

**BERKELEY-JEFFERSON EXTENSION MASTER GARDENER ASSOCIATION  
STANDING RULES**

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

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B. VICE-PRESIDENT

I. Committees:

- a) Chair Continuing Education Committee
- b) Member of Executive Committee
- c) Member of the Board of Directors

II. Duties:

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

C. SECRETARY

I. Committees:

- a) Member of the Executive Committee
- b) Member of the Board of Directors

II. Duties:

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

D. TREASURER

I. Committees:

- a) Member of the Executive Committee
- b) Member of the Board of Directors

II. Duties:

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

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- f) The Treasurer shall fulfill other duties as defined by the Board and/or the Standing Rules.
  - E. THE BOARD OF DIRECTORS
    - I. Members - The Board shall consist of:
      - a) President
      - b) Vice-President
      - c) Secretary
      - d) Treasurer
      - e) Five at-large members with responsibilities assigned by the Board, which responsibilities are, as of August 15, 2016:
        - Chair, Member Services Committee
        - State Representative
        - Coordinator, Member Events
        - Coordinator, Publicity
        - Speakers Bureau Committee Liaison and Children's Activities Coordinator
      - f) County Extension Agents. The County Extension Agents shall serve as advisory, nonvoting members.
      - g) Student Representative. The Student Representative shall be a provisional member (as defined in the By-laws) of the current Extension Master Gardener class and will serve for a term of one year.
    - II. General Powers - The business of the Association shall be managed by the Board.
    - III. Duties
      - a) The Board will assist the President to develop policy, review the functioning of the standing committees, and assign special committees as needed.
      - b) The Board shall fix the date, time, and place of regular meetings and special meetings, determine the Association's Standing Rules, and perform such other duties as are specified in the By-laws and/or Standing Rules, and/or prescribed by the membership.
      - c) The Board shall approve the selections and assist the President to appoint the chair of the Nominating Committee.
  - F. THE EXECUTIVE COMMITTEE
    - I. Chair: The President shall chair the Executive Committee.
    - II. Members: Membership shall consist only of the officers of the Association.
    - III. Duties:
      - a) The President shall chair the Executive Committee.
      - b) The Executive Committee shall authorize emergency expenditures up to \$250.00 without Board approval.
      - c) The Executive Committee shall make recommendations to the Board of Directors for consideration and/or action.
      - d) The Executive Committee has the authority to review and approve fundraising activities proposed by the Fundraising Committee in the event of a short window of opportunity whereby the Board is unable to meet to grant such authority.
8. A copy of the general membership meeting minutes shall be published to the website.
9. Extension Master Gardeners should wear their Extension Master Gardener badges at all Extension Master Gardener functions.

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10. Travel time for approved volunteer activities will be counted at fulltime toward volunteer hours. Travel time for approved educational programs will not be counted.
11. Committees will be defined per Bylaw Article VIII as either Standing Committees, Subcommittees of Standing Committees, Special Committees, or Ad Hoc Committees.
12. Each committee or functional area will have a leadership position defined by the President (chair, project coordinator, etc.). Each such leader will keep the President informed of all activities.
13. Each committee leader will submit reports to the Board when that committee is active.
14. Committee and functional area leaders will maintain records for their committee or project and deliver these to the incoming chairs/project leaders.
15. Committee and functional area leaders shall ensure that the committee or project fulfils the purposes as stated in these Standing Rules, the By-laws, or as set by the Board.
16. The time and place of committee meetings shall be determined by a majority of the committee. A quorum shall consist of the members present. If the committee leader is unable to make a scheduled meeting, it is that person's responsibility to find a substitute. Committee Chairs shall notify the Extension Office and the Google Calendar manager of upcoming committee meetings as soon as dates are set.
17. Standing Committees are:
  - A. Continuing Education Committee
    - I. Membership shall be volunteers from the Association.
    - II. The Vice-President shall chair the Continuing Education Committee.
    - III. The Continuing Education Committee shall develop, implement and evaluate continuing education programs for the members of the Association, and shall maintain and publish a list of other available CE opportunities for members.
  - B. Member Services Committee
    - I. Membership shall be volunteers from the Association.
    - II. An at large Board member shall chair the Member Services Committee.
    - III. The Member Service Committee chair shall coordinate with the Extension Agent in the tracking of volunteer hours of provisional and active Extension Master Gardeners, and in determining status of members.
    - IV. The Member Services Committee shall at least annually provide a complete Association membership and telephone list to the general membership.
    - V. The Member Services Committee shall keep the general membership informed of any known regional and international awards for which local programs can submit projects, or grants for which we might apply.
  - C. Intern Training Committee
    - I. Membership shall be volunteers from the Association and one or more Extension Agents.
    - II. The President shall chair or the President may appoint another member to Chair or Co-Chair the Intern Training Committee.
    - III. The Intern Training Committee shall work with the Extension Agent to plan the Extension Master Gardener class.
  - D. Speakers Bureau Committee
    - I. Membership shall consist of volunteers from the Association.
    - II. The President shall appoint a member to Chair this Committee.
    - III. The Speakers Bureau Committee shall:
      - a) develop lists of topics to be developed as presentations for the public

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- b) refine the presentation skills of members wishing to present to the public through practice sessions and coaching
  - c) publicize the availability of available topics and speakers
- 18. Special Committees are:
  - A. Nominating Committee
    - I. The Board of Directors shall select three individuals from the active membership to serve on the Nominating Committee to nominate officers and Board of Director candidates.
    - II. The Board shall appoint the chair of the Nominating Committee
    - III. The President shall not serve on the Nominating Committee
    - IV. A slate of candidates shall be included in the 30-day notice of the annual meeting in October.
- 19. Ad Hoc Committees may be established as deemed necessary and dissolved at the discretion of the President with the approval of the Board of Directors. Ad Hoc Committees as of August 15, 2016 are:
  - A. GardenFest Committee
    - I. The membership shall be volunteers from the association.
    - II. The President may appoint a member or members to act as Chair, or Co-Chairs, for this Committee.
    - III. The GardenFest Committee shall determine what shall be offered to the public in any year, which may include plant sales, food/concessions, bake sale items, container gardens, educational booths and/or speakers and/or demonstrations, etc.
  - B. TomatoFest Committee
    - I. The membership shall be volunteers from the association
    - II. The President may appoint a member or members to act as Chair, or Co-Chairs, for this Committee.
    - III. The TomatoFest Committee shall determine what shall be offered to the public in any year, which may include tomato tastings, tomato contest, bake sale items, food/concessions, educational booths and/or speakers and/or demonstration, etc.
- 20. Amendments to the Standing Rules may be proposed by any Association member. Said amendments must be in conformity with the By-laws and may be made at any Board meeting or general membership meeting by a majority vote of those present and voting with prior notice of the meeting and two thirds vote without prior notice. Amendments will become effective upon approval unless otherwise noted. When changes are made to the Standing Rules, the Secretary is responsible for distributing the revised documents.
- 21. The books of the Association shall be audited annually by a non-Board member.