

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 to enrich the community through horticultural education and activities by a network of trained, dedicated volunteers.

MEMBERS

A. ELIGIBILITY

Any Certified Master Gardener, regardless of the location of their residence or training is eligible to join MCMGA.

B. DUES

1. The Board of Directors shall **increase** the county dues **to \$15** starting in **January 2024**.
2. The MCMGA shall facilitate the **collection and payment of \$5/member per year** for MMGA dues and the volunteer record keeping fee.
3. Dues should be paid to the Treasurer by **February 28th** of each year to facilitate timely payments to MMGA (which are due on **April 1st** of each year).

C. EXPECTATIONS OF MEMBERS

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 be actively engaged in the Association.

D. DISAFFILIATION OF A MEMBER

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 MEETINGS

A.SCHEDULE OF MEETINGS

1. The first Annual Membership Meeting of the Association shall take place on August 8, 2013, and thereafter in September on a date to be determined by the Directors.
2. **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.
3. **General membership/Educational meetings shall be held most other months as deemed appropriate by the Directors.** Special meetings may be called by the Directors as deemed appropriate.
4. The Secretary shall notify members of the location, time and agenda of all meetings at least 10 days prior by electronically or in writing.

B. DECISION MAKING

Majority rule of those present and voting, or voting by proxy following the procedures of the MMGA, will prevail.

BOARD OF DIRECTORS/OFFICERS

A.COMPOSITION

The Board of Directors shall consist of five members: President, Vice President, Secretary, Treasurer, and Director-at-Large.

B. TERMS OF OFFICE

1. The initial Board of Directors shall be selected at the August 8, 2013 Annual Membership Meeting, and thereafter at the September Annual Meeting.
2. 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.
3. The initial Board of Directors shall determine among themselves, which two shall serve one year terms to facilitate the staggered terms described above.
4. The Directors shall annually determine who among them shall serve in which offices immediately following their election at the Annual Membership Meeting.

C. MEETINGS

1. The Directors shall meet on a monthly basis. Special meetings may be called as needed.
2. A majority of the Directors (i.e, three) shall constitute a quorum. On an annual basis, the Directors shall determine if they will be permitted to participate in meetings via conference call/phone.
3. Affirmative votes by the majority of the membership of the Directors (i.e., three) is required for all questions.

DUTIES OF THE DIRECTORS/OFFICERS

1. 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.
2. 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.
3. The Treasurer shall manage the financial affairs of the Association as described in the MCMGA Bylaws, and shall have such other and duties as assigned by the Directors.
4. 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.
5. The Director-at-Large shall work with the VP to organize educational and hands on activities, and shall have such other powers and duties as assigned by the Directors.

COMPENSATION

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.

1. Education
2. Fundraising
3. Grant
4. Hospitality
5. Advertising/Marketing

B. MCMGA will use social media to maintain a historical record of activities, publicity, photos, and events.

C. The Association shall offer a series of programs and workshops throughout the year.

1. When programs are free to members and their guests, there will be a \$5-\$10 fee for visitors as deemed appropriate by the Directors.
2. When there is a charge for members and their guests, the fee for visitors will be \$5-\$10 more as deemed appropriate by the Directors.
3. No extra fee 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).

D. Committee members or Directors expecting to be reimbursed for items purchased for MCMGA use should provide the Directors with a list and estimated costs prior to purchase for approval.

ASSOCIATION APPROVED PROJECTS

Members of the Association are encouraged to be involved in horticultural activities that meet their particular interests. Projects for which members wish to receive MMGA volunteer or educational credit hours and projects that use the MCMGA name/logo must be approved by the Master Gardener Program Coordinator. The MMGA must approve use of its name/logo.

ADOPTION 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 majority of the Board of Directors may make changes to these Procedures as they see fit at any time, or they may bring proposed changes before the membership.
- C. A formal review by the Board of Directors of these Procedures as they see fit at any time, or they may bring proposed changes before the membership. Any changes that the Directors have made unilaterally since the last Annual Meeting shall be presented to the members for their approval, along with any additional changes the Directors may propose.

DISSOLUTION OF THE ASSOCIATION

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 (changes in blue text)