



Denton County Master Gardener Association

Membership Handbook

Revised September 2015



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I. MISSION STATEMENT

The Denton County Master Gardener Association is a volunteer program under the guidance of Texas A&M AgriLife Extension Service. As Master Gardeners, we provide research-based information to promote safe, effective and sustainable horticultural practices.

II. MEMBERSHIP

- A. Certified members are members who have completed the Texas Certified Master Gardener program, completed the Texas Master Gardener Volunteer Service Agreement and paid annual dues. Certified members are required to fulfill 12 hours of training and 12 hours of volunteer service annually. To be certified, DCMGA Members are also required to accept a DCMGA release for pictures taken at DCMGA events. Certified members are voting members.
- B. Trainee members are enrolled in the Master Gardener Training Program and have not completed service and/or training hours in the current year. All dues for Trainee/Interns are included in the Master Gardener Program enrollment fee. Trainee members are non-voting members.
- C. Intern members have completed the Master Gardener Training Program, but have not completed service and/or training hours in the current year. Intern members are non-voting members. Intern members must fulfill the required 70 hours of training and 70 hours of volunteer service. The Intern/trainee year does not count as a year of service for service awards.
- D. Life members are certified members in good standing, and designated life members at the discretion of the County Horticulture Agent. Life members' dues are paid by DCMGA. The County Horticulture Agent approves training and service hour requirements. Life members are voting members.
- E. Inactive members are certified members who have not completed their required 12 hours of training and 12 hours of volunteer service in a calendar year. For an inactive member to become a certified member, they must complete training and service requirements as directed by the County Horticulture Agent. An Inactive member is a non-voting member.
- F. A member may be dismissed for reasons other than failure to certify, re-certify or pay dues. A volunteer may be reassigned or dismissed at the sole discretion of Texas A&M AgriLife Extension Service (TAMALES). Disrespect for the policies and guidelines established by the TAMALES and the County Master Gardener program are grounds for dismissal of a Master Gardener member. Other examples of conduct which can lead to disciplinary action include, but are not limited to: illegal activity; behavior which compromises the health and safety of volunteers, TAMALES employees or clientele; being habitually disruptive to the overall

program; unwilling or unable to work amicably with agents and/or volunteer leaders; conduct which is harmful to the DCMGA program's reputation; or failure to relinquish/rotate leadership roles. The nature and seriousness of the infraction or violation will determine whether the option of reassignment or dismissal should be considered.

- G. Dismissal from membership would occur based upon the recommendation of the Executive Board and approval by the County Extension Agent-Horticulture. The member may appeal in writing within 30 days of the recommendation of the Executive Board. After 30 days a decision will be made by the County Extension Agent-Horticulture.
- H. Each trainee is subject to a background check. A background check is required of all members every three years.
- I. Because DCMGA does not provide insurance for activities conducted at member's residences, each member should ascertain whether his/her homeowner's general liability insurance covers volunteer activities.
- J. It is the responsibility of DCMGA members not wishing to be photographed at DCMGA events to remove themselves from an area when pictures are being taken.

III. CERTIFICATION OF MASTER GARDENERS FROM OTHER TEXAS COUNTIES OR OUT OF STATE

Due to the uniqueness of each county's soil, climate and plant material, there is not full reciprocity of Master Gardener certifications. The Horticulture Agent will determine the required training hours for transfers. Volunteer Service hours will be the same as for Certified Members.

IV. BOARD OF DIRECTORS

- A. The DCMGA Board of Directors will consist of President, Vice President, Secretary, Treasurer, Communications Director, Education Director, Member-at-Large Director, Volunteer Coordinator and the Immediate Past President. The Immediate Past President and Volunteer Coordinator are non-voting members. The President votes in case of a tie.
- B. Board of Directors meetings are usually held the first Wednesday of every month. Any DCMGA member may attend.
- C. The Board is elected for a one year term beginning in January. An officer may serve only two consecutive terms in a given position. The President and Vice-president positions are designated as TMGA Directors with the Secretary and Treasurer positions serving as alternates. Each Director and Alternate shall attend one TMGA Directors' meeting in an elected year.

