ARTICLE I. NAME, PURPOSE, MISSION, AND COORDINATOR

A. The name of the organization is "Master Gardeners of Greene County."

B. The overall purpose of Master Gardeners of Greene County is to provide volunteer assistance to the University of Missouri Extension, following guidelines established by the University.

C. The specific mission of Master Gardeners of Greene County is to provide horticultural information and training to the gardening public based on proven research specific to the local climate, soils and plants, consistent with the "Policies and Procedures for the Missouri Master Gardener Program," (see Addendum 2) adopted November 3, 2000, and subsequent revisions (hereinafter "the State Policies and Procedures").

D. The Coordinator of the Master Gardener Program in Southwest Missouri (hereinafter "the Coordinator") is the University of Missouri Extension Specialist for the Southwest Region, or an employee designated by the Horticulture Specialist.

ARTICLE II. MEMBERSHIP

A. Consistent with the State Policies and Procedures (see Addendum 2), membership shall consist of the following categories: Master Gardener Trainee, Master Gardener Intern, Active Master Gardener, Master Gardener Emeritus, Master Gardener on Leave of Absence, and Inactive Master Gardener.

B. In addition to the basic training, Master Gardener interns will be required to complete a minimum of 30 hours as follows, in order to become certified as Master Gardeners:

1. 20 service hours
   a. Includes 15 hours being served at Nathanael Greene, Xeriscape, or working the Hotline
   b. Includes 5 hours in other service opportunities such as the plant sale, fairs/shows, speaker’s bureau, Master Gardener committee service.

2. 10 hours spent on other activities such as monthly meetings, conferences.
3. Exceptions for cause, such as physical limitations or paid work schedule conflicts, will be reviewed by the Board of Directors, and may be granted at their discretion.

C. Each Active Master Gardener shall contribute a minimum of 20 hours of volunteer service each calendar year to maintain his or her active status.

D. There shall be no annual volunteer service requirements for Emeritus Master Gardeners. However, Emeritus Master Gardeners shall receive all Master Gardener mailings, including "The Grapevine" newsletter, and they may participate in all Master Gardener activities and continuing education programs.

E. Annual volunteer service requirements may be changed by amending these by-laws, following the procedures in Article XIV. Any such revised requirements must meet or exceed the annual volunteer service requirements in the State Policies and Procedures (see Addendum 2).

F. No monetary dues shall be required for any of the membership categories. However, Master Gardeners on Leave of Absence and Inactive Master Gardeners who ask to receive the "The Grapevine" newsletter shall pay $5.00 per year to help cover the costs of production.

G. Only Active Master Gardeners and Emeritus Master Gardeners are voting members of the organization.

H. The Coordinator shall maintain a membership roster that identifies each member according to the following categories: Intern, Active, Emeritus and Inactive. Additions and deletions to the roster shall be made as needed, consistent with these by-laws and the State Policies and Procedures (see Addendum 2).

ARTICLE III. BOARD OF DIRECTORS (RESPONSIBILITIES)

A. The Board of Directors (hereinafter "the Board") shall advise and assist the Coordinator in providing leadership to all aspects of the Master Gardener Program in Southwest Missouri.

B. In consultation with the Coordinator, the Board may establish guidelines for Master Gardener Interns and Active Master Gardeners with respect to appropriate activities suitable for meeting annual volunteer service hour requirements. Such guidelines shall be consistent with the State Policies and Procedures (see Addendum 2).

C. In consultation with the Coordinator, the Board may select, approve and oversee special Master Gardener projects and shall provide financial and other resources necessary to accomplish such projects.

D. The Board shall approve bills for payment only after determining that the amount and purpose constitutes an appropriate expenditure on behalf of Master Gardeners of Greene County.

E. The Board shall establish the date, time and place for general membership meetings and provide reasonable notice to Master Gardener Trainees, Master Gardener Interns, Active Master Gardeners and Emeritus Master Gardeners.

