

University of Maryland Extension Baltimore City Master Gardener Program Policies & Guidelines – Effective Jan. 1, 2018

ARTICLE ONE –

Section 1. The Baltimore City Master Gardener (BCMG) Program follows the guidelines and policies outlined in the Maryland Master Gardener Program Policies and Guidelines as prepared by Jon Traunfeld, State Master Gardener Coordinator.

The office of the University of Maryland Extension (UME) Baltimore City Master Gardener Program is located at 6615 Reisterstown Road, Suite 201, Baltimore, Maryland 21215. This is the UME Baltimore City office. UME may effect a change of the principal office as required.

ARTICLE TWO – PURPOSES

Section 1. The Master Gardener program is a state-wide program of the University of Maryland Extension. The Master Gardener Program extends the services, programs, and expertise of UME to the general public in the Baltimore City area. Specifically, Master Gardeners will educate residents about safe, effective, and sustainable horticultural practices that build healthy gardens, landscapes, and communities as explained in the Maryland Master Gardener Program Policies and Guidelines.

Section 2. The volunteer leadership of the UME Baltimore City Master Gardener Program will work together with the UME Baltimore City Master Gardener Coordinator (MGC) and/or designated UME agent to carry out the mission of the Master Gardener Program in Baltimore City.

ARTICLE THREE – Baltimore City Master Gardener Program

Section 1. UME BCMG Program recognizes Active Master Gardeners as those who have completed the Master Gardener training and 40 hours of volunteer service to UME in the intern year and, passing a Master Gardener exam with a score of 75% or better following initial training. In accordance with the State Policies & Guidelines, only Certified Active Master Gardeners, Hiatus, and Emeritus Master Gardeners can participate in activities of the UME BCMG Program. To maintain Active volunteer status with the Program, BCMGs need to annually complete and log 20 hours of volunteer service and 10 hours of continuing education. (Refer to the

UME State Master Gardener publication "The Maryland Master Gardener Program Policies and Guidelines" for all State level protocols and guidelines.)

Section 2. Annual suggested contributions may be solicited and collected from BCMGs for the purpose of supporting volunteer activities.

The Master Gardener program does not have a dues requirement. Financial contributions by MG volunteers are voluntary and are not a condition for maintaining active status.

ARTICLE FOUR – BOARD OF ADVISORS

Section 1. The Board of Advisors (BoA) is comprised of the members of the Executive Committee, committee chairs, and the immediate past President. To be in one of those positions of leadership, one must be an Active Master Gardener as defined by the State Policies & Guidelines. The BoA assists in the organization and direction of volunteer activities of the UME Baltimore City Master Gardener Program in consultation with the Master Gardener Coordinator (MGC) or other appointed UME Employee.

Section 2. The BoA shall act only when it is properly convened after due notice to all the volunteer leadership and MGC has been made. Except as otherwise provided in these policies and guidelines, a quorum being present, a simple majority vote will constitute action of the BoA.

Section 3. The Executive Committee shall consist of the elected officers.

Section 4. The elected officers shall be:
* President
* Vice-President
* Treasurer
* Secretary

Section 5. Officers shall serve for 1 year from January through December. Officers may not serve for more than 3 consecutive terms in the same position. Routinely, the Executive Committee and the Baltimore City MGC meet quarterly and may also convene and act between meetings when an immediate decision becomes necessary.

Section 6. The duties of the Executive Committee officers shall be as follows:

* President — The President shall preside at all BoA and Executive Committee meetings and shall serve as Chair of the Executive Committee. The President shall be a member ex-officio of all committees. In the event of a vacancy of any officers, the President with concurrence of the BoA shall fill those vacancies.

* Vice-President — It shall be the duty of the Vice-President to exercise powers of the President in his or her absence or as assigned by the President. In the event that the President is unable to fulfill his/her duties, the Vice-President shall become President. The Vice-President shall plan programs for the UME Baltimore City MG (BCMG) Meetings and other duties as assigned by the President. The Vice-President shall establish and chair the Nominating Committee.

Each September, the Nominating Committee shall propose a slate of officers to be considered for election and communicate the slate to BCMGs. The election of officers shall take place at the October BCMG meeting. 15 Baltimore City Master Gardeners shall constitute a quorum at the October meeting. The nominating committee shall be responsible for generating a list of candidates for committee chairs and present this to the Executive Committee.

* Treasurer — The Treasurer shall be responsible for maintaining records of all financial transactions of the committees overseen by the BoA, including all income and disbursements, and for presenting an annual budget to the BoA for approval. The treasurer shall submit a monthly budget report to the BoA.