- D. The President presides over the board meetings. With the Treasurer, the President develops the budget. The President is authorized to sign checks if the Treasurer is unable to do so. The President participates in selecting the committee chairpersons and creates committees as needed. The audit committee reports to the President. The President will conduct monthly general meetings and coordinate with the Vice President on meeting speakers. Working in conjunction with a small member committee, the President is responsible for selecting DCMGA members whose significant contribution to the organization and the community is recognized during the award ceremony held in conjunction with the graduation event. The President will attend one State Directors' Meeting in an elected year.
- E. The Vice President is responsible for fund raising events and project administration. The Vice President will work with all Project Managers to ensure that the goal of proposed projects supports the mission of the organization and that ongoing projects continue to meet DCMGA's mission guidelines. The Vice President will also provide guidance to the Ways & Means Committee. The Vice President is the DCMGA Board of Director's liaison to the Special Events Advisory Team (SEAT). The Vice President will attend one State Directors' Meeting in an elected year. Generally, the Vice President becomes the President in the following year.
- F. The Secretary records minutes of the Board meetings and maintains the corporate records of minutes and bylaws.
- G. The Treasurer deposits and disburses funds for the organization. The Treasurer provides financial statements for the membership and files appropriate government filings. A member requiring funds should make a written request to the Treasurer with an explanation for the money requested and where this expenditure would have been included in the budget. See Attachment 1 for further explanation of duties.
- H. The Communication Director will engage and employ members and techniques necessary to promote DCMGA events, activities and programs through online sources, email, social and print media. The Communication Director is responsible for internal and external communication regarding DCMGA events, activities and programs. These may include any or all of the following: Website, Publicity, Photography, Signage, Publications, Email, Social Media and Documentation.
- I. The Education Director oversees all internal and external education activities and committees that direct these functions including advanced training and may include, but not be limited to, the Library Series Lectures, Program/Special Events, Intern Curriculum, Speaker's Bureau, Ask a Master Gardener, Help Desk, Fall Garden Festival, JMG (Junior Master Gardeners), SWAt (Science With Attitude), Technology, Landscape Design, Propagation, Herb Team and the Children's Garden.
- J. The Member-at-Large Director is a representative of the general membership. Any DCMGA member may contact the Member-at-Large Director with any concerns about DCMGA. The Member-at-Large Director, in partnership with the Volunteer Coordinator, will also keep a listing of the current member names, addresses and certification status. The Member-at-Large will maintain the list of active members, members being considered for removal to INACTIVE or LOA status, and member skills/interest survey data. The Member-at-Large will alert members whose good standing requirements have not been met in the previous calendar year. The Director will assist the President as required.
- K. The Volunteer Coordinator shall report to the CEA-Horticulture, work with the Board to make sure

volunteers are being used effectively, forward volunteer opportunities to DCMGA members through the website or emails, manage volunteer records and communicate with volunteers, assist with the intern class and interface with the Mentor Committee.

V. GENERAL MEMBERSHIP MEETINGS

- A. A general membership meeting will usually be held on the second Wednesday of every month from February to November. Normally meetings will be held at the Denton County Texas A&M AgriLife Extension office in the morning. Two or three meetings may be conducted in the evening. All members and the general public are invited to attend. Members receive 1 hour of training for attendance.
- B. The January general membership meeting is the DCMGA Graduation and Awards Dinner. The members of the previous years' Intern Class, who have completed all requirements, will be certified at this meeting. Awards will be given to interns and certified members at this meeting.
- C. The December general membership meeting is the annual Christmas Party. There are no training hours for this meeting.

VI. TRAINING

The purpose of advanced training is to help master gardeners maintain and enhance their knowledge of research-based horticultural practices that may be shared with our community at DCMGA events.

- A. Certified members are required to attend 12 hours of continuing education or advanced training each calendar year.
- B. The guidelines for advanced training are:
 - Training from programs offered during DCMGA monthly association meetings-1 hour (unless publicized differently) and events sponsored for public education (i.e. Spring & Fall lecture series; Fall Garden Festival speakers).
 - Horticulture Educational workshops, classes, lectures, field trips sponsored or conducted by DCMGA for AT - Time for Training as announced.
 - Earth-Kind online training (can be taken only once) <http://aggie-horticulture.tamu.edu/earthkind/training/>. Time for Training depends on module(s) taken.
 - Horticulture Educational workshops, classes, lectures, specialist training listed on Texas Master Gardener Association website: <http://txmg.org/> including workshops, classes and lectures offered by other County Master Gardener Associations- time for training as specified.
 - Horticulture Educational workshops, classes or lectures offered by Texas A&M AgriLife Extension found on website: <http://urbansolutionscenter.tamu.edu/courses> – time for training as specified.

