

NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION GUIDELINES

REFERENCE: NSVMGA Bylaws as Amended September 18, 2016

PURPOSE: To provide guidelines for administration of NSVMGA

ADMINISTRATION: The Board of Directors shall plan, organize, direct, and administer the programs and activities of the Association. The Board is responsible for the Association's daily affairs between meetings. The Board will meet at least four (4) times a year with special meetings as necessary. When time requires it, special meetings may take place via e-mail. Minutes shall be taken for all regular and special meetings and kept by the Association's Secretary.

ANNUAL MEETING: The November meeting of the Association will be deemed to be the Annual Meeting. The Annual Meeting will also be the meeting at which elections are held, and the budget for the coming year will be voted on and approved by the membership.

FINANCIAL: Expenditure of funds shall be as authorized in the Bylaws. The Board may authorize commitment of Association funds not included in the approved budget for amounts up to \$250.00. Requests for expenditure of funds that are not specifically included in the approved budget and that exceed \$250.00 must (a) be approved by three (3) of the voting members of the Board and (b) be presented at a regular or special meeting of the Association at which there is a quorum and then approved by a majority of that quorum. The Association may authorize advances of funds to pay expenses of approved activities.

The Treasurer shall pay all approved expenses and maintain appropriate records of all income and expenditures.

The Finance Committee shall prepare a budget for each fiscal year based on estimated incomes and expenditures presented by the various committees of the Association. This budget is to be presented to the Board for approval prior to the October meeting of the Association. The approved budget shall be circulated to the membership of the Association prior to the Annual Meeting of the Association. The budget must be approved by the Active members at the Annual Meeting.

MEMBER REIMBURSEMENT OF EXPENSES UNDER \$100:

1. Before a purchase, a member should check with the County Coordinator or Project Chair to make sure, prior to the expenditure, that the expenditure is appropriate and within the project's budget. Only expenses receiving signed approval by County Coordinators or Project Chairs will be reimbursed.
2. Members are to complete a Reimbursement Voucher and have it approved by the Coordinator or Chair prior to being submitted to the Treasurer for payment. All receipts are to be attached to the voucher. Upon receiving the approved

Reimbursement Voucher with accompanying receipts, the Treasurer will issue a check to the member for the amount of the approved purchase.

GUIDELINES FOR USE OF VIRGINIA TAX EXEMPT STATUS, USED FOR ELIGIBLE PURCHASES OVER \$100 PAID BY NSVMGA CHECK:

1. For all purchases, prior approval from the County Coordinator or the Project Chair is required.
2. Purchases over \$100 are completed in the following manner: a copy of the tax exempt letter is obtained from the Treasurer, along with a check drawn from the NSVMGA account, and presented to the seller. (No personal checks or personal credit cards can be used.) The seller will keep the letter in his/her files for purposes of a state audit.
3. The receipt should be submitted along with any other pertinent information related to the purchase to the NSVMGA Treasurer. This information is kept in the Treasurer's file.

Note: Effective April 22, 2016, group meals purchased by NSVMGA check for a specific purpose that advances the mission of the NSVMGA - e.g., lunch for the Symposium attendees, is now eligible for exemption under the Virginia Tax Exempt Statute.

OFFICERS: In addition to those duties and responsibilities specified in the Bylaws and the most current edition of Robert's Rules of Order the:

President

1. Will attend and chair all meetings of the Board of Directors and monthly Association meetings. In addition, the President will serve as a member of the Bylaws Review Committee, Guidelines Committee, and the Finance Committee should any or all of these committees be convened.
2. Will name and the Board will approve committee chairs and committee members unless such chairs and/or members are otherwise provided for in the Bylaws. The committees shall be established by January 31 of each year. The President and the Board will maintain any contact necessary with all committees, including those of major projects like Gardenfest and the Symposium, to ensure their functions are performed.
3. Will appoint county coordinators after consultation with the Master Gardeners in the appropriate county. The Board will approve county coordinators.
4. Will maintain contact with the Virginia Cooperative Extension State and District Master Gardener Liaisons to assure good lines of communication.
5. Will write a column(s) for the Association Newsletter.
6. Will approve locations for Board meetings.
7. Will write letters on behalf of the Board or whole Association to any parties as directed by the Board or when otherwise appropriate. If there is a question of appropriateness, the President should first consult with the Board.
8. Will maintain records of official presidential activities, including correspondence, to be presented to the new President upon leaving office.
9. Will act as, or designate a spokesperson for the Association when necessary.