F. In consultation with the Coordinator, the Board shall consider requests for status as Emeritus Master Gardeners, consistent with the State Policies and Procedures (see Addendum 2).

G. The Board and the Coordinator shall review and approve these by-laws, and each subsequent amendment thereto, prior to recommending them to the general membership for approval (Article XIV).

ARTICLE IV. BOARD OF DIRECTORS (MEMBERSHIP AND ELECTIONS)

A. The Board shall consist of eight Active Master Gardeners elected at large for a term of two calendar years. Terms shall be staggered so that four Board members are elected annually with each serving a term of two calendar years.
B. Nominations for Board candidates shall be made by an ad hoc Nominating Committee, following the procedures in Article IX.

C. Secret balloting by all Active Master Gardeners shall be conducted by mail and completed by December 1 of each year. The four candidates receiving the largest number of votes shall be declared the winners. Votes for write-in candidates shall not be permitted and shall not be counted. In the event of tie votes, a run-off election shall be conducted by mail among the tied candidates. Such run-off elections, if required, shall be completed as soon as possible but no later than December 15.

D. Board members may be elected to no more than two consecutive terms, and are eligible for re-election after at least a one-year absence from the Board.

E. A Board member may also serve as a committee chairperson.

ARTICLE V. BOARD OF DIRECTORS (OFFICERS)

A. As soon as possible following the election of Board members each year, the Coordinator shall chair a special meeting of the new Board for the purpose of electing officers for the following calendar year. If the Coordinator is unable to be present, he or she shall appoint an Active Master Gardener who is not a Board member to chair such meetings.

B. From among its members, the Board shall elect the following officers annually for a one-year term:

   1. President. The President shall chair all general membership meetings and Board meetings (except when the President is being elected). The President shall make arrangements for the location of each meeting and provide reasonable notice to all Master Gardener Trainees, Master Gardener Interns, Active Master Gardeners and Emeritus Master Gardeners.

   2. Vice President. The Vice President shall assist the President and the Coordinator, as requested, and serve as President pro tem during absences of the President. In January of each year, the Vice President shall record and summarize the volunteer service hours reported by each Active Master Gardener for the previous calendar year and projections for the current calendar year (Article XII), and present a summary report to the Board at its February meeting each year.

   3. Secretary. The Secretary shall record attendance and the minutes of each Board meeting and general membership meeting. All minutes shall be published, and the Secretary shall post a copy of each in the Extension office and provide copies to the Coordinator, Board members and committee chairpersons. Minutes and other records shall be open to Master Gardener Trainees, Master Gardener Interns, Active Master Gardeners and Emeritus Master Gardeners upon request. The Secretary shall prepare a brief summary of major decisions and issues discussed at each Board meeting and general membership meeting for inclusion in "The Grapevine" newsletter. The Secretary shall see that all general correspondence is issued and filed in a timely manner.

   4. Treasurer. The Treasurer shall deposit and account for all funds received by the organization, pay all bills on behalf of the organization after approval by the Board, manage the organization's petty cash fund, provide financial reports at Board meetings and general membership meetings, and summarize those reports for inclusion in "The Grapevine" newsletter.

C. At his or her discretion, the President shall serve as Parliamentarian or appoint another member of the Board to serve as Parliamentarian for both Board meetings (Article VII) and general membership meetings (Article VIII). Appointed Parliamentarians shall serve one-year terms, and may be reappointed at the discretion of the President.
D. No Board member shall hold more than one office simultaneously, with the exception of the Parliamentarian who may simultaneously hold one of the offices described in paragraph B of this Article.

E. There shall be no restriction on the number of terms which any officer may serve while a member of the Board.

F. Members of the Board may be removed from the Board by a ¾ vote of the membership attending any general meeting or a ¾ vote of the Board at any Board Meeting. That Board position will then be considered vacant. (see VI B)

G. Members of the Board are required to attend at least 9 Board meetings each year of their term. Failure to do so will require a vote for removal by the Board as noted in Article V F.

