

BLUEBONNET MASTER GARDENER ASSOCIATION

Policies and Procedures

Article III Section I A (3) of Bylaws (membership)

1. The Board has set the recertification hours as: 20 volunteer hours and 10 CEU's per fiscal year.
2. Volunteer hours will all be reported on the BMGA approved online system. Members without a computer can have another member or family member enter their hours.
3. Approved volunteer activities will be updated at least annually and communicated to the membership via the website and calendar.
4. All volunteer hours will be on approved projects or other approved activities such as hospitality research for newsletter, etc.
5. Approved projects require a board or extension agent's approval.

Protocol for Transfer Members

1. Certified Texas Master Gardeners wishing to transfer membership to BMGA will provide a letter from their local extension office showing them to be a member in good standing of their local organization.
2. The Transfer Member will provide a copy of their letter of certification and verification of volunteer hours
3. The Transfer Member will pay dues (both association and state) to BMGA as determined by the Board.

Article III Section 1 B

Interns

1. Volunteer hours worked on approved projects of the Association will be counted as hours toward certification for Active Membership. Classroom hours do NOT count toward the fulfillment of the volunteer hour requirement.
2. Membership in BMGA will be dropped if the 50 volunteer hours are not completed by Interns by their first graduation anniversary. Newly certified member must then complete the 20 volunteer hours and 10 CEU hours, as stated in Article III Section IA above for recertification, in addition to any hours completed in that calendar year that were required for initial certification .
3. Interns will be accepted as Active Members at the membership meeting immediately following completion of requirements for full participation in membership.

Article III Section 3

Protocol for Delinquent Dues Notification

1. Dues (for the next year) are to be paid each year by 31st of January of the current year.

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2. Certified Members who have not paid their dues by December 31 will be sent a delinquent notice by the Volunteer Coordinator by 5th of February with a deadline for receipt of payment by 15th of February.
3. Certified Members who have not paid their dues or responded to the notice by the 15th of February deadline will be dropped from the membership.

Protocol for Inactive Members Notification

Inactive Certified Members are those that have not yet met the membership requirements as per Article III (Section 1). The Volunteer Coordinator Chair will present a list of inactive members to the Board at the January Board meeting for approval of notice.

1. The Volunteer Coordinator will contact each delinquent member for response to determine whether or not they intend to continue with membership. If requirements are not met by the end of February, membership will be terminated.
2. If the member has an extenuating circumstance as to why he or she has not been able to meet the volunteer hour or CEU requirements, he or she may request a Temporary Leave of Absence as per Article III, Section 4.

Protocol for Inactive and/or Suspended Members Requesting Reinstatement

Any Inactive and/or Suspended Member who has been previously certified and wishes to return to the Bluebonnet Master Gardener Association will need to meet the following requirements:

1. Pay dues for the current year.
2. Come in as an Intern having completed the course of instruction required by By-laws without the regular volunteer hours.
3. Will be non-voting participants
4. Complete 20 volunteer hours in one year.
5. Complete 10 CEU's as approved by the BMGA in one year.
6. This does not apply to interns who have never been certified.

Article III Section 4

Temporary Leave of Absence

1. Any member making an application for leave of absence must be a "Member in Good Standing" per the requirements of Article XI Section 3 of the BMGA Bylaws..
2. A Temporary Leave of Absence may be approved by the BMGA Volunteer Coordinator for a member for up to the end of the current calendar year.
3. At the end of the year that a member has an approved Leave of Absence, an extension of the Leave of Absence through the next year may be requested by the member to the Board of Directors.

Board Meeting Policies

1. Meetings will follow a printed agenda.

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2. Anyone who wishes to be put on the agenda should submit a written request to the President at least 5 days before the meeting date.
3. Anyone who wishes to speak to the Board may sign in prior to the meeting and will have 3 minutes to address the Board during the Open Forum Time.
4. The agenda will be finalized five days prior to the meeting.
5. Committee Chair or their designated representative should attend all Board meetings and have a prepared report with a written copy for the secretary.
6. The secretary may send a member in good standing a copy of the approved minutes upon request.

Article X Section 2 Standing Committees

Committee Chair:

1. Will be appointed by the President no later than December 31 of the year he/she takes office.
2. Will be prepared to transfer copies of all committee records with details of ongoing projects to new chairmen by December 31 to ensure smooth transition from year to year.
3. Will submit their budgets to the Board by the January Board meeting.
4. Will conduct meetings as needed for the function of their committee.
5. Will maintain records of all projects of their committee with summaries and recommendations for future changes as applicable.
6. Makes proposals to the Board of changes to (non-gardening) projects and/or new (non-gardening) projects using Project Proposal Form (Appendix D). This form must be complete, including any line item budget, and must be signed by the chair after a consenting vote of the majority of his/her committee members
7. Will provide a presentation of the committee's function to the New Class Members as requested by the instructor.
8. If the Chair cannot attend the monthly Board meeting then he/she will appoint a proxy to attend in his/her place.
9. Only one hour will be reported for each hour worked.

Section 2 Standing Committee Operations:

A. Hospitality Committee

1. The committee will consist of a chairperson and additional members as needed.
2. The committee will be responsible for the arrangement of monthly Membership Meetings and Speaker Night locations in coordination with the Education Committee. Locations and times are to be given to the Communications Committee for notification of the membership.
3. The committee will coordinate the hospitality for each meeting by soliciting volunteers from the membership.

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- a. Have several members act as host/hostess for Speaker Nights, Membership Meetings, and Open House for the Master Gardener Class.
- b. Ensure there is a sign in sheet for members and guests.
- c. Sign up for raffle/door prize as needed
- d. Sign up for host/hostess for future meetings
- e. Refreshments including coffee, tea, water and necessary condiments and supplies (Such as cups, sugar, creamer, ice...)
- f. Set up tables and chairs before meeting and return them after the meeting.
- g. Clean up after meeting.
- h. Design and provide decorations as needed.
- i. Have a system to coordinate member duties assigned (such as phone calls and e-mails) to ensure meetings are as planned.