10. Will prepare an agenda for each Board and Association meeting to be sent via e-mail to Association members one week prior to meeting date.
11. Will provide general encouragement, guidance, and leadership for the Association.
12. Will perform such other duties as may be prescribed in the Bylaws.

Vice President

1. In the absence of the President, shall serve as the presiding officer at all functions at which the President would normally preside.
2. If the office of President is vacated for any reason, shall serve as President.
3. Will act as Chair of Programs Committee and as a member of the Guidelines Committee should it be convened.
1. Will perform such other duties as may be prescribed in the Bylaws.

Secretary

4. Will take minutes of all Board meetings and will circulate those minutes via e-mail to the Board members prior to the next Board meeting. These minutes will also be circulated to the non-voting advisors to the Board (Volunteer Coordinator, County Coordinators, Committee Chairs, Webmaster, Newsletter Editor, and VCE Agent.) After Board approval, will submit minutes to the Webmaster to add to the website.
5. Will take minutes of all Association meetings and will circulate those minutes to the Association members prior to the next Association meeting. After Association approval, will submit minutes to the Webmaster to add to the website.
6. Will maintain all official records of the Association, including those of the Board and the Association as a whole. Will maintain archives of Association records.
7. Will circulate the slate of nominations for Association officers, as provided by the Nominating Committee, to the Association members no less than 30 days prior to elections.
8. Will maintain a list of all committees and their members, to be available upon request.
9. Will perform such other duties as may be prescribed in the Bylaws.

Treasurer

6. Will act as Chair of the Finance Committee and has authority to convene any Finance Committee meetings deemed necessary, pending approval of the Board of Directors. Any such meetings should be held at least one month prior to the presentation date of the annual budget.
7. Will maintain up-to-date and correct records of all income and expenditures.
8. Will collect and record all dues paid, send reminder notices as necessary, and send a report to the Membership Committee Chair of membership status in regard to dues paid.
9. Will be present at Unit events that require the receipt or payment of funds or assign someone to cover these duties when unable to attend.
10. Will prepare and present a report at each Association meeting that includes;

- a) the previous balance;
 - b) all income for the period, listed by committee or activity as appropriate;
 - c) all expenditures for the period, listed by committee or activity as appropriate;
 - d) the final balance for the period of the report; and
 - e) such other matters as the Treasurer deems necessary for the membership to understand the overall report.
11. Will notify all appropriate committee and project chairs and county coordinators of date budget requests must be submitted.
 12. Will perform such other duties as may be prescribed in the Bylaws.

Past President

1. In the absence of the President and Vice President, shall serve as the presiding officer at all functions at which the President would normally preside.

OTHER ASSOCIATION POSITIONS:

Volunteer Coordinator

7. Will be jointly appointed by the VCE Agent Liaison and members of the Board.
12. Will attend the meetings of the Board of Directors, monthly Association meetings, and if possible, County planning meetings. Will act as Chair of Volunteer Coordination Committee and is a member of the Education and Nominating Committees.
13. Is encouraged to attend Master Gardener College. Leadership training is also encouraged.
14. Will coordinate with the appointed Timekeeper to gather and monitor members' volunteer and educational hours for the purpose of arranging for recognition of Interns completing their 50 hours and becoming Master Gardeners, and also arranging for other appropriate milestone certificates and awards. The Volunteer Coordinator will work with the Timekeeper to make sure milestone hours are reported to the State-appointed VCE Agent Liaison.
15. Will arrange for other awards, special memberships, or other important acknowledgements of members as deemed appropriate.
16. Will provide general encouragement and guidance for each Association member and Intern.
17. Will actively support major fundraisers and events.
18. Will provide a list of nametags to be ordered by the VCE Agent Liaison.
19. Will submit monthly reports for the Association Newsletter and at monthly Association meetings.
20. Will be involved in the planning process for each year's Intern Class, and, with the NSVMGA President and the County Coordinators, help to present volunteer opportunities to each year's class.
21. Will review Master Gardener projects submitted through County Coordinators and present such to the VCE Agent Liaison for final approval; will present those projects which require NSVMGA funding to the Board. Will submit those projects that are designated "Unit Projects."