ARTICLE VI. BOARD OF DIRECTORS (VACANCIES)

A. If an officer resigns from his or her office but remains on the Board, the President shall appoint another member of the Board to that office for the remainder of the current one-year term.

B. If a Board position becomes vacant within one year after election, but prior to the announcement of results from the next annual election, an additional winner will be declared at that scheduled election. This additional winner will complete the remaining term of the unfilled position. The election winner that will complete this term will be determined by random means (unless the winners reach consensus among themselves on which of them will complete the one year term). (see Article IV for election instructions) A vacancy which occurs after the announcement of the results of the interim election may be left vacant for the remainder of the term or filled by a vote of the board.

C. If a Board member resigns from the Board during the last six months of his or her two-year term, the President may either appoint another Active Master Gardener to serve during the remainder of the term or leave the Board position vacant for the remainder of the term.

D. An Active Master Gardener who is appointed to serve on the Board for a period of six months or less may be nominated as a Board candidate for the next two-year term, and serve a full term, if elected, and a second full term, if re-elected.

ARTICLE VII. BOARD OF DIRECTORS (MEETINGS)

A. The Board shall meet at least monthly on a regular schedule determined by the Board during its January meeting each year. In consultation with the Coordinator, the President may call or cancel regular or special Board meetings and shall provide reasonable notice to each Board member.

B. Three Board members shall constitute a quorum at any scheduled or specially called meeting of the Board.

C. All motions shall be agreed to by the vote of a simple majority of the Board members present. Only Board members shall be permitted to make motions, second motions, or vote on motions before the Board.

D. The Coordinator and committee chairpersons (or their representatives) shall be expected to attend each Board meeting. Each committee chairperson shall be given an opportunity to present a brief report concerning his or her committee and to make recommendations concerning any issue before the Board. If it is not possible for a committee chairperson to be present (or to be otherwise represented) he or she shall provide a brief written report to the Coordinator and/or the President prior to the meeting.

E. Board meetings shall be open to the general membership (Master Gardener Trainee, Master Gardener Intern, Active Master Gardener, and Emeritus Master
Gardener). Representatives of the general membership shall be given an opportunity to ask questions and provide input to the discussion as appropriate.

F. All Board meetings shall be conducted following the guidelines in Robert's Rules of Order.

G. Between scheduled Board meetings, an issue the president believes must be addressed before the next scheduled Board meeting that is not considered of a nature to merit a specially-called Board meeting, may be addressed and voted on by electronic means.

1. Each Board member is asked by electronic means (e-mail, fax, or phone) if they approve of addressing the question at hand via electronic means.
2. If there is no objection to the question being addressed by electronic means, the actual question is then presented electronically to the Board members for discussion and voting by electronic means.
3. The vote is recorded in the minutes of the next regularly scheduled Board meeting.

ARTICLE VIII. GENERAL MEMBERSHIP MEETINGS

A. The date, time and place of general membership meetings shall be determined by the Board of Directors (Article III).

B. A minimum of six meetings shall be held each year.

C. Regular or special general membership meetings may be called or cancelled by the President, in consultation with the Coordinator.

D. To the extent possible, each general membership meeting shall include an educational program and/or special activity related to gardening or other horticultural topics.

E. Only Active Master Gardeners and Emeritus Master Gardeners shall be permitted to make motions, second motions, and vote on issues at general membership meetings.

F. The business portion of each general membership meeting shall be conducted following the guidelines in Robert's Rules of Order.

ARTICLE IX. STEERING COMMITTEES

A. Steering Committees shall provide overall leadership in planning organizing Master Gardener activities related to continuing Master Gardener projects and activities. All Master Gardener Interns, Active Master Gardeners, and Emeritus Master Gardeners shall be encouraged to participate in the work of one or more Steering Committees. There shall be eleven Steering Committees:

1. Fairs and Shows. Scheduling volunteers and planning and organizing exhibits and reference materials for the Springfield Lawn and Garden Show, Ozark Empire Fair, and other special events including field days, community fairs and festivals.

