ADDENDA SECTION
ORGANIZATIONAL REQUIREMENTS

I. VOLUNTEER SERVICE

A. All Master Gardeners of Mercer County (MGofMC) serve at the discretion of the MGofMC Coordinator/Advisor and the MGofMC President who have the right and duty to specify training and volunteer service requirements, require additional training, restrict the duties of any Master Gardener, or make any other volunteer service adjustments (including expulsion consistent with Master Gardener Association of New Jersey (MGANJ) procedures) based on the needs of the Extension program and the volunteer.

B. All MGofMC volunteer service requirements shall meet the minimum requirements of Rutgers as expressed in the MGANJ Policies and Procedures. Any such changes to those Policies and Procedures will become effective immediately, with notice of the changes provided to the MGofMC membership in writing.

II. CERTIFICATION REQUIREMENTS

A. Complete the training course core curriculum with 80% attendance and pass the final exam.

B. Complete sixty volunteer hours by October 15 of the year classes are completed and final exam is passed. Of this sixty-hour certification requirement:
- Thirty hours must be served on Helpline.
- Five hours must be performed at the Mercer Educational Gardens (MEG), on activities related to composting and site maintenance at scheduled work days as defined by the MEG Chair(s) and the MGofMC Coordinator/Advisor.
- Fifteen hours must be served on Mercer County projects or activities (specified or approved by the MGofMC Coordinator/Advisor), MGofMC Committee activities, additional Helpline, or Composting activities at MEG.
- Remaining ten hours may be served on the above activities or on activities listed as "Approved Other" in the MGofMC Volunteer Requirements.
- While Continuing Education (CE) hours never count toward the sixty-hour requirement for certification, CE hours earned prior to certification count toward Total Accumulated Hours, formerly known as Lifetime Hours. See Addenda Organizational Requirements Article V.

C. Submit a signed Master Gardener Agreement, which is kept on file with the Mercer County Extension Office.

In the case of extenuating circumstances the MGofMC Coordinator/Advisor and the MGofMC President or designated officer(s) may extend or adjust these requirements.

III. RE-CERTIFICATION REQUIREMENTS

A. Thirty Volunteer Hours and ten hours of Continuing Education, as described in Addenda Organizational Requirements Article V, are required each calendar year to maintain Active MGofMC status. Of the thirty Volunteer Hours:
- Fifteen hours must be served on Helpline.
- Fifteen hours must be served on approved Mercer County projects or activities, MGofMC Committee activities, additional Helpline, activities at MEG, or on other activities specified or approved by the MGofMC Coordinator/Advisor and the MGofMC President or designated officer(s).

B. CE Hours in excess of the ten required each year by Rutgers are recorded for the benefit of statistics only. They do not count toward Total Accumulated Volunteer Hours.

C. If not currently on file, a signed Master Gardener Agreement must be provided to the Mercer County Extension Office.

In the case of extenuating circumstances, the MGofMC Coordinator/Advisor and MGofMC President or designated officer(s) may extend or adjust these requirements in accordance with the Hours Review Addenda Section Standard Operating Procedures (SOP) Article IV.

IV. LIFETIME MEMBER REQUIREMENTS

A. Achieving Lifetime Member Status:
- A member shall be awarded Lifetime Member status upon completion of 1000 Total Accumulated Volunteer Hours. These hours include volunteer activities performed for certification and re-certification.

B. Maintaining Lifetime Member Status:
- Lifetime Members are required to complete annually the Rutgers-required 25 volunteer hours and 10 hours of CE, and remain sufficiently current. There is no requirement for Lifetime Members to serve Helpline Hours.

In the case of extenuating circumstances, the MGofMC Coordinator/Advisor and the MGofMC President or designated officer(s) may extend or adjust these requirements in accordance with the Hours Review Addenda Section SOP Article IV.