County Coordinator

1. Will serve as a member of the Volunteer Coordination Committee, which is a committee convened at least once a year in the first quarter to facilitate communication among the counties under the chairmanship of the Volunteer Coordinator.
2. Will be familiar with the Virginia Cooperative Extension Volunteer Management System (VCE VMS).
3. Will provide first approval for any proposed projects in each county. Upon approval, the County Coordinator will present the proposed project to the Volunteer Coordinator, who will then present it to the VCE Agent Liaison for final approval, unless there is a request for NSVMGA funding, in which case it will also need Board approval.
4. Will actively encourage county members to conceive, develop, lead, and execute projects of an educational nature.
5. Will oversee all projects in the county by coordinating with all project leaders. County members who give Community Garden Talks should send a Project Form each year to their County Coordinator. A new form is not required before each talk (just one for the year), but members should notify their County Coordinators before each talk in order for the NSVMGA to know what groups we are reaching and for the County Coordinator "monthly reports" of County activities.
6. Will encourage and assist in communications concerning county projects to other Association members and the local community.
7. Will submit monthly reports at Association meetings and to the Board and will write a monthly column for the Association Newsletter. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.
8. Is expected to attend all Board meetings.
9. Will hold at least one County Meeting annually, and will submit minutes of such meeting(s) to the Association Secretary. The County Coordinator will take special care each year to make sure that the county's Interns receive encouragement and guidance, and are included in the work of the county whenever possible.

Historian

1. Will maintain an archive of past Association Newsletters.
2. Will maintain an archive of newspaper and magazine articles published about NSVMGA and events.
3. Will maintain a photographic record of meetings and other events to post on VMS or to provide pictures of specific persons and/or events to Publicity or other committees, as requested.
4. Will maintain an historical list of annual Officers including Volunteer Coordinators and Standing Committee Chairs.
5. Will maintain an historical list of membership.

6. Will maintain a list of monthly meetings including the locations and speakers.
7. Will maintain an historical list of annual class trainees including instructors/coordinators for each class.
8. Will maintain lists of emeritus and deceased members and will update as needed to the Webmaster for posting to the NSVMGA website.

Newsletter Editor

1. Will publish a monthly Association Newsletter.
2. Will convene the Newsletter Committee, if so desired.
3. Will edit and publish news articles each month to be distributed.
4. Will publish reports from committee chairs, county coordinators, and project leaders, a President's message, and other appropriate articles and editorials.
5. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.

Sunshine Chair

1. Will send cards during times of special significance in the lives of NSVMGA members. The Chair depends on the County Coordinators and other Board members to inform the Sunshine Chair of significant events.
2. Will have responsibility in the following situations:
 - a. In the event of the death of a member or a death in the immediate family of a member (spouse, parent, child) a sympathy card will be sent.
 - b. In the event of a surgery or illness, a "Get Well" or "Thinking of You" card will be sent to a NSVMGA member who has/had an inpatient hospitalization.
 - c. A card will be sent for the birth or adoption of a child by a member.
 - d. A card will be sent on the occasion of a wedding of a member.
3. Other Situations: At the discretion of the Board, cards or notes may be sent to any member by the Board. These special situations will not be the responsibility of the Sunshine Chair. County Coordinators and other NSVMGA members are encouraged to be in touch with members whose family members have experienced hospitalizations or illnesses, but because of the large number of persons potentially involved, the Sunshine Chair will not be responsible for sending cards in these situations.

Timekeeper

1. Is appointed assistant to the Volunteer Coordinator. Will assist NSVMGA members as needed in entering their project, education, and drive time hours and contacts into the Virginia Cooperative Extension Volunteer Management System (VCE VMS), according to standards established by the VCE and by the annual deadline set by VCE.
2. Will notify the Membership Chair and the Volunteer Coordinator at the end of the year concerning those members who did not achieve the 20 project and 8 education hours required for Active Master Gardener status. The Timekeeper

should notify members at the beginning of the 4th quarter if they are not on track to achieve their required 20 project and 8 education hours in that calendar year.

