Form

Project Name: _____

Project Address(es):

Project Duration: Start Date ____/____/____ End Date ____/____/____

On-going: Yes ____ No ____

Beneficiary Organization and Contact Information (name, phone, e-mail):

Are there Other Organizations Involved? Yes ____ No ____

If Yes, Please Name: _____

Project Purpose: Please describe what is driving the project and what the perceived impact will be: -

Goals: What is the project aiming to achieve. The more precise and specific you are the more likely you are to achieve the end result. Having measurable results is also important.

-
-
-

Who will MGs interface with during this project? (children, adults, other gardeners, organizations, etc.): _____

How is the Project Funded? Describe grants or donations of any kind, including their source:

Approx. Cost to NMG Assoc. _____ Approx. Income to NMG Assoc. _____

Signature of Proposed Manager: _____ ____/____/____

Project Approval Team Recommendation: ____ Accept ____ Reject

Date: ____/____/____

Comments:

Project Approval by Horticulture Agent: _____

Date: ____/____/____

Comments:

Approved Project Number: _____



APPENDIX G



FACT SHEET

IMPROVING LIVES, IMPROVING TEXAS

What Is Extension?

Working hand-in-hand with its Texas A&M System partners, the state legislature, and the communities it serves, the mission of the Texas AgriLife Extension Service to serve Texans through community-based education has remained unchanged for almost a century.

With a vast network of 250 county Extension offices, 616 Extension agents, and 343 subject-matter specialists, the expertise provided by AgriLife Extension is available to every resident in every Texas county. But Extension specialists are well-aware that a program offered in Dallas might not be relevant in the Rio Grande Valley. AgriLife Extension custom-designs its programs to different areas of the state, significantly depending on residents for input and program delivery.

The mission of AgriLife Extension is a seemingly simple one: improving the lives of people, businesses, and communities across Texas and beyond through high-quality, relevant education. Carrying out this mission, however, is a massive undertaking, one that requires the commitment of each and every one of the agency's 1,900 employees. Through the programs these employees provide, Texans are better prepared to:

- eat well, stay healthy, manage money, and raise their children to be successful adults.
- efficiently help themselves through preventing problems and using tools for economic stability and security.
- improve stewardship of the environment and of the state's natural resources.

Today's AgriLife Extension is known for its leadership, dedication, expertise, responsiveness, and trustworthiness. Texans turn to AgriLife Extension for solutions, and its agents and specialists respond not only with answers, but with a significant return on investment to boost the Texas economy.

Resources: <http://texasextension.tamu.edu/about/index.php>

Nueces Master Gardeners Inc.

Contributor(s):

Diane Baker, Master Gardener
Katy Tise, Master Gardener
Thelma B. Wellington, Master Gardener

Rev. 4/2010

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APPENDIX H



Today's Date: _____

Group's Name: _____

Group's Contact Person: _____

Telephone: _____ Fax: _____ E-mail: _____

Group's Mailing Address: _____

Physical Address of meeting and directions to meeting: _____

Requested Day & Date of Presentation: (a minimum of 30 days notice is required) _____

Requested Length of Time: _____ Time (Start/End) _____

Number of people expected to attend: _____ Adults # _____ Children # _____

How did you find out about the Speaker Bureau: _____

Specific Plant Variety Education

- ____ Vegetables
- ____ Citrus, Fruits and Nuts
- ____ Plumerias and Tropicals
- ____ Bird & Butterfly Plants, Native Plants, Xeriscape
- ____ Orchids
- ____ Roses
- ____ Herbs
- ____ Trees

Environmental Education

- ____ EarthKind, composting, Entomology, IPM/Pesticide Safety
- ____ Rainwater Harvesting

Youth Education

- ____ Junior Master Gardener
- ____ Learn to Grow
- ____ YEEHA!

Special Skill Center Education

- ____ Landscape Design and Plant Selection
- ____ Container Gardening
- ____ Turf Management
- ____ Propagation

Nueces Master Gardeners, Inc., relies, in part, on donations to fund Educational Outreach projects. If your group is willing to donate to these efforts, please specify amount.

\$50 ____ \$25 ____ or other amount \$ ____ (Make checks payable to Nueces Master Gardeners, or NMG, and remit to the address below.)

