

Standing Rules

1. By-Laws only need to be updated for changes in by-law content; not when officers/coordinator names change.
2. Executive Board members meet monthly to prepare for monthly club meetings.
3. Board members will include the MoMGA/MU Ext Liaison and Past President in non-voting positions.
4. First year LAMG members must complete 30 volunteer service hours through approved projects to obtain certification. Active Master Gardeners must complete 20 hours of service each year, *plus* 6 hours of continuing education. To obtain Advanced Master Gardener status, Active Master Gardeners must take 30 hours of advanced training (within five years). Advanced Gardeners then provide training and/or demos. Check the latest Policies and procedures for the Master Gardening Program at the following links:
<http://extension.missouri.edu/miller/documents/MGNewsletters/LAMGAdvancedPoliciesandProcedures.pdf> <http://mg.missouri.edu/mgpolicies.htm>
5. Annual recorded hours should be from approved projects. If you have any questions contact the local MG coordinator.
 - (A) Providing consultation services regarding landscaping and plant care (no more than 20% of total volunteer service hours can be counted for this activity).
 - (B) Travel to and from work sites, conferences, field trips, etc. may be counted after the mandatory minimum requirements are met. (30 hours for trainees, 26 hours for active master gardeners)

Note: After mandatory minimum requirement is met, record your volunteer hours. Once the volunteer hours are recorded, for the same date, to record travel, enter travel time in quarter hours as "Miscellaneous / Other." The description will state "Travel"

LAMG members are encouraged to keep volunteer hours current by logging hours monthly at <http://report.missourimastergardener.com/log-in>
6. Currently, \$2.00 of each member's annual dues is set aside for individual, annual MoMGA membership fees.
7. Due to the significant cost of the computer and projector used by the Master Gardening program, this equipment is solely used for Master Gardener classes at the Extension and for monthly LAMG meeting presentations. Equipment shall be verified to be fully functional prior to the next LAMG meeting and set up in advance of events so time is not taken from meeting or class sessions.
8. The budget for each calendar year is developed by the Executive Board in the fall of the prior year, in writing, and voted on by the membership at the November meeting. Budget allocations will follow the calendar year as closely as possible.
9. The Publicity Chair sends copies of communications and photos to the Newsletter, Yearbook, and Historian Chairs so that all records may be kept current.
10. A Facebook site is maintained by the Executive Board or a dedicated volunteer and each club member is encouraged to interact with this site: <https://www.facebook.com/LakeAreaMasterGardeners>
11. As an educational organization with members who wish to meet annual requirements that maintain Master Gardener certifications, the club conducts a minimum of 6 training sessions a year as part of the monthly club meetings.
12. To help new and returning members remember club member names, starting in 2016, a twenty-five cent fee will be charged to any member failing to wear his/her LAMG/Master Gardener name badge at the monthly meeting. "Fines" are to be collected by the Ways and Means Chair and funds added to the club's income.
13. Items for the monthly newsletter are due to the Newsletter Chair by the third Tuesday of each month.

14. All checks require signatures from the Treasurer and one additional Officer. In the event a check is reimbursement for the Treasurer, two other Officers must sign.
15. The LAMG award program is available to all club members in good standing (dues are current). New Master Gardener Trainees may attend meetings during the current year. New members are added to the club's email distribution list, receive the club's yearbook/directory, and are assigned a mentor to help them become familiar with the club members and activities.

The club totals both qualified education and volunteer hours to award members for their service.

Master Gardener Trainees must first meet their 30 volunteer hour requirement before participating in the award program. They will record all time at club meetings as volunteer hours. All volunteer hours plus education hours earned at seminars beyond the 30 hour requirement count toward eligibility for the award program.

26 - 49 hours = certificate

50 - 99 hours = certificate + 1 pair of gardening gloves

100 hours and up = gardening pin

– revised, September 21, 2016