3. Will work with the Volunteer Coordinator in identifying members who have achieved Milestone Awards and in identifying Interns who have achieved their 50 hours.

Webmaster

1. Will maintain and update the NSVMGA website with information provided in a timely manner, to include monthly Association and Board meeting minutes, newsletters, and Treasurer's reports as well as event and project information. To ensure that content is readily accessible/usable, information to be added to webpages should be presented as attachments in a common text format such as MS Word, a plain text file, google doc version, or any of the free Linux word processing programs, etc. Graphic content should be attached separately in a jpg, gif, ping, or tiff format. PDF composites aid in preservation of intended layout. Documents to be posted to the website in their entirety, such as Board minutes, Treasurer's reports, event flyers, registration forms, etc., should be forwarded as PDFs. For time sensitive information, consideration should be given to ensure information is delivered to Webmaster as far in advance of desired posting date as possible to avoid delays in posting.
2. Will communicate as necessary with Project Leaders, Education Committee, and Communications and Publicity Committee Chairs.
3. Will ensure to best of ability that website content, such as active web links, is updated and accurate.

COMMITTEES: The NSVMGA has two (2) categories of committees:

9. **Standing:** these committees are considered permanent in that they perform ongoing functions- e.g., the Program Committee.
10. **Special:** memberships to these committees are appointed to perform a specific function or task. A committee may be dissolved when its function or task has been accomplished- e.g., the Nominating Committee.

Committee Guidelines: In addition to those duties and responsibilities specified in the

Association's Bylaws, the Standing Committees will do the following:

Communications and Publicity Committee

1. Will submit timely reports of current and upcoming publicity work to the Newsletter Editor for publication.
2. Will work to increase general awareness of the Association throughout the community.
3. Will work with officers, committee chairs, and project leaders to ensure that both NSVMGA Master Gardeners, other Master Gardeners, members of the local community, and, where appropriate, a wider community, are made aware of Association activities.

4. Will prepare informational materials, including brochures and flyers, and distribute to both Association members and the larger community, as appropriate.
5. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.
6. Will maintain committee records and deliver them to the incoming chair.

Education Committee

1. Will work to provide continuing education programs, over and above monthly meetings, for members of the Association to assure advancement in the skills and learning of the members. Responsibilities include selection of topics, contacting presenters, and arrangement of facilities to hold the programs.
2. Will arrange specialty tours and trips to gardens or other garden events when available.
3. Will help to assemble information on educational events, programs, tours, and classes for submission to the Communications and Publicity Committee to be included in the calendar of events on the Website.
4. Will arrange for hosting of educational programs to include arrangements for refreshments and meal facilities when appropriate.
5. Will handle registration for programs and answer questions and inquiries regarding programs. If fees are charged, all money shall be handled by the Treasurer or the Treasurer's designee(s) and detailed records will be kept of all income and expenses.
6. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.
7. Will maintain committee records and deliver them to the incoming chair.

Finance Committee

1. Shall prepare a proposed budget, based on input from the various committee chairs and county coordinators, and shall submit it to the Board one month prior to the Annual Meeting of the Association. The Board will approve a budget prior to the Annual Meeting of the Association and submit it at the Annual Meeting for approval by the Active members. This will be a working budget and may be changed at any time if deemed necessary by the Board of Directors.
2. Will recommend any needed changes in membership dues.
3. Will maintain committee records and deliver them to the incoming chair.

Membership Committee

1. Will include the Volunteer Coordinator, the Timekeeper, and the Treasurer (who keeps a record of dues paid).
2. Will establish and maintain a list of the members, by membership category, including name, address (both street and mailing if different), telephone number, and e-mail address. Once a year reconcile with VMS records.

3. Will develop and implement strategies to increase membership, and for retention and participation in the Master Gardener Program in coordination with the Volunteer Coordinator and County Coordinators. Will submit to the Webmaster the names of any new members not included in the current roster and any changes in the status of members.
4. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.
5. Will maintain committee records and deliver them to the incoming chair.