B. Education Committee

1. The committee will consist of a chair and additional members.
2. The 1st Vice President will serve as executive advisor to the committee
3. The committee is responsible for the planning and execution of Continuing Education Programs for the membership, including speaker presentations at the monthly Membership Meetings, public Speaker Nights, field trips and any additional education programs.
4. Honorariums in the amount of \$100,00 (one hundred dollars) may be given to non commercial speakers or other qualified speakers. Blue Bonnet Master Gardeners are not eligible for honorariums.
5. The committee will determine the educational credit hours for the educational events for approval by the Extension Agent.
6. The committee is responsible for providing adequate opportunities for members to meet annual certification and re-certification requirements.
7. The committee will be responsible for the library and information center at the extension offices.
8. The committee will coordinate with the Hospitality and Communications Committees providing them with the necessary information to arrange for the meeting place, type of hospitality and any set up needed for presentations and then the advertising of the meeting. Information will be sent to the BMGA e-mail for notification on the calendar. Information for public programs will be sent to the PR person for advertisement on the media and appropriate websites.
9. All membership meetings will count as 1 CEU and 1 volunteer hour for certified members unless specified otherwise.
10. Membership meetings count as two volunteer hours for interns unless otherwise specified.

C. Communications Committee

1. The committee will consist of a chair and additional members.

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2. The Secretary will serve as executive advisor to the committee.
3. The committee will be responsible for media publicity, advertising, news releases and communications with other community organizations in all counties where the Association is active. This includes coordination with the Education and Hospitality Committees for times, locations and types of events. Information should be sent to the PR person for media release. Information will be sent to the BMGA calendar e-mail for mass e-mail to the membership.
4. The committee will maintain a web-site for the Association.

D. Gardens Committee

1. The committee will consist of a chair and additional members.
2. The Extension Agent or his representative will serve as executive advisor to the committee
3. The committee will be responsible for the planning and proposal of specific garden projects to be approved by the Board.
 - a. Solicit/allow members to make proposals to the committee for specific projects
 - b. Assist in the completion of project proposals for presentation to the Board
 - c. Have committee vote on the proposal prior to submission to the Board
 - d. Present proposal to the Board for final approval
 - e. Prepare a presentation to the membership to inform and obtain assistance with projects
4. The committee will be responsible for arranging the oversight of the Association garden projects.
 - a. Have members sign up for specific dates and or duties.
 - b. Have a system of follow-up to ensure gardens are maintained in good order.
 - c. Maintain records of ongoing/long term projects for regular Board updates.
5. The Board must review the list of approved garden projects during the January Board Meeting to add, delete, or reapprove all garden projects. This action may occur more often during the year.

E. Fund Raising Committee

1. The committee will consist of a chair and additional members.
2. The committee will make recommendations for and organize various fund raising functions throughout the fiscal year with approval of the Board.

F. Volunteer Coordination Committee

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1. The committee will consist of a chair and additional members.
2. The Extension Agent will serve as executive advisor.
3. The committee will keep track of all needed data (by BMGA) for each member, such as (and at a minimum) year of certification, hours of certification/re certification, background checks, and provide a monthly tally of hours to the BOD
4. The committee will maintain a list of approved projects provided by the Extension Agents and Board of Directors and distribute these to the members at least annually, and as changes occur. See Communications Committee Item 4.
5. The committee will be responsible for ordering name tags and anniversary pins for the membership
6. The committee will provide hours data to the awards committee at the end of the year.
7. The committee will present at the January Board meeting a list of Inactive Members for Board action as per Article III Section 3.
8. The volunteer coordinator will provide education on uploading data and required certification to each new class of interns.

Article X Section 3 Select Committees

New Class Committee

The New Class Committee will have two co-chairs; Class Coordinator and Public Relations. Each shall be appointed by, and under the direct supervision of the County Extension Agent. Their responsibilities shall be:

Coordinator:

1. Work with the Extension Agent on organizing class, which includes selecting dates, times, locations of classes and determining volunteer hours.
2. Suggests speakers for new class and assists in contacting speakers during the planning process.
3. The Coordinator will be responsible for writing the pretest and the final review.
4. The Coordinator will be responsible for writing and assigning review questions each week during the class.
5. The Coordinator will work with the other members of the committee and the Extension Agent in providing an overview of membership in the association to prospective members.
6. The Coordinator will be responsible for class member presentations at the end of each class session.
7. The Coordinator will be responsible for making copies of any handouts, forms or other documents for the class.

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8. As the development of the new class is in progress the Coordinator will update the Board of that progress.

Public Relations Chair:

1. The Public Relations (PR) Chair will take an active role in welcoming the new class every week.
2. The PR Chair will contact upcoming speaker(s) through email, regular mail or phone each week to insure their presence at the next training session.
3. The PR Chair will insure that each speaker is properly introduced during each training session.
4. The PR Chair will insure that a thank you note and honorarium is given to each speaker upon completion of their presentation.
5. The PR Chair will assist in coordinating the refreshments for each training session.
6. The PR chair will work with the other members of the committee and the Extension Agent in providing an overview of membership in the Association to prospective members.
7. The committee will work in coordination with the Hospitality Committee and Communications Committee to arrange for and advertise an Open House for prospective new class members.
8. The committee will work in coordination with the Hospitality Committee and Communications Committee to arrange for and advertise Intern Recognition Programs.
9. Arrange for members to act as mentors to assist new interns in making the transition to full membership.