

Master Gardener Association of Rogers County Standing Rules

1. The Master Gardeners shall leave the meeting room clean and orderly after the meeting and refreshments are over.
2. There will be no promotional data or materials distributed prior to, or after the meeting that are for personal benefit, except as approved by the Association Board.
3. Member information shall not be used for any personal or business endeavor.
4. In the event of illness or death of a Master Gardener, the Care and Concern chairperson will send a card and or flowers on behalf of the Association.
5. A Certified Master Gardener, who has completed at least five (5) years, ten (10) years, or fifteen (15) years of continuous volunteer service, will be recognized for their respective years of service. An Oak Tree pin will be presented annually to a person (or persons) whom the membership and the Master Gardener Coordinator believe has provided exceptional volunteer service. Oak Tree requirements are available on request.
6. Requirements for Master Gardener Certification:
 - a. Fifty (50) hours of volunteer service, in a variety of Master Gardener activities, for Master Gardener Interns;
 - b. Twenty-five (25) hours per year of volunteer service and twenty (20) hours per year of continuing education for Certified Master Gardeners;
 - c. Master Gardener program tuition fees are due upon acceptance into the Master Gardener program;
 - d. Certified Master Gardener yearly dues of \$25 per year to be paid to the Treasurer on or before February 1st of the current year;
 - e. Any Master Gardener in Training may be reclassified to Certified Master Gardener upon completion of the classes, passing of the final exam and completion and recording of the fifty (50) hours of volunteer service;
 - f. All graduating Master Gardeners in Training will receive and follow the Rogers County Master Gardener Handbook throughout their volunteer service. All current members will also receive the (MG) Volunteer Handbook and abide by the rules and regulation put forth in the handbook; and
 - g. Master Gardeners who do not meet requirements will be placed on the Associate Master Gardener list. Associate Master Gardeners may attend meetings and participate in trips as room allows. Associate Master Gardeners may not vote, serve as officers, or as a committee chairperson. Associate Master Gardeners may re-certify by completing the twenty-five (25) hours of service and twenty (20) hours of continuing education and paying the yearly dues.
7. All elected officers may not serve for more than two (2) consecutive years in the same office. Prior to beginning their term, officers must hold the title of Certified Master Gardener for a minimum of one year. Co-Presidents must serve on the Association Board a minimum of one (1) year, prior to the beginning of their term.

- a. In the event an officer vacancy occurs during his/her term, the Co-Presidents will appoint a replacement, with Board approval. The remaining term will be agreed to by the individual and the Board.
8. Activity year runs from January 1st to December 31st.
9. In accordance with Oklahoma State University (OSU) regulations, any original written material submitted to MGARC for publication or distribution becomes the property of OSU.
10. Standing Committee Meeting Procedure:

Committees are formed by the Association to operate as a small working group of the organization's members in order to complete a specific task or project. Once a committee has been formed, its chairperson should call a committee organizational meeting. It is recommended this occur within thirty (30) days of the appointment of the committee chair. In small committees, the chairperson usually acts as secretary. A secretary may be chosen to keep a brief record of minutes for the use of the committee. The committee chairperson should keep the meeting moving forward and meeting objectives by:

 - a. Opening the meeting at the appointed time and calling the meeting to order;
 - b. Presenting a prepared agenda (written, if possible) and indicate the order in which topics will be presented; and
 - c. Ensuring all committee participants are treated with respect and individual comments and suggestions are heard.

Prior to adjourning the meeting, the chairperson should review assignments and timing of expected volunteer's activity and announce if/when additional meetings may be necessary. Chairperson should keep the Association Board updated on the progress of the committee's work.
9. The maker of a motion will be allowed two minutes to speak on their motion, provided that the motion has been seconded. In the event three members speak in favor of a motion, the Chairperson will allow three members to speak against the motion prior to calling for the question to end debate.