2. Hotline. Scheduling volunteers and planning and organizing reference materials and office space for the telephone "hotline.

3. Public Education. Scheduling volunteers and planning and organizing visual aids, printed materials, and facilities for public presentations at Spring and Fall Seminars, MOGARDEN seminars, Springfield Lawn and Garden Show, Ozark Empire Fair, field days, schools, etc. Also includes planning and organizing special Master Gardener publications, newspaper/magazine articles, and radio/television interviews and presentations.

4. Xeriscape. Planning and organizing work projects at the Springfield Xeriscape Garden (layout, plant selection, planting, pruning, weeding, mulching, edging, stonework, etc.).
5. Nathanael Greene. Planning and organizing work projects at the Master Gardener demonstration garden in Springfield’s Nathanael Greene Park (layout, plant selection, planting, pruning, weeding, mulching, edging, stonework, etc.).

6. Fund Raising. Planning and organizing projects and activities that have as their primary purpose raising funds for the Master Gardener program, including public plant/seed sales, public garden tours, Sunday strolls, etc.


8. Social. Planning and organizing special Master Gardener events including field trips, spring banquet, summer watermelon feed, fall potluck dinner and winter holiday party, and refreshments for general membership meetings.

9. History. Record the history of the Master Gardener program, including news releases and other publicity, photography of Master Gardener classes and activities, documents and files associated with Master Gardener activities, and maintenance of Master Gardener historical files.

10. Programs. Planning and organizing educational programs and activities for general membership meetings, including identifying educational topics, contacting speakers, making arrangements for meeting rooms, audio/visual equipment and training aids, and hosting/introducing speakers, etc.

11. Mentor. Assist the Coordinator in planning, organizing and overseeing the mentoring program for Master Gardener Interns (Article XI)

B. An Active Master Gardener shall chair each Steering Committee. Chairpersons may serve for an indefinite term. In the event of a chairperson vacancy, the President shall seek input from the general membership to identify Active Master Gardeners interested in filling the vacancy.

C. Each chairperson shall recruit Master Gardener Interns, Active Master Gardeners, and Emeritus Master Gardeners, as needed, to help plan and organize projects and activities within the scope of each Steering Committee. The summary of projected volunteer service hours for the current year (Article XII) shall be used as a recruitment aid.

D. By February 1 each year, each chairperson shall submit a tentative budget for that calendar year to the Board for its review and discussion.

E. The Coordinator, the President and other Board members, and Steering Committee chairpersons shall ensure that the general membership is aware of, and encouraged to help carry out, the projects and activities planned and organized by each Steering Committee.

F. The President shall be an ex-officio member of all Steering Committees.

ARTICLE X. AD HOC COMMITTEES

A. Ad hoc committees shall be appointed for specific purposes of limited duration, including but not limited to:

1. Nominating Committee - At the September general membership meeting each year, the Active Master Gardeners present shall elect three Active Master Gardeners to serve as a Nominating Committee for the Board of Directors. Each candidate for the nominating committee must be present and have previously agreed to serve. The election of the nominating committee may be by open vote or by secret ballot, as determined by the Active Master Gardeners present. By November 1 of each year, the nominating committee shall present a slate of at least five Active Master Gardeners as Board candidates who have agreed to serve if elected.
B. In consultation with the Coordinator and the Board, the President may appoint additional ad hoc committees, as needed.
C. Each ad hoc committee shall appoint its own chairperson and make other assignments among its members, as needed.
D. The President shall be an ex officio member of all ad hoc committees, except the Nominating Committee.

