The Montgomery County Master Gardener Program Policies and Guidelines

The Montgomery County Master Gardener Program (MCMG) follows the Maryland Master Gardener Program Policies and Guidelines as prepared by the State Master Gardener Coordinator, and revised on 6/1/18. MCMG makes the following eight modifications of the State’s policies and guidelines and adds the section on MCMG’s Formal Organizational Structure.

1. Interns need to complete 40 volunteer hours to become a Certified Master Gardener.
2. To remain an active, Certified Master Gardener, one must complete at least 20 hours of certified volunteer service each calendar year, and 10 hours of advanced training.
3. These hours must be recorded in the Volunteer Management System.
4. Emeritus members may not volunteer for service hours, enter hours in the Volunteer Management System, or be counted as Active Master Gardeners.
5. Hiatus status may be granted for a period of up to two years.
6. Volunteer service does not include travel time to volunteer activities, MG meetings, or continuing education.
7. Annual, voluntary dues are $25. These funds, and all income collected by the MCMG Program, SHALL BE deposited in the Master Gardener Account maintained by MC-EAC, the 501(c)3 organization which provides a deduction, for federal income tax purposes, of donations made to MCMG Program. These funds SHALL BE used solely to support the activities of MCMG through the budgeting process and MUST BE disbursed through the authority of the Treasurer. Montgomery County Extension assures the expenditures are consistent with its policies.
8. Out-of-state transfers (except D.C.) are required to re-take the MG training program.

Formal Organizational Structure:

1. The structure for MCMG consists of the MCMG Board (Board), the Committee Chairs, and the Extension Liaisons and Task Force Leaders. Officers and Program Directors are nominated by the Nominating Committee and elected by the MCMGs at the November meeting. Committee Chairs are appointed by the appropriate Program Director after consultation with the Committee and with approval of the Board. Task Force Leaders may be appointed by the Montgomery County Master Gardener Coordinator (MCMGC), the Program Directors, or the President. Extension liaisons are appointed by the MCMG coordinator; ad hoc committees are appointed by the President.

a) The Board consists of 12 voting members: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Immediate Past President, the New Class Representative, and five Program Directors. The President, Vice President, Treasurer, and Secretary are elected for a term of one year and (with the exception of the Treasurer who does not have a term limit), may not serve for more than two consecutive years. They may not serve on the Board for the following two years (after completing two consecutive years in office). The Program Directors are elected for a term of one year, may not serve for more than three consecutive terms, and may not serve on the Board for the following two years unless they are elected to the position of President, Vice President or Secretary, in which position they may serve an additional two years.

The New Class Representative shall be elected by the members of the New Class and serves for one year, beginning in March. The Immediate Past President rotates out of office with the outgoing President.
i) Duties of Board Members

(1) President - Co-chair the general membership meeting with the MCMGC, and serve as Chairperson of the MCMG Board. The President also is responsible for the formation of the nominating committee and for overseeing its activities. If the President has any conflict of interest in this regard, this duty will be transferred to a MCMG board member with no conflict of interest.

(2) 1st Vice President - Exercise the powers of the President in his or her absence, and if the President is unable to serve on an ongoing basis. The 1st Vice President also oversees the program directors and updates the government structure chart, as well as serving as general COO. He/she is also responsible for introducing the membership meeting speaker at the monthly meetings, as well as emailing said speaker regarding logistics and equipment for the upcoming meeting.

(3) 2nd Vice President – Provides the annual report and other reports as requested by the board. Also oversees the boardroom facility.

(4) Secretary - Preparation of minutes of the MCMG Board meetings and records of General Membership Meetings as well as their dissemination to the membership.

(5) Treasurer- Formulate the budget based on proposals submitted by Program Directors, maintaining records of all financial transactions of the MCMG Program, and for reconciling MCMG financial records with those maintained by the University of Maryland, Montgomery County Extension, Montgomery County Office.

(6) Immediate Past President – provide advice and background on activities conducted during his/her term.

(7) Program Directors - primarily act as a vehicle for communication: to ensure that activities of the Committees and Task Forces within a Program are known in advance of their implementation and that these activities are appropriately communicated to the MCMGC and the MCMG Board. Program Directors will also transfer information learned at MCMG Board meetings to Committee Chairs/Co-chairs and Task Force Leaders within their Programs. The Program Director will assist Committee Chairs/Co-chairs and Task Force Leaders in developing their specific budgets, and in presenting these budgets to the MCMG Board through the Treasurer.

ii) The Board meets monthly except during October and December. Meetings are open. Each Board member has one vote. Proxy voting is not allowed. In an emergency, Program Directors may appoint a non-voting representative from their Program to attend in their place, and notify the MCMGC and the President of this change before the meeting. A quorum (6 members) must be present for the Board to conduct business. A simple majority, as defined by Robert's Rules of Order, of voting members who are present is required to pass a motion.

iii) Vacancies (other than the President) on the Board occurring during the year will be filled by appointment by the President with the approval of the Board. The person appointed to fill the vacancy shall be designated “Acting.” This individual has the same voting rights as other Board members. The time the Acting Board member serves will not count against his/her own term limits, should the Acting Board member later run for a Board position. Vacancies among the Committee Chairs are filled by appointment by the appropriate Program Director with the approval of the Board.

b) Committee Chairs supervise Committee activities in accordance with State and County guidelines, communicate Committee activities to their Program Director, submit annual reports as required, and
prepare and manage a budget. Committee Chairs are appointed for a term of one year and may not serve for more than 4 consecutive terms, other than the Chair of the Newsletter, whose term is unlimited.

\[c\) Task Forces are established for developing, organizing, or maintaining specific single activities required by the MCMG. They may be appointed by the MCMGC, the Board, President, or Program Directors.

\[d\) New activities or committees are approved by the Board, after completion of the Request for New Master Gardener Activity form found on the MCMG Website. The form should be submitted to the Program Director who will forward it to the MCMGC.

2. The Vice President shall submit a minimum of three names as members of a Nominating Committee, and designate the Chairperson of the Nominating Committee, to the Board and MCMGC by June 1. The Board shall vote at its June meeting to approve the members of the Nominating Committee. During July the Nominating Committee shall notify the MCMGs of the November election and solicit candidates. The MCMGC shall provide to the Nominating Committee information regarding a candidate’s standing with respect to volunteer hours and continuing education hours for the previous year. The Nominating Committee shall present the slate of nominees to the MCMGC and the Board prior to its September meeting. Any member of the MCMG may notify the Board that he/she wishes to have a name added to the slate of nominees. The Board may add additional names to the slate of nominees. The Board shall approve the slate of nominees and present it to the MCMGs in October by notice in the newsletter or other communications.

3. MCMGs or the MCMGC may propose an amendment to these Guidelines by presenting a motion to the Board. If the Board passes the motion, it will publish it in the newsletter. A vote will be taken at the next regular Monthly Meeting following the announcement in the newsletter and must be approved by a simple majority of MCMGs in attendance at that meeting.

4. Final interpretation/implementation of these county guidelines are at the discretion of the state MG coordinator and county MG coordinator.

5. The MCMG will continue to exist until UME decides otherwise. In the event of dissolution, all assets of the MCMG shall become the property of the University of Maryland, Montgomery County Extension, Montgomery County Office.

6. The rules contained in the current edition of Robert’s Rules of Order Newly Revised govern the MCMG in all cases to which they are applicable and in which they are not inconsistent with these Guidelines and any special rules of order the MCMG may adopt.

Revised March, 2019