V. MERCER COUNTY MASTER GARDENER CONTINUING EDUCATION HOURS

To maintain Active or Lifetime Member status, each Master Gardener (MG) must complete ten hours of CE in each calendar year. CE must pertain to topics that improve the MG's ability to serve the public. All CE hours beyond the annual Rutgers requirement do not count toward Total Accumulated Volunteer Hours. CE Hours beyond the ten required for a given year MAY NOT be carried over to another year to fulfill the Rutgers annual CE requirement. Any CE Hours accumulated beyond the annual requirement of 10 CE per year are recorded for statistical purposes only.

These CE activities include:

1. MGofMC education sessions:
- Monthly meeting presentations or activities when the topic has been determined * to be of educational value and has been published with the CE designation., (e.g., CE-1 hr)
- Core curriculum classes (CE-3 hrs).
- Committee programs when the topic or speaker has been determined* to be of educational value and has been published with the CE designation (e.g., CE-1 to 2 hrs).
- Tour lecture programs when topic or speaker is determined* to be of educational value and published with the CE designation (e.g., CE-1 to 2 hrs).
- Mercer County MG Helpline Training sessions (e.g., CE-1 hr for graduates).
- Mercer County MG Community Education lectures when topic/speaker has been pre-determined to be of educational value and has been published with the CE designation (e.g., CE-actual program hours).

2. All Rutgers, Master Gardener and other Cooperative Extension educational courses relating to horticulture, unless otherwise determined* (CE as designated).

3. The Rutgers Office of Continuing Professional Education short courses (CE hours as designated by the OCPE or CE up to actual class time attended) e.g., Home Gardeners School.
4. Regional and International MG conference sessions (CE hours, actual class time).
5. Horticulture or environmental classes at the college-level, audited or attended, with prior approval. These are not credited on an hour-for-hour basis. Upon satisfactory completion 10 CE hours are granted.
6. Horticulture or environmental classes at the adult education level (audited or attended) with prior approval and credit determination. These are not credited on an hour-for-hour basis. (CE 1 to 10 hours for adult education classes as determined by course requirements, e.g.., length, level, etc.)
7. Lectures and classes given by other organizations such as nurseries, growers associations, specialist horticultural groups, gardens, or Pennsylvania Horticultural Society, when determined to be of educational value . CE hours will be determined by educational level, duration, etc.

*The procedure for requesting and approving specific activities for CE Hours is outlined in the CE Binder.

ADDENDA SECTION
STANDARD OPERATING PROCEDURES

I. EXPENDITURE GUIDELINES

A. Expenditure Guidelines shall be recommended by the Treasurer and approved by the Executive Board per the Bylaws, Article IV, Section 2.C . The officers must be consulted on certain expenditures to ensure that they fall within the Rutgers financial guidelines, e.g., donations, honoraria, scholarships.

B. Expenses are considered to be approved when (1) they fall within the fiscal year (FY) budget (July 1through June 30) passed by the Membership, (2) they consist of an interim amount prior to budget passage of not more than one-sixth (1/6) of the prior FY budget for that committee or activity.

C. Committee chairs shall authorize expenditures within their approved budget. Requests for additional budget expenditures shall be brought to the Executive Board after consultation with the officers.

D. All expenditure requests that exceed the approved budget must be brought to the Executive Board after consultation with the officers for recommendation and subsequent approval by the Membership at a General Meeting.

E. Requests for procurement of goods and services must be submitted to the Treasurer or designee. Detailed information as described in Rutgers Guidelines (RIAS), found online at http://njaes.rutgers.edu/mastergardeners/mgpoliciesprocedures-2010.pdf, must be included.

F. Requests for reimbursement for goods and services to the Treasurer or designee must be submitted with relevant receipts and budget account name (i.e. committee or activity). All requests must have the signature of the committee chair or Officer who authorized the expenditure. Detailed information as described in Rutgers Guidelines (RIAS) must be included.

G. Budgeted expenditures for goods and services in excess of $1000 must be approved by two authorized signatories. Currently these are the Treasurer and the President or, in the absence of the President, a Vice President.