ARTICLE XI. MENTORING
A. The overall goal of Master Gardener Mentors shall be to help Master Gardener Interns become Active Master Gardeners as soon as possible. Mentors shall try to make this transition as comfortable and enjoyable as possible for Interns.
B. The Mentor Chair shall assist the Coordinator in planning, organizing, and overseeing the mentoring program for Master Gardener Interns.
C. Around the time of the Level I Master Gardener training program, Active Master Gardeners and Emeritus Master Gardeners shall be recruited to serve as Master Gardener Mentors for Master Gardener Trainees.
D. Master Gardener mentors shall follow the guidelines in Addendum 1 of these bylaws.

ARTICLE XII. REPORTING VOLUNTEER SERVICE HOURS
A. By January 15 of each year, each Master Gardener Intern and Active Master Gardener shall report the number of volunteer service hours he or she contributed to the Master Gardener Program during the previous calendar year.
   1. Volunteer service hours shall be reported using forms, guidelines and categories provided by the Coordinator.
   2. By February 1 each year, the Vice President shall summarize the volunteer service hour reports for the previous calendar year and present a summary to the Board at its February meeting each year.
   3. Based on the volunteer service hour reports for the previous year, the Board shall make recommendations to the Coordinator concerning the status of Master Gardener Interns and Active Master Gardeners who did not submit reports or who did not report the minimum number of required volunteer service hours.
   4. At the spring banquet each year, Master Gardener Interns and Active Master Gardeners who contributed more than 50, 100, 150, and 200 volunteer service hours during the previous calendar year shall be recognized.
   5. The summary of volunteer service hours for the previous calendar year and the list of Active Master Gardeners to be recognized at the spring banquet shall be printed in the March issue of "The Grapevine" newsletter each year.
B. By January 15 each year, each Master Gardener Intern and Active Master Gardener shall estimate the number of volunteer service hours he or she plans to contribute to the Master Gardener Program during the current calendar year.
   1. Projected volunteer service hours shall be reported using forms, guidelines and categories provided by the Coordinator.
   2. By February 1 each year, the Vice President shall summarize the projected volunteer service hour reports for the current calendar year and present a summary to the Board at its February meeting.
   3. Based on the projected volunteer service hour reports, the Vice President shall provide lists of Master Gardener Interns and Active Master Gardeners, by category of interest, to the chairperson of each Steering Committee for his or her use in recruiting committee members.
ARTICLE XIII. RECRUITING, TRAINING AND CONTINUING EDUCATION

A. All recruiting, training and continuing education shall be consistent with the State Policies and Procedures (see Addendum 2).

B. Only Active Master Gardeners and Emeritus Master Gardeners are eligible to apply for any Advanced Master Gardener Training (Level II) that may be available in Southwest Missouri.

ARTICLE XIV. ADOPTING AND AMENDING BY-LAWS

A. These by-laws, and each subsequent amendment thereto, shall become effective upon approval by two-thirds of the Active Master Gardeners and Emeritus Master Gardeners present at the general membership meeting at which they are officially presented for approval. Balloting shall be by secret vote.

B. All Active Master Gardeners and Emeritus Master Gardeners shall be notified in writing at least 30 days before these by-laws, and each subsequent amendment thereto, are presented for approval. Such notification shall include a complete copy of these by-laws and/or amendments, as appropriate.

ADDENDUM 1 - Mentoring Guidelines Master Gardeners of Greene County

The following suggestions are intended to provide general guidance only. The list is not all inclusive. Not all suggestions will be appropriate in each circumstance. Hopefully, the suggestions will help you help new Master Gardener Interns become Active Master Gardeners as quickly and comfortably as possible. Thank you for being a Master Gardener Mentor.

1. Make a personal effort to become acquainted with your Master Gardener Intern(s) as soon as possible. A telephone call about mid-way during the Level I training and shortly after completion of the training is highly encouraged.

2. Offer to accompany your Intern(s) to the spring banquet (spring classes) and to their first two or three general membership meetings. Or greet them at the meeting and be their "host" for the evening.