Submit completed form to attn: **Horticulture Secretary**

E-mail: nuecesmg@ag.tamu.edu

or Fax: 361-767-5248

or Mail: Nueces County Extension Office
710 E Main Ave Ste 1
Robstown, TX 78380-3148

Phone: Horticulture Secretary - 361-767-5217

"Trained Volunteers Meeting Community Needs"

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

Texas Master Gardener Volunteer Agreement



We appreciate your commitment to the Texas Master Gardener program. Your satisfaction and progress in this volunteer position is important to us. Please read the following expectations and indicate your willingness to cooperate by signing the end of this form. This form must be signed and filed with the county Extension office, and will need to be updated annually. Volunteers not adhering to all items in this agreement may forfeit their certification as a Master Gardener volunteer.

I understand that I am trained by Texas A&M AgriLife Extension Service in the field of Horticulture and I am expected to extend research based information to the public on behalf of Texas A&M AgriLife Extension. In exchange for the minimum of 50 hours of Master Gardener Training provided by Texas A&M AgriLife Extension Service, I will:

- Commit to a minimum of 50 hours of volunteer service to the horticultural programming efforts in _____ County within one year to become a certified Master Gardener.
- I understand that in order to maintain active status as a Master Gardener Volunteer, I must volunteer _____ (varies by county, but must be a minimum 12 hours) hours annually after my intern year and gain _____ (varies by county, but must be a minimum 6 hours) continuing education hours annually.
- Provide a record of this service as directed by the Master Gardener Program Coordinator.
- Comply with the Texas A&M AgriLife Extension Service Background Check policy. The background check is to be renewed every three years.

When acting as a Texas Master Gardener volunteer I agree to:

- Consistently exhibit a positive professional manner toward and about Texas A&M AgriLife Extension Service, the Master Gardener Program, the Master Gardener Coordinator, other Master Gardener volunteers and clients.
- Carry out and discharge all duties in a responsible and timely manner.
- Avoid conflict of interests
 - Not use my Master Gardener status to promote any commercial activity or private business.
 - Volunteer's efforts for their place of employment will not be considered as volunteer service to Texas A&M AgriLife Extension Service.
- Recommend and use (when functioning as a Master Gardener) only Texas A&M AgriLife approved information for any public pesticide, herbicides, fertilizer or cultural practices.
- Provide my own transportation and pay my own expenses incurred as part of official volunteer activities. (Expenses may be tax deductible with proper documentation.) Some County Master Gardener Associations may assist volunteers with expenses to certain types of events. Check with your local Master Gardener Program Coordinator for more information on specific association policies and procedures.
- Act in accordance with the highest standard of ethics:
 - Not physically, verbally or sexually harass/abuse anyone
 - Refrain from illegal or unsafe behavior
 - Dress appropriately and not use harsh language

In regard to Master Gardener Coordinators, Master Gardener volunteers will:

- Recognize the responsibilities of the Texas A&M AgriLife Extension Service staff/ Master Gardener Coordinator in setting program priorities, standards and direction. Specific projects for the performance of the volunteer work are determined locally and should reflect local needs.
- Refer all commercial horticulture inquiries to the Master Gardener Coordinator or other Extension staff.

In regard to Master Gardener Colleagues, Master Gardener volunteers will:

- Welcome volunteers from all backgrounds
- Respect and safeguard the individual rights, competencies, safety, and property

In regard to Clients, Master Gardener volunteers will:

- Provide quality service to the public without regard to socioeconomic level, race, color, sex, disability, religion, age, or national origin.

I further understand that Texas A&M AgriLife Extension Service will:

- Provide training, supervision, and direction to Master Gardeners through the local county Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Match volunteer skills and interests with volunteer opportunities within the county.
- Support Master Gardener volunteers and the local Master Gardener Association.
- Provide continuing education opportunities.
- Provide access to Extension horticulture reference materials and reasonable access to Extension professionals.
- Uphold and cultivate a trustful relationship between staff and volunteers.
- Reassign and/or terminate, if necessary, any volunteer who does not uphold Texas Master Gardener policies, procedures, guidelines, and/or values.

I understand that, as a volunteer, I will not be acting as a Texas A&M AgriLife Extension Service employee and will not receive pay or employee benefits. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation. I understand and agree that Texas A&M AgriLife Extension Service and I both have the right to end my volunteer relationship with Texas A&M AgriLife Extension Service at any time, for any reason, and without advance notice.

Signature

Date

Printed Name

Information taken from: Purdue, Rutgers, Georgia, Wisconsin, Missouri, Illinois, California, & Texas (Montgomery Co.) Master Gardener Programs.