II. SELLING

A. General Principles and Scope
(1) All sales must directly relate to the educational mission of Master Gardeners of Mercer County under the guidance of Rutgers.
(2) The Officers must be consulted regarding a suggested sales item and subsequently that item must be discussed and approved by the Executive Board.
(3) Approval will be specific to each sales event and also specific to all sales items.
(4) Master Gardeners may gain no personal profit - in the form of money, goods or services - while participating in sales included in this scope.

B. Sales to the Public
All sales to the public must meet the criteria of A (1) and A (2).
(1) Approved sales may occur at the following:
a. Community Outreach events
b. Community Education Programs
c. Helpline activities
d. Festivals and other events at MEG, except for rules for Spring Plant Expo as indicated in (3) below.
e. Any other meeting or program approved by the Officers and MGofMC Coordinator/Advisor.
(2) Educational items sold to the public at Extension may also be sold at any event. These include but are not limited to Soil Kits, Butterfly ID Charts, Fact Sheets and other literature. These are sold at cost.
(3) Spring Plant Expo
In addition to educating the public, this is a primary source of operating funds.
a. The Chair(s) of the Plant Expo Committee shall submit a budget that includes amounts to be spent for each class of items sold.
b. Both the types of items to be sold and the amounts to be spent must be approved by the Executive Board.

C. Sales to Master Gardeners
All sales to Master Gardeners must meet the criteria of A (1) and A(2).
(1) Sale items may include lanyards, apparel, books, plants and plant products.
(2) Sales may be conducted at all non-public Master Gardener events including MGofMC, State, Regional and International Meetings and Conferences.

III. NOMINATING COMMITTEE

The Nominating Committee members are selected by the Officers with the approval of the Executive Board. This must be done as stated in the Bylaws, Article VII, Section 1, Paragraph A. When the Nominating Committee has been chosen, their names shall be published in the Newsletter and on Onelist. The notice(s) shall include a statement that names for Officer Candidates may be submitted to any member of the Nominating Committee by any active member of the association along with qualifying recommendations.

The Nominating Committee shall consult the Bylaws, Officer Job Descriptions, and the Nominating Committee SOP, all of which are found in the Nominating Committee Binder. It is the responsibility of the officers to ensure that this binder is up-to-date.

After selection and approval, the Nominating Committee shall adhere to the following procedures and guidelines:

A. The chair calls the necessary meetings.
B. The chair reviews the contents of the Nominating Committee Binder with the Nominating Committee members.
C. All committee members meet in person at a time designated by the chair. All members of the committee must be present. Should there be a problem in convening, the President should be consulted for a solution.
D. A minimum of one committee meeting is required. Additional meetings can be called if necessary. Should the only remaining business be a confirmation of a nominee's willingness to accept a position for which the majority of the committee has agreed, the chair of the committee may communicate the slate to the committee members without an additional meeting.
E. The Nominating Committee members share with the committee any suggested names for consideration.
F. The Nominating Committee determines the eligibility of each suggested candidate as defined in the Bylaws. Nominating Committee members may be considered as candidates. All candidates must be Active or Lifetime Members at the time of the election.
G. It is advisable for the Nominating Committee to develop a prioritized list of alternative candidates for each position in order to lessen the need for repetitive meeting.
H. Since all officers serve at the discretion of the MGofMC Coordinator/Advisor, the Nominating Committee shall consult with the MGofMC Coordinator/Advisor before approaching any candidate.
I. The Nominating Committee chair or designee(s) determines the interest of the suggested candidates.
~~J.~~ A majority vote of the Nominating Committee is required for a decision on each position. The Nominating Committee nominates one candidate for each position.
K. In evaluating candidates for Officers, the following should be considered:
    - leadership ability
    - ability to evaluate information and make a decision
    - possession of the related skills needed for Secretary or Treasurer
    - experience as an Officer is preferred for Presidential nominees.
      Note: There is no presumption of succession from one officer position to another.
L. Members of the Nominating Committee are encouraged to consider the performance of the present Officers with the intent to provide experience and continuity for the Association, and they may or may not ask some or all of them to continue to serve. It is strongly recommended that no Officer serve in the same position for more than two consecutive years. However, this is not prohibited if the need arises.
M. The Nominating Committee may share with candidates the names of candidates who have accepted positions. Candidates also may consult with current officers about the nature of the office.
N. The chair reports the committee's decision to the President and announces the committee nominations no later than the October General Meeting.
O. The chair of the Nominating Committee or designee shall conduct the election.
P. The Nomination Committee prepares a written report following the election and files it in the Nominating Committee binder.