3. Introduce your Intern(s) to several other Active Master Gardeners at the spring banquet (spring classes) and at general membership meetings within the first few months after they complete their Level I training.

4. Make sure your Intern(s) know you are available during meetings (or by telephone later) to answer questions and to explain what is going on, who is doing what, and opportunities for participation. Make sure Interns know the Board members and committee chairpersons, and their responsibilities.

5. Help your Intern(s) identify projects and activities that are of most interest to them. Take the initiative in contacting Board members and committee chairpersons, as appropriate, to let them know of your Intern(s) interests. Ask them to follow up directly with the Intern(s).

6. Stay in contact with your Intern(s) during the first year after their Level I training. As you become better acquainted, you may want to meet them for coffee, invite them to visit your garden, and/or get together with other Mentors and Interns for lunch or dinner.

7. Advise the Master Gardener Coordinator or the President as soon as possible, if there are problems that need to be addressed.

8. If your Intern(s) do not complete their volunteer service hour commitment and do not become Active Master Gardeners, try to find out why, to the extent possible. This feedback will be helpful in screening applicants, training, and mentoring for future Level I classes.
“The mission of the University of Missouri Extension Master Gardener volunteer program is to provide horticultural information and training to the gardening public based on proven research specific to the local climate, soils, and plants”

I. Master Gardener Program and Participants

The Master Gardener volunteer program is a University of Missouri public service aimed at providing unbiased, research-based horticultural information and education. Official approved Master Gardener projects must be Extension related, educational and represent the interests of University of Missouri Extension. At no time shall there be association with commercial activity or products, or the giving of implied University endorsement to any product or place of business.

A. The designation “University of Missouri Extension Master Gardener” is to be used exclusively by trained and certified Missouri Master Gardeners in educational programs and approved projects that provide information and answer gardening questions under the auspices of University of Missouri Extension. Identification as a Master Gardener is valid only when an individual is a participant in programs sponsored by University of Missouri Extension. Only those individuals currently certified in the program may call themselves Master Gardeners.

B. Master Gardeners are not to advertise as Master Gardeners in their names or places of business, nor be listed as such in business advertising. Association with commercial activity or products, or the giving of implied University endorsement to any product or place of business, is a violation of Master Gardener program policies. Master Gardener training and experience may be given as qualifications when seeking employment. However, once employed, Master Gardener credentials may not be displayed.

II. Master Gardener Program Structure and Definitions

The Missouri Master Gardener program is administered by the state coordinator, either through the regional coordinator where one exists, or direct to local programs. Local program coordination varies, depending on initial structure and size. Master Gardeners may be guided directly by an advisory or steering committee or through a coordinator.

A. Master Gardener Trainee

A Master Gardener Trainee is an individual accepted into the Master Gardener Core Course (Level I) and is currently attending classroom-training sessions and is in the process of completing the first year volunteer requirement of at least 30 hours.

1. Acceptance as a Master Gardener Trainee is contingent upon signing the Missouri Master Gardener Exchange of Services Agreement (Appendix A) stating that the individual will complete the training program consisting of classroom instruction and volunteer hours. The Exchange of Services Agreement sets the tone for volunteer involvement in the Master Gardener program. It ensures from the outset that participants have a clear understanding of the program’s goals.

2. In order for individuals to complete and sign the agreement, they must first receive orientation to the program, including a review of University of Missouri Extension policies and volunteer opportunities at the local program level. Copies of the signed agreement will be kept by the local program coordinator(s) and the trainee.

3. The Master Gardener trainee status is contingent upon signing a Missouri Master Gardener Volunteer Agreement (Appendix B) prior to beginning volunteer service. Copies of the signed contract will be kept by the State Master Gardener Coordinator, local program coordinator(s) and the trainee.

B. Certified Master Gardener

A Certified Master Gardener is an individual who has completed both the core course and the volunteer requirements.