Program Committee

2. Will be composed of the Vice President and such additional members as the Vice President may request.
3. Will be responsible to the Board for the planning of the monthly Association meetings, in particular the education and social aspects of meetings.
4. Will be responsible to the Board for scheduling monthly Board meetings.
5. Will submit information for the Association Newsletter on a monthly basis.
6. Will submit meeting dates and places to Webmaster for the NSVMGA website.
7. Will provide the Finance Committee with a proposed budget two months prior to the Annual Meeting of the Association.
8. Will maintain committee records and deliver them to the incoming chair.

Scholarship Committee

1. Will select the recipients of the Memorial Scholarships following the process in the attached Appendix A, Guidelines for the Northern Shenandoah Valley Master Gardener Association Memorial Scholarships.
2. Will include the Scholarship Committee Chair (appointed by the NSVMGA President), a member from each county in the Association, and the Secretary. The Secretary may represent his/her county. The Secretary will maintain all records and documents of the process for a minimum of seven years.
3. Will maintain committee records and deliver them to the incoming chair.

REINSTATEMENTS AND TRANSFERS

Reinstatement to NSVMGA membership following two years or less off the rolls

3. Fill out a recertification form.
4. Attend at least three NSVMGA meetings (in a year).
5. Pay NSVMGA dues.
6. Complete Civil Rights Training and Background Check (if not already done).
7. Be placed on NSVMGA "Adjunct" status until the above is completed and the member earns 20 project and 8 education hours in a calendar year.

Reinstatement to NSVMGA membership following more than two years off the rolls

1. Fill out a recertification form.
2. Work with a mentor named by the Board.
3. Attend at least three NSVMGA meetings (in a year).

4. Pay NSVMGA dues.
5. Complete Civil Rights Training and Background Check (if not already done).
6. Complete six project hours at a greenline, farmers' market or other "help desk" answering questions from the public.
7. Be placed on NSVMGA "Adjunct" status until above is completed and the member earns 20 project and 8 education hours in a calendar year.
8. At the discretion of the Board, individuals who have been off the rolls for an extended period of time may be required to re-take all or part of the 50-hour MG Intern Class.

Active Member Transfers from other MG Units

1. The proposed member should fill out an Application for Transfer Form.
2. The VCE Agent Liaison will verify the proposed transfer member's active status with his/her former Unit or with the Extension Agent of that Unit and make sure that the member meets all VCE requirements (for example, having completed the Civil Rights Training and Background Check).
3. The proposed transfer member shall be familiar with the growing conditions, flora, and fauna of the Northern Shenandoah Valley area, and, if needed, will work with a mentor assigned by the NSVMGA Board to acquire such knowledge.
4. Transfer members may not be nominated as Board members until after one year of membership in the NSVMGA, unless the Board grants an exemption.

Transfer/Reinstatement of a former MG, from out of the area, who is no longer an Active Member of a Unit

1. The proposed member should fill out an Application for Transfer form and complete any appropriate VCE requirements such as Civil Rights Training and Background Check.
2. Depending on the length of time the MG has been inactive, he or she may be required by the Board to take the 50-hour MG Intern Class.
3. The Volunteer Coordinator and appropriate County Coordinator should together interview any such applicants and bring a recommendation to the Board.
4. Inactive transfer members are placed on NSVMGA "Adjunct" status until the above is completed and the member earns 20 project and 8 education hours in a calendar year.
5. The proposed transfer member shall be familiar with the growing conditions, flora and fauna of the Northern Shenandoah Valley area, and, if needed, will work with a mentor assigned by the NSVMGA Board to acquire such knowledge.
6. Transfer members may not be nominated as Board members until after one year of membership in the NSVMGA, unless the Board grants and exemption.

ADOPTION OF AND REVISIONS TO THE GUIDELINES

The Guidelines Committee may propose additions and revisions to the Guidelines. Association members may submit proposals for revision to the Committee or move

them for adoption from the floor at an Association meeting. In the case of revisions originating in the Committee or submitted to it from outside the Committee, such revisions will become effective only after approval by the Board and approval by a majority vote of the Active members at an Association meeting for which there is a quorum. In the case of a motion for revision from the floor, such revision will take effect upon approval by a majority vote of the Active members at an Association meeting for which there is a quorum.