- Horticulture Educational workshops, classes, lectures and tours offered during annual State Master Gardener Conference- time for training as specified.
- AT opportunities approved by Agent and announced by Denton County Extension Office via email, DCMGA website or newsletter-time as specified.
- Research for DCMGA sponsored lectures; presentations and the help desk are advanced training.
- Master gardeners presenting at venues other than master gardener meetings
- Master naturalists presenting on topics relevant to horticulture
- AgriLife employees presenting at any venue
- Texas Forest Service presentations
- On-line classes offered by state extension offices located in plant hardiness zones 7 or 8 or on topics for which zones are not relevant, such as indoor plants or propagation
- Classes by individuals with recognized credentials for providing research-based horticultural information such as: university professors working in horticulture or related field, horticulture professionals with strong research credentials such as: city landscape planners, arboretums and botanical gardens, plant nurseries known to have worked with AgriLife e.g. Chambliss; Heard Museum Butterfly House and Garden, Lady Bird Johnson Wildflower Center, Botanical Research Institute of Texas, entomologists and researchers from Texas Discovery Gardens.
- Citizen Forester Certification Classes
- The Native Plant Society of Texas certification classes in native plant landscaping
- Discretionary: Horticulture educational workshops, classes or lectures up to 3 hours (or 6 hours for 10 year veterans in good standing) can be used for lectures at garden centers, clubs and other organizations. No prior approval needed for these discretionary hours.
- Credit for AT from educational classes, lectures, etc. not included in this list, must be submitted to the Denton County Extension office at least one week prior to the training event. Request should include: Date, Location, Topic and Type of Training (lecture, workshop, etc.), note if training event is open to the Public: (We want to notify other Master Gardeners of the AT if it is open to everyone.), Fee, Duration of training, Speaker and Speaker's Credentials.
- Denton County Master Gardener veterans may take one or two classes during intern training, as a refresher each year. First day, last day, field trips and the some individual classes are not included in this opportunity. Fee to attend each intern class is \$10.
- To receive CEU credit for presentations not pre-approved, a master gardener needs approval from the Denton Horticultural Agent prior to the event or presentation. To request approval from our

horticultural agent, complete the form on dcmga.com/members. A completed form will be automatically emailed to the Horticultural Agent who will respond with approval or not to the requestor via email.

- C. Intern/Trainee members are required to attend 70 hours of training. The Master Gardener Intern Program consists of 70 hours of training.
- D. For training hours, travel time is not included.
- E. It is the responsibility of all members to record their training hours online using the Volunteer Management System (VMS) on the DCMGA website.

VII. VOLUNTEER SERVICE

- A. Certified members must complete 12 hours annually of volunteer service.
- B. Intern/Trainee members must complete 70 hours of volunteer service in their Intern year.
- C. Volunteer Service hours are for time worked on approved Master Gardener Projects, attending meetings related to approved projects, setting up for meetings, working on the help desk, making residence calls, preparing and giving talks through the Speakers Bureau. Travel time is included in the calculation of service hours.
- D. It is the responsibility of all members to record their volunteer service hours monthly using the Volunteer Management System (VMS) on the DCMGA website.
- E. Certified members may record 3 service hours per year for horticulture-related volunteering for an organization, church, school, city, or subdivision that is not an approved DCMGA project.

VIII. MASTER GARDENER PROJECTS

- A. Members complete a Project Initiation form to obtain approval for a new project. The form will explain the project, how it will impact the community, who it will educate, the project's length of time and DCMGA resources required. A member can volunteer or be named as Project Team Leader. This form is submitted to the Vice-President for review prior to presenting to the Board. The member initiating the project will present the project to the Board for approval.
- B. When a project is completed, a Completion Form is filed with the Vice President.
- C. In December, project team leaders must complete a Continuation Form for all projected continuing into the next year. This form is submitted to the Vice-President.
- D. There may or may not be a sign in sheet at a project workday. The project team lead will report who

worked on the project and approximately how long to the Volunteer Coordinator. It is the responsibility of all members to record their volunteer service hours monthly (see Section VII).

- E. All project forms are located on the web at dcmga.com.
- F. The Volunteer Coordinator will notify the membership of project workdays and activities through email. Work days/activities are also listed on the member's calendar on DCMGA.com.
- G. Ongoing DCMGA projects are shown on the website, dcmga.com.

IX. WEBSITE – dcmga.com

- A. The DCMGA website is divided into general or public information and member information. The **Home page** is a forum to inform the public about DCMGA-sponsored events, how to ask gardening questions and how to request a DCMGA speaker for an event. The **All About DCMGA** provides an overview of DCMGA projects, an application to become a master gardener and information on scholarship opportunities. The **North Texas Gardening** provides informative articles to members and the public that facilitate learning about safe, effective and sustainable horticultural practices.
- B. The pages under **Member's Information** provide information to DCMGA members regarding the association including:
 - Member's Calendar – This provides members with all DCMGA Service and Advanced training Opportunities to complete the requirements of a Certified Master Gardener for both Interns and Veterans.
 - For Advanced training and Specialist Training Opportunities offered by TXMG or another county MG program go to