C. Active Master Gardener
1. An Active Master Gardener must report annually at least 20 hours of volunteer service in regionally approved programs plus a recommended 6 or more additional hours of continuing education within that year (January 1st - December 31st).

2. Exceptions to these requirements may be granted for extenuating circumstances by local program coordinator, the regional coordinator or the state coordinator.

D. Inactive Master Gardener
An Inactive Master Gardener is one who has not completed their annual volunteer requirement of at least 20 hours each year and is not classified as an Emeritus Master Gardener. Inactive Master Gardeners remain as such until they complete a volunteer requirement of at least 20 hours in one calendar year. As soon as 20 hours of approved volunteer service have been recorded, the status will be changed to Active. Inactive Master Gardeners will not receive the newsletter nor be invited to special events.

E. Master Gardener Emeritus
A Master Gardener who has been an Active Master Gardener for a total of ten (10) years will be granted Emeritus status upon request to the local program coordinator, regional coordinator or to the state coordinator. There will be no volunteer requirements. However, a Master Gardener Emeritus is encouraged to continue to participate in Master Gardener programs. He or she will receive Master Gardener mailings and may attend any continuing education programs offered to Master Gardeners.

F. Uncertified Master Gardener
1. An Uncertified Master Gardener is one who may no longer use the Master Gardener title or participate in Master Gardener programs and activities.
2. A Master Gardener Trainee will not be certified if they fail to complete the training course and/or annual volunteer service hours requirement within one year.
3. A Certified Master Gardener may be uncertified by the local coordinator, regional coordinator or the state coordinator with concurrence of the State Advisory Board if the conditions under the volunteer agreement are not fulfilled.

G. Master Gardener Mentor
A Master Gardener Mentor is an Active or Emeritus Master Gardener who is paired with a Master Gardener Trainee to guide that person into a successful Master Gardener experience.

III. Master Gardener Training
A. Recruitment, Application & Selection
1. Recruitment of Master Gardener trainees is based on a local team action plan developed from pre-planning and an established need for local Master Gardener volunteer activities.
2. Applicants to the Master Gardener Program must submit a written application, answering all questions on the form. A standardized Master Gardener application form (Appendix C) is available from the State Master Gardener Coordinator, or local programs may use their own forms.
3. All completed forms will be reviewed by the local program coordinator, the regional coordinator or the state coordinator.
4. Applications and in-person interviews may be used to determine if candidates are appropriate for the program.
5. Applicants shall be given a clear explanation of volunteer opportunities.
6. Final decisions for acceptance into the program will be made without regard to race, religion, color, age, disability, sexual orientation, military status, national origin or gender.

B. Training Fees
To ensure that all Master Gardeners receive the basic resources they need for the job, the State Master Gardener office requires a fee of $45 per person for the Core Course training. For this fee the State Master Gardener office will provide:
- Enrollment into the statewide program
- Permanent name tags
- Certificates upon completion of the core course and initial volunteer requirement
1. Local training sites may need to increase the training fee if there are additional expenses for facilities, copying, mailings, press releases, refreshments, etc. Travel expenses for non-University of Missouri Extension personnel may also be offered.

2. Copies of *Grounds for Gardening* will be available at a cost of $45 per copy through the State Master Gardener Office, and a discount if ordered in bulk.

3. No fee will be required of Active Master Gardeners and Master Gardeners Emeritus who attend core course sessions for review.

C. Core Course Topics
Core course topics shall include those contained in the core course textbook published by University of Missouri Extension. Additional topics may be included according to local coordinator, regional coordinator or state coordinator.

D. Absenteeism
Not more than three (3) classes can be missed from the core course. All missed classes from the Core Course must be made up. Videotapes of topics contained in the core course textbook for class make-up are available from the State Master Gardener office.

E. Advanced Training
An Active Master Gardener is eligible to apply for Advanced Master Gardener Training. Application, selection, course topics, examinations, absenteeism policy and hours of subsequent volunteer service for Advanced Master Gardener training will be determined by the local program coordinator, the regional coordinator or the state coordinator. No set fee is established for Advanced Master Gardener Training.

