

YAVAPAI COUNTY MASTER GARDENER ASSOCIATION

STANDING RULES

GENERAL MEETINGS

- Meetings shall be held on the third Wednesday of each month, except in July and December when no meetings shall be held.
- Meetings shall begin at 6:30 PM.
- Meetings locations shall alternate between the Prescott and Verde Valley areas.
- Meetings are only for Master Gardener Association (MGA) members (Certified Master Gardeners and Associate Master Gardeners).

SPECIAL MEETINGS

- An annual picnic and award ceremony shall be held each fall, alternating between the Prescott area and the Verde Valley area. This special meeting is also open to family and friends of MGA members.
- An Officer & Committee Meeting shall be held at the beginning of January to plan activities and events for the coming year. Meetings are generally held at the Prescott Extension Office.
- A Mid-Year Officer & Committee Chair Meeting shall be held by the end of June to discuss the progress of the prior six months. Meeting place is generally at the discretion of the President.

MEETING NOTICE

- The next general meeting will be announced at the end of the previous meeting, or by e-mail a minimum of seven days in advance of the meeting, and in the Yavapai Gardens newsletter, excepting special meetings. A yearly meeting calendar will be distributed to the MGA at the beginning of each calendar year.

AGENDA AND MINUTES

- The agenda, prior meeting minutes, Volunteer Projects Status report and any additional handouts will be sent out to MGA membership by e-mail seven days prior to the meeting. Minutes will typically be issued within 14 business days after the meeting. Any new agenda material should be submitted to the President and Secretary at least 10 days prior to the meeting.

EXPENSE APPROVAL

- MGA Committee expenditures that do not exceed 20% of their approved estimate do not need additional approval.
- The MGA President may approve additional expenditures up to \$50.00.
- The Executive Board may approve additional expenditures up to \$250.00
- Expenditures greater than \$250.00 must be presented to the MGA members for approval. An approval by 2/3 (two-thirds) vote of the votes cast at a meeting and/or via e-mail is required.

MGA COMMITTEES

- By-Laws (Ad-hoc)
 - Committee composition is at the discretion of the President.
 - Committee shall meet as needed to make recommendations for proposed amendments to the By-laws.

- Nominating (Ad-hoc)
 - Committee shall consist of four (4) active members who are appointed by the Executive Committee; the membership chairperson plus three (3) appointed members.
 - Committee shall create a slate of officers and present it to the MGA members at least 30 days prior to the November annual meeting.

- Scholarship (Ad-hoc)
 - Participate in annual preparation of the MGA budget to assure continued funding of the Mary Barnes and Jeff Schalau Master Gardener Scholarship at Yavapai College.
 - Maintain contact with the Yavapai College Foundation in order to assure funds are allocated as agreed upon.
 - Publicize the scholarship to MGA membership in order to increase support.
 - Report the status of the scholarship to the MGA membership as needed.

- Standing Committees
Chairs and committee members are not elected by MGA members. See By-laws for qualifications. See Yavapai County Master Gardener Association Officer & Committee Responsibilities for responsibilities.

AMENDMENTS TO STANDING RULES

- Changes to the Standing Rules may be discussed and voted upon at any meeting of the MGA. They may be adopted, amended, suspended, or rescinded by a majority vote of the MGA members present.

ADOPTION

- These Rules and Regulations were adopted by the MGA on November 19, 2008.
- These Rules and Regulations were amended by the MGA on September 16, 2009.
- These Policies and Procedures (formerly Rules and Regulations) were amended by the MGA on April 20th, 2011.
- These Policies and Procedures were amended by the MGA on February 18, 2015.
- Title changed to Standing Rules (formerly Policies and Procedures) on November 14, 2018.
- Scholarship Committee added on January 16, 2019.
- References to Policies and Procedures changed to Standing Rules on February 19, 2020