



UNIVERSITY OF MINNESOTA
EXTENSION

MASTER GARDENER PROGRAM

Operating Guidelines
University of Minnesota Extension Master Gardener Program,
Carver-Scott Counties

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Operating Guidelines

University of Minnesota Extension Master Gardener Program, Carver-Scott Counties

The purpose of these guidelines is to define how the local unit of the University of Minnesota Extension Master Gardener program in Carver and Scott counties will function.

NAME

The working name of the organization shall be the Carver-Scott Extension Master Gardener Program (hereafter referred to as **the Program**)

MISSION STATEMENT

The mission of the Carver-Scott Extension Master Gardener Program is to involve volunteers trained in horticulture to use research-based resources of the University of Minnesota to enhance and improve the environment and quality of life in the community.

AFFILIATION

The Program is a local unit of the University of Minnesota Extension Master Gardener Program (hereafter referred to as **the State Program**)

The Program will comply with the policies and procedures of University of Minnesota Extension and the State Program. This includes, but is not limited to, the University of Minnesota Board of Regents Code of Conduct and State Program

policies as defined in the current Extension Master Gardener Volunteer Manual. Non-compliance may result in the revocation of the Program's status as a University of Minnesota Extension Master Gardener Program, including the use of name, title and logo.

Where county funds support the coordination and work of the Program, volunteers and the Program will also be accountable to the local county Extension Committee(s) and Board (s) of Commissioners.

PROGRAM PARTICIPATION

Voting members of the Program will consist of a Program Coordinator or Extension representative (if any) and Extension Master Gardener program volunteers with the current status of Intern and Active, as defined in the "Volunteer Status" section of the University of Minnesota Extension Master Gardener Volunteer Manual.

Active certification of an Extension Master Gardener volunteer is valid for one calendar year. Annual re-certification of active status requires the volunteer to complete and report a minimum of 25 hours of volunteer service by the end of the calendar year (December 31).

The State Program further requires that active Extension Master Gardeners complete and report a minimum of five hours of continuing education during that year. These hours may be fulfilled by attending five Program meetings. Attendance at a minimum of five Program meetings annually is expected for each intern and active member of the Program.

Any Program volunteer who fails to comply with University of Minnesota policies, State or Program guidelines, or who otherwise disrupts the activities or goals of the local Program, may be moved to Temporary Inactive (TI) or Permanently Inactive (PI) status, as defined in the "Volunteer Status" section of the University of Minnesota Extension Master Gardener Volunteer Manual. Recommendation for such action shall be determined by majority vote of the Program's Executive Committee. Any member noting action not in keeping with aforementioned policies or guidelines should report such action directly to the Program Coordinator (if any) or State Program Director. Final change of a volunteer to TI or

PI status is determined by the Program Coordinator (if any) or Chair and the State Program Director.

PROGRAM MEETINGS

The Fiscal year of the Program shall be the calendar year, January 1-December 31.

The Program expects to hold regular monthly meetings, with a minimum of ten per year.

The Annual Meeting to allow for elections shall be held no later than December 31 of each year.

Meeting Notice:

- Notice of all meetings shall be given by either Program Coordinator or Chair via email or other appropriate means not less than five days before the proposed meeting.
- Failure of any member to receive such a notice shall not invalidate the action which may be taken at such meeting.

Voting

- Each member in attendance at a meeting where a quorum has been declared shall be entitled to one vote on all items requiring action.
 - A quorum shall consist of 40% of voting members as described in Program Participation (above)
 - A vote by simple majority of those in attendance at a meeting where a quorum has been declared shall be considered an act of the Program.
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PROGRAM LEADERSHIP

Where there is a paid Extension staff person responsible for Master Gardener program coordination in Carver and Scott counties, that person will have oversight of the Program.

In the event there is no Extension staff person responsible for Program coordination, the Carver-Scott Extension Master Gardener volunteer Chair will

fulfill the role of Local Volunteer Leader, as outlined in the State Program Volunteer Manual.

The Program will also have an Executive Committee to provide organizational leadership, resolve volunteer management issues, make guideline and procedural recommendations and maintain financial accountability. It shall act for and in the name of the general membership of the Program.

Executive Committee positions:

Officers: Chair, Vice-Chair, Ex-Officio Chair and Treasurer

Others: Program Coordinator or Extension representative (if any), Finance Coordinator, Intern/Mentor Chair, Sign-Up Administrator, two Members-at-Large and State Advisory Board Representative (s) (if any)

Treasurer, Vice-Chair and Members-at-Large shall be elected by the general membership of the Program at the Annual Meeting. Terms of office shall begin on January 1.

The Finance Coordinator, Intern/Mentor Chair, and Sign-Up Administrator will be appointed to their positions by the Program Officers. These appointments are renewable annually.

Category Chairs and Vice Chairs from the areas of: Teach Adults, Teach Youth, Answer Garden Questions, Educational Service Projects, Communications, Special Events and Administration will be appointed to their positions by the Program Officers. These appointments are renewable annually. Category Chairs and/or Vice Chairs will be included in Executive Committee meetings by invitation or request to attend.

The Executive Committee shall meet as needed, with a minimum of four meetings per year. Meetings may be conducted by conference call or internet means. If a member becomes unable to fulfill the duties of office or has unexcused absences from two or more consecutive meetings it may be cause for the Executive Committee to vote to dismiss the member from the Executive Committee and appoint a new member to carry out responsibilities of that position.

Voting: Each member will have one vote. Ratification of a vote shall be by simple majority at any meeting provided a quorum is included. Quorum: 50% of Executive Committee membership. In some cases voting may be done by electronic means, but 100% approval is required for action to result. If there is less than 100% approval, further action will be held until the next committee meeting.

If any Executive Committee member is unable to carry out their duties or term and provisions are not set down elsewhere in these Operating Guidelines for their replacement, the Executive Committee reserves the right to appoint a new member to carry out responsibilities.

Executive Committee meetings minutes will be available to Executive Meeting members within seven days following the meeting. Minutes will be available to general Program membership on our website within the same timeframe, provided any confidential matters discussed regarding a volunteer are removed.

DUTIES OF OFFICERS

Described in separate document “Volunteer Leadership Position Descriptions”

OPERATING FUNDS

Funds may be raised, held and distributed by the Program in accordance with the State Program’s Fundraising and Financial Management guidelines outlined in the University of Minnesota Extension Master Gardener Volunteer Manual.

Monies paid to members for appearances at garden centers, presentations to community clubs, etc. are to be turned over to the Program Treasurer. No money may be accepted by individual members while they are performing in an official University of Minnesota Extension Master Gardener capacity.

No part of the assets of the Program shall contribute to the benefit of, or be distributed to, its members, Executive Committee, or other private persons, except as reimbursement for legitimate and reasonable expenses incurred on behalf of the Program.

CHANGE IN OPERATING GUIDELINES

These Operating Guidelines may be amended by a majority vote of members present at the Annual Meeting or any meeting where a quorum has been declared and notification of the vote was given in writing at least five days prior to the meeting.

SAVING CLAUSES

Any portion of these Operating Guidelines found to be contrary to law shall not invalidate other portions.

Any portion of these Operating Guidelines found to be contrary to the guidance of the University of Minnesota, University of Minnesota Extension, and/or the University of Minnesota Extension Master Gardener program shall not invalidate other portions.

EFFECTIVE DATE

These Operating Guidelines shall be effective February 9, 2016

Chair

Vice-Chair

Ex-Officio Chair

Treasurer