IV. Volunteer Service
A. Approved Activities
1. The determination of what counts as an approved Master Gardener project shall be at the discretion of the local program coordinator, regional coordinator or the state coordinator. Guidelines for volunteer service are that the activity should be educational and be performed or directed by Master Gardeners who are volunteers representing University of Missouri Extension. Volunteer service shall not result in financial gain for any volunteer involved in the activity. A good rule-of-thumb for determining which activities are appropriate is a positive response to the question, "Does this activity contribute to the goals and mission of the local Extension program?"

2. Individual consultation with friends and neighbors can also be counted as volunteer time. The questions answered in this manner can save a lot of calls to the local the Extension office. Local coordinators may decide to put a limit (such as 10 hours, or a portion like 25% of the volunteer pay-back time) on the amount of individual consultation volunteer service that qualifies.

3. An example of activity that does NOT count as volunteer Master Gardener time is that of a garden center employee being paid by her or his employer to conduct a plant clinic. Even though the employee may be an Active Master Gardener or trainee, the paid time does not qualify as volunteer service.

B. Fees and Reimbursements
Master Gardener programs may collect fees to cover program expenses and operating costs, but individuals should not be making a profit from Master Gardener activities. For example, an individual Master Gardener could collect mileage for legitimate programs, be reimbursed for supplies used in a Master Gardener project, or be reimbursed for telephone and postage related to Master Gardener programs. If honoraria (beyond mileage) are received for speaking engagements, they shall be turned over to the local Master Gardener group; otherwise, the activity does not qualify as Master Gardener volunteer service.

C. Dual Capacity
Volunteer service may be done in a dual capacity. For example, the Master Gardener may also be a member of a garden club or other civic group. As long as the Master Gardeners identify themselves as a University of Missouri Extension Master Gardener, and has the local coordinator's approval, the volunteer activities may "count" for both organizations.

V. Continuing Education
The determination of what counts as continuing education for the Active Master Gardener shall be at the discretion of the local program coordinator, the regional coordinator or the state coordinator. The basic guideline is that the Master Gardener continuing education should augment and reinforce the Master Gardener core course training.

VI. Reporting Master Gardener Volunteer Hours
Volunteer hours for approved programs shall be recorded by the individual and reported to the local coordinator, the regional coordinator or to the state coordinator via mail or the University of Missouri Master Gardener Web Page. Total volunteer hours for the previous year are to be received by the state office by the end of January of the current year. Regional programs shall use the method of volunteer record keeping chosen by the state for ease in data transfer and updates.

VII. Master Gardener Relocation
1. Master Gardeners who have completed the Core Course training and initial volunteer requirement in Missouri are eligible to become Master Gardener volunteers in the locale of their new residency. They will be subject to the guidelines of the new locale and may be required to take additional core course work as required in their new locality.
2. Master Gardener trainees who have not completed their volunteer service prior to moving may be required to pass the local examination (if any) and to complete additional course work prior to becoming volunteers in their new locale.
3. Master Gardeners moving into Missouri from another state may be required to complete the entire Master Gardener training prior to volunteering in Missouri. The determination of further training needs shall be at the discretion of the local program coordinator(s) in consultation with the State Master Gardener Coordinator.
4. State Master Gardener office requires a fee of $45.00 per person for Master Gardeners transferring from another state.

VIII. Master Gardener Volunteer Review
Non-compliance with the signed Missouri Master Gardener Volunteer Agreement could lead to a loss in certification.

IX. Volunteer Service Awards
1. If local groups wish to recognize Master Gardeners for outstanding service or contributions, they are encouraged to do so.

X. Appendices
A. Missouri Master Gardener Exchange of Services Agreement
B. Missouri Master Gardener Volunteer Agreement
C. Application for Master Gardener Training