* Secretary — The Secretary shall keep the minutes of the monthly BoA meetings and upload these to the appropriate file sharing platform determined by the BoA and the MGC. He/she shall have custody of the minutes, present a copy to the President for distribution to BoA and MGC within a reasonable time following each meeting, and make the minutes available upon request. The Secretary shall handle all correspondence assigned by the President or Vice-President.

Section 7. The BoA consists of the members of the Executive Committee, Chairs/co-chairs/representatives (see Art. 5, sec. 2), and these following key positions:

- ^ Liaison –falls under the Communications Committee
- ^ Volunteer Hours Recorder- falls under Volunteer Support & Retention Committee
- ^ Volunteer Opportunities Coordinator- falls under the Communications Committee

Section 8. The Board of Advisors shall meet monthly to review committee activities, to take needed actions, and to consider recommendations for future program initiatives. At least 10 members of the BoA must be present to constitute a quorum. Each BoA member shall have one vote and decisions of the BoA shall be by vote of the majority of those present. BoA

meetings are open to all Baltimore City Master Gardeners.

Section 9. All requests for reimbursement must be approved by the President. Disbursements are executed by the UME office.

Section 10. The officers of the organization will serve one-year terms to begin after the BoA Retreat in the January following their election. All out-going and in-coming officers will attend the BoA Retreat and are eligible to vote at said retreat.

ARTICLE FIVE – COMMITTEES

Section 1. A Chairperson or Co-chairpersons (Co-chairs) of each committee shall be appointed by the Executive Committee to serve concurrently with the term of the President. Chairs and/or co-chairs or a designated committee representative will attend each BoA meeting.

Each committee chairperson will:

- Call and coordinate meetings of their respective committees as needed;
- Submit an annual report to the President of the activities of their respective committees at the end of the year;
- Provide monthly reports on committee activities to the BoA;
- Submit approved projects and volunteer opportunities to the Volunteer Opportunities Coordinator and other committee announcements to the Communications Committee; and
- Submit new projects and Volunteer Opportunities to the Baltimore City MGC or appropriate UME Employee for Approval prior to carrying out a new project. Use the Baltimore City MG Project Proposal Form.

Section 2. The standing committees of the UME BCMG BoA are as follows:

- ^ Communications
- ^ Community Gardens
- ^ School and Youth Gardens
- ^ Demonstration Gardens
- ^ Volunteer Support & Retention
- ^ Grow It- Eat It
- ^ Plant Clinics
- ^ Special Events
- ^ Bay-Wise
- ^ POLIN (Pollinator Initiative)
- ^ Nominating

Section 3. Additional committees shall be established as necessary and dissolved at the discretion of the President with the approval of the BoA.

ARTICLE SIX – BCMG MEETINGS AND COMMUNICATIONS

Section 1. Regular meetings of Baltimore City Master Gardeners will be held for the purpose of updating volunteers on Master Gardener activities and for exchange of information in support of UME BCMG’s mission. Meetings may be open to the public as determined by the BoA.

Section 2. BCMG meetings may include a guest speaker to provide Master Gardeners with continuing education at the discretion of the Vice President.

Section 3. There shall be a minimum of six BCMG meetings each calendar year. Additional meetings will be at the discretion of the BoA.

Section 4. Regular communications to UME BCMGs will be provided in the form of periodic newsletters and additional electronic notifications as needed. Additional communications may be added in the form of social media. Master Gardeners must notify the Communications Committee and Volunteer Hours Recorder of any home address or email address changes.

Section 5. The BoA shall convene an Annual Retreat in January of each year to receive reports on the activities of the past year and discuss the agenda for the coming year. Newly elected officers shall assume their positions at the conclusion of this meeting.

ARTICLE SEVEN – AMENDMENTS

Section 1. Changes to UME Baltimore City Master Gardener Policies & Guidelines may be proposed by any BCMG and must be reviewed and approved by the BoA and MGC before being presented in writing or electronically to all Master Gardener Volunteers, at least 30 days prior to the next BCMG meeting where the changes will be voted on. Two thirds majority of at least 15 Baltimore City Master Gardeners present is required for passage of an amendment(s).

Section 2. All assets of the UME Baltimore City Master Gardener Program shall become the property of UME in the event of dissolution of the local MG Program,

These Policies & Guidelines were revised and amended on July 10th, 2017 and were approved by the State MG Coordinator as well as the Baltimore City MG Volunteers on _____