Note: According to the Bylaws Article VII, Meetings, Section 3: A quorum for any Association meeting shall be one-quarter (1/4) of the Active members.

APPENDIX A

GUIDELINES FOR THE NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION MEMORIAL SCHOLARSHIPS

WHY THESE ARE “MEMORIAL SCHOLARSHIPS”:

These scholarships are a memorial to those active NSVMGA Master Gardeners who have died during their volunteer service to the Master Gardener program. We are offering these memorial scholarships in the hope that these awards will lead to the development of leaders in our area of interest.

SCHOLARSHIP COMMITTEE PROCESS:

The Scholarship Committee Chair will receive all materials from the applicants and then circulate all documents to the committee members. The Chair shall prepare a score sheet to compare applicant information and all committee members shall use the score sheet to help determine eligibility and rankings. The Chair will be responsible to ensure that all items listed in the guidelines are completed.

An announcement and application form for the Scholarships shall be prepared by the Chair. The notice for the scholarships will be posted on the NSVMGA website (www.nsvmga.org) and will be updated by November 1 of each year.

Since education is a key part of the NSVMGA mission, the NSVMGA Board of Directors will work with the Association to ensure that sufficient funds for the scholarships are available. As a minimum, the net proceeds of the “Gardening in the Valley” educational Symposium will be dedicated to the Scholarship Fund. Changes in the amount of each scholarship award can only be made by amendment of the Association’s Guidelines.

Recipients will be chosen without regard to age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

Relatives of NSVMGA members who meet all stated criteria are eligible to receive the scholarship.

THE MEMORIAL SCHOLARSHIPS:

The NSVMGA Memorial Scholarships will be open to graduating seniors from accredited county or private high schools or homeschool programs in the five counties in the NSVMGA area. Each student must meet the following criteria:

- Must attend an accredited Virginia college, university, or two-year community college.
- Is planning a career in a horticultural- or an agricultural-related field.
- Has taken at least three high school classes in the areas of biology, agriculture, horticulture, earth science, environmental science, or similar field of study.
- Is or has been a member of or a volunteer in an agricultural-related program through a community service organization, Cooperative Extension, or similar organization, within the past four years.
- Is a citizen of the United States of America.
- Has at least an overall 3.0 GPA (or equivalent).

The Scholarships will be in the amount of \$500, to be used for tuition, books, or fees for the recipient's freshman year. There will be one scholarship awarded to one student per county, for a total of five \$500 awards per year. If a county does not receive any applications or no scholarship is awarded to a county for whatever reason, the Scholarship Committee may at its discretion award that county's scholarship to an additional qualified applicant in another county.

The Chair of the NSVMGA Scholarship Committee will advertise, by letter, the availability of the Scholarship to all high schools and known homeschool programs within the five county area no later than November 1 of each year. The Chair will ensure that letters will be sent to each high school administration and homeschool program. Each county's representative committee member will assist in contacting their county's high school(s). Other types of advertisement will be encouraged.

The scholarship applications must be received no later than March 1 and may be mailed or sent via e-mail to the Chair of the Scholarship Committee, or designee. It is the responsibility of the applicant that all required materials are submitted by March 1.

The Chair will review all applications and make sure all are complete. Copies of all completed applications will be submitted by the Chair to the Scholarship Committee for

further evaluation. Originals or copies of all applications, eligible or ineligible, shall be kept on file by the NSVMGA Secretary for no less than seven years.

All materials will be reviewed by the Committee and a decision at either a Scholarship Committee meeting or by e-mail consensus will be made no later than May 1. The Chair of the Scholarship Committee will notify the NSVMGA Board of the scholarship awards. The Board will then notify the Association.

The Scholarship Committee will have the final authority to award the Scholarships, including the authority to decline to award a scholarship. All applicants will be notified of the Committee's decisions.

If at all possible, a NSVMGA representative should be in attendance at the various high schools' awards ceremonies and should present the scholarship in the form of a letter of congratulations.

The NSVMGA Treasurer will forward the scholarship payment to the appropriate authority at the recipient's college no later than May 15 of the award year.