IV. HOURS REVIEW

Hours reports will be submitted quarterly (Quarterly Review) to the Officers and posted in the Hours book. Officers examine Quarterly Review reports throughout the year, and contact members who appear to be having difficulty achieving the required hours. Emeritus Member status or Honorary Member status may be conferred at any Quarterly Review.

The final Quarterly Review for the calendar year is also the Annual Review, which will occur after the Hours Committee has compiled the year-end hours performed by each member. The MGofMC Coordinator/Advisor and the MGofMC President or designated officer(s) with a representative of the Hours Committee will decide the status of each member for the following year (including Inactive Members completing Re-Certification). Categories of membership include the following:

- Recertified as Active or Life Member
- Inactive
- Inactive for 2 years and required to Re-Certify
- Allowed to maintain ACTIVE status due to compassionate reasons. (Those afforded this opportunity will NOT be publicly identified to the General Membership. There will be no public documentation of who is granted this option, but the facts will be maintained in a continuing confidential file.)

Members status, excepting Emeritus and Honorary, will change only once a year following the Annual Review and no later than March 1.

V. PROCESS FOR APPROVAL OF CONTINUING EDUCATION HOURS

Master Gardener activities that qualify for CE credit will carry that designation in the monthly calendar along with the number of credit hours approved.

Master Gardeners may request approval for CE from programs outside the Master Gardener, Rutgers, and/or Cooperative Extension activities. To obtain approval, a Master Gardener completes a CE form, located in the CE Binder and on the private MGofMC website. This form should be completed and submitted to the MGofMC Coordinator/Advisor in person to sign (or deny, as the case warrants) and then placed by the requester in the front of the CE Binder. If the MGofMC Coordinator/Advisor is not readily available, the request form should be placed in the Hours Committee mailbox OR placed in the front of the CE Binder. In extenuating circumstances, the requester may e-mail the CE form as an attachment both to the MGofMC Coordinator/Advisor and the chair of the Hours Committee.

Upon approval or disapproval by the MGofMC Coordinator/Advisor, the signed form is placed in the CE Binder and becomes a matter of public record. Master Gardeners who submit in a timely manner are notified by the Hours Committee via email.

VI. LONG RANGE PLAN

1. It is the responsibility of the Officers to review the LRP and Organization Goals yearly and formulate Annual Operating Objectives to move the Organization toward meeting the objectives set out in the Long Range Plan.

2. Periodically the Officers shall choose a group to consider the Long Range Plan and Organization Goals and make recommendations for updating either or both if needed. This group should consider how well and whether MGofMC is progressing toward the Long Range Plan. This should be done at intervals not to exceed 10 years.

3. The group should consist of not fewer than 8 MGofMC active members selected from a range of class years and with sufficient experience with the Organization to fulfill the duties of the group.

ADDENDA SECTION
OPERATING DOCUMENTS

The Organization Binder shall include a section labeled 'Operating Documents'. This section will contain information that may change frequently. These documents include, but are not limited to, the following:

- Bylaws and Addenda
- lists of members
- lists of Officers and Executive Board members
- the Master Gardener Volunteer Agreement
- Rutgers Integrated Administrative System procedures
- a description of the Officer positions, their duties and working procedures
- the previous year's actual Calendar of Events
- important documents not otherwise collected and saved in the Monthly Minutes Binder or Committee Binders
- The current Long Range Plan and Annual Operating Objectives

Collectively, these documents describe the way we organize MGofMC to perform our Mission and meet our Goals as described in Article I of the Bylaws. These Operating Documents provide a view of our best practices and help to ensure organizational continuity.

The responsibility for updating of these documents shall be assigned by the President in the Job Description of an Officer.

---------- *END OF BYLAWS DOCUMENT* ----------