

**STANDARD OPERATING PROCEDURES**  
**MACOMB COUNTY MASTER GARDENER ASSOCIATION**  
Adopted September 2013

**NAME**

The name of this organization is the Macomb County Master Gardener Association, an affiliate of the Michigan Master Gardener Association.

**PURPOSE**

The mission of the Macomb County Master Gardener Association (hereafter “the Association” or MCMGA) is: Furthering the goals of educating others through the dissemination of environmentally sound research-based horticulture information and to enhance the beautification of our community through volunteering and related activities.

\*See bylaws for complete purpose and mission.

**MEMBERS**

**A. ELIGIBILITY**

- a. Any Certified MSUE Master Gardener, Emeritus, FOG attendee or graduate, Alumni is eligible to join MCMGA. \*See bylaws for membership eligibility details.

**B. DUES**

- a. The Board of Directors shall increase the dues to \$20 starting in January 2024.
- b. The MCMGA shall facilitate the collection and payment of \$5/member per year to MMGA dues and the volunteer record keeping fees.
- c. Dues should be paid to the Treasurer by February 28<sup>th</sup> of each year to facilitate timely payments to MMGA (which are due on April 1<sup>st</sup> of each year).

**C. EXPECTATIONS OF MEMBERS**

- a. Members are expected to attend business meetings (or designate a proxy to act on their behalf), participate in at least one Association approved activity or project, pay their dues in a timely manner, and otherwise by actively engaged in the Association.

**D. DISAFFILIATION OF A MEMBER**

- a. The Board of Directors may terminate the affiliation of a member whose behavior is detrimental to the Association or is in violation of the Master Gardener Code of Conduct. Prior to any such action, the member in question

shall have adequate notice and an opportunity to present an appeal to the Directors.

## **MEMBERSHIP MEETING**

### **A. SCHEDULE OF MEETINGS**

- a. The first Annual Membership Meeting of the Association shall take place on August 9, 2013, and thereafter in September on a date to be determined by the Directors.
- b. Quarterly Meetings of the Association shall take place in January, April, and July on dates to be determined by the Directors. These meetings may include an educational or hands-on activity in addition to the business meeting.
- c. Educational programs shall be held most other months as deemed appropriate by the Directors. Off-site meetings and field trips are encouraged, such as a tour/program at a different nature center each year and visiting a MSUE Macomb EMG project. Special meetings may be called by the Directors as deemed appropriate.
- d. The Secretary shall notify members of the location, time and agenda of all meetings at least 10 days prior by electronically or in writing.
- e. Meeting and program event cancellations: In the event of inclement weather or other unforeseen circumstances, if the Board needs to cancel an event, they shall: Contact MSUE admin point of contact and the Consumer Horticulture Educator to request a cancellation note be posted on the conference room door. They will also post on social media accounts; Email all registered attendees; Email Member Roster; Update website; If pre-pay was an option for members of the public, ensure they've received an email.

### **B. DECISION MAKING**

- a. Majority rule of those present and voting or voting by proxy following the procedures of the MCMGA bylaws.

## **BOARD OF DIRECTORS/OFFICERS/EXECUTIVE COMMITTEE**

### **A. COMPOSITION**

- a. The Board of Directors shall consist of five members. The Executive Committee shall consist of President, Vice President, Secretary, Treasurer. Board members not on the Executive Committee shall be Directors-at-Large. Secretary and Treasurer are not required to be on the Board, per the by-laws.

### **B. TERMS OF OFFICE**

- a. The initial Board of Directors shall be selected at the August 8, 2013 Annual Membership Meeting, and thereafter at the September Annual Meeting.
- b. Members of the Board of Directors shall serve two-year terms. Terms shall be staggered, with two members to be elected in even numbered years, and three members to be elected in odd numbered years. Newly elected Directors shall assume office immediately.
- c. The initial Board of Directors shall determine among themselves which two shall serve one-year terms to facilitate the staggered terms described above.
- d. The Directors shall annually determine who among themselves shall serve in which offices immediately following their election at the Annual Membership Meeting. The outgoing Board shall transfer binders, pertinent files to the new Board at a meeting immediately following the Annual Membership Meeting.

#### **C. MEETINGS**

- a. The Directors shall meet on a monthly basis. Special meetings may be called as needed.
- b. A majority of the Directors (i.e., three) shall constitute a quorum. Meetings may be in-person, on-line or other electronic method as determined by the Board. Affirmative votes by the majority of the membership of the Directors (i.e., three) is required for all questions.

### **DUTIES OF THE DIRECTORS/OFFICERS/EXECUTIVE COMMITTEE**

- A. The President shall preside over all Directors and Membership meetings, shall represent the Association at State Association meetings, and shall have such other powers and duties as assigned by the Directors.
- B. The Vice President shall serve as the Program Chair for the educational or hands-on elements of the Membership Meetings and the additional programs and workshops during the year, shall assume the powers and duties of the President in his/her absence, and shall have such other powers and duties as assigned by the Directors.
- C. The Treasurer shall manage the financial affairs of the Association as described in the MCMGA Bylaws and shall have such other powers and duties as assigned by the Directors.
- D. The Secretary shall keep the minutes of all Association meetings, maintain membership records, attend to the correspondence of the Association, and shall have such other powers and duties as assigned by the Directors.
- E. The Directors-at-Large shall work with the VP to organize educational and hands-on activities, oversee the grant program and the fundraising program and shall have other such powers and duties as assigned by the Directors.
- F. Document Retention Policy: See attached policy for timelines.

## **COMPENSATION**

- A. Members of the Board of Directors will not be compensated financially for their time for local meetings and activities. Mileage, parking and other expenses associated with their attendance at statewide meetings may be compensated.

## **ASSOCIATION ACTIVITIES/COMMITTEES**

- A. The Association shall annually establish the following permanent committees to facilitate its regular/on-going activities and may form additional ad hoc committees as needed.

- a. Education
- b. Fundraising
- c. Grant
- d. Hospitality
- e. Advertising/Marketing
- f. Seed Library
- g. Social Media
- h. Newsletter

### **B. EDUCATION**

- a. The Association shall offer a series of programs and workshops throughout the year.
- b. When programs are free to members and their guests, there will be a \$5-\$10 fee for visitors as deemed appropriate by the Directors.
- c. When there is a charge for members and their guests, the fee for visitors will be \$5-\$10 fee for visitors as deemed appropriate by the Directors.
- d. No extra fees will be charged to individuals currently enrolled in MG training MG trainees, or newly certified MGs (or the guests of these three groups) until the next annual MMGA/MCMGA membership year, which begins in January (See Members, Dues, 3).

### **C. FUNDRAISING**

- a. The Board shall assess and evaluate fundraising goals and objectives on an annual basis. Fundraisers shall be conducted as needed.

### **D. GRANT**

- a. The Board shall form a Grant Committee to oversee the Grant Program.

### **E. HOSPITALITY**

- a. The Board shall form a Hospitality Committee to welcome members and the public to education programs and meetings, ensure beverages and light snacks are on hand and to perform other duties as needed.

#### F. ADVERTISING/MARKETING

- a. The Board shall form an Advertising/Marketing Committee as needed. They may cover specific activities such as education programs, bus trips, garden walks, etc.

#### G. SEED LIBRARY

- a. The Board shall form a Seed Library Committee to oversee the annual maintenance and distribution of the seed library.

#### H. SOCIAL MEDIA

- a. MCMGA will use social media to maintain a historical record of activities, publicity, photos and events.
- b. The Board will seek out at least 2 volunteers to manage social media (Facebook, Instagram) with relevant postings.

#### I. IN MEMORIUM

- a. Upon learning of an MCMGA member passing, a note about them and their obituary can be added to the newsletter.

#### J. NEWSLETTER

- a. The Board shall assemble a monthly newsletter via a Newsletter Editor, typically a volunteer from the membership.
- b. It will be emailed monthly, on or about the 1<sup>st</sup> of each month.
- c. It will be uploaded monthly, on or about the 1<sup>st</sup> of each month, to the MCMGA website.

### **MISC ACCOUNTS**

- A. All MCMGA accounts and activities shall utilize the MCMGA email address and official mailing address, when possible, ie. Zoom, Go Daddy, Kroger Rewards, email, etc. There may be situations where a Board member name and address may need to be used; ie., Bank and tax accounts. This shall be noted in the Board 'Roles and Responsibilities' document and changed upon that Board members completed term.

### **RECOGNITION**

#### A. LISIANTHUS AWARD

- a. A recognition award from the Board of Directors. This award will be given annually at the annual meeting in September to a member who:
  - i. Is a member of the MCMGA in good standing.
  - ii. Has been a MSUE Master Gardener for at least 5 years.
  - iii. Has significantly contributed to the organization during the current award year.

- b. A historical record of awardees shall be maintained on the website.
- c. Awardees shall receive a certificate and gift card.

## **FINANCES**

### **A. ELECTRONIC PAYMENTS, REFUNDS**

- a. Electronic payments will be accepted online and in-person when possible.
- b. If refunds need to be made, it will be made via check, minus the service fee incurred.
- c. Verbiage will be published on website.
- d. A reminder shall be placed in the January – February newsletters during membership renewal period.

### **B. REIMBURSEMENTS**

- a. Committee members or Directors expecting to be reimbursed for items purchased for MSMGA use should provide the Directors with a list and estimated costs prior to purchase for approval.
- b. Directors are authorized to spend up to \$100 on incidentals for immediate need. Receipts shall be submitted to the treasurer in a timely manner. Items over that amount shall be discussed at a Board meeting or may be authorized by an electronic vote of the Board.

## **FISCAL YEAR**

- A. The MCMGA fiscal year will run from September to August to align with the annual meeting.

## **BUDGET**

- A. The Board shall ensure that an annual budget is prepared in advance of the annual meeting and elections. This will allow for a smooth transition with a new board already having a budget in-place.

## **ASSOCIATION APPROVED PROJECTS**

- A. Members of the Association are encouraged to be involved in horticultural activities that meet their particular interests. Projects for which members wish to receive MCMGA volunteer or educational credit hours and projects that use the MCMGA name/logo must be approved by the Master Gardener Program Coordinator. The MCMGA must approve use of its name/logo.
  - a. An example of an MCMGA project could be a garden walk, bus trip, conference, etc.

- b. For clarification, all Extension Master Gardener projects are approved and overseen by MSUE, not MCMGA.

## **ADOPTIONS AND AMENDMENTS**

- A. These Standard Operating Procedures shall go into effect upon approval by a majority of those present and voting, or voting by proxy, at the September 2013 Membership Meeting.
- B. A formal review may be done by the Board of Directors of these Procedures as they see fit at any time. The Board may make changes, or they may bring proposed changes before the membership for a vote. Any changes that the Directors have made unilaterally shall be presented to the members at the next quarterly meeting either as an update or a vote.

## **DISSOLUTION OF THE ASSOCIATION**

- A. Upon dissolution of the MCMGA, any assets shall be distributed among one or more IRS recognized non-profit organizations as provided by in the MCMGA Bylaws.

## **RECORD OF SOP AMENDMENTS**

12/18/2023 Reviewed and Amended by Directors

09/01/2026 Reviewed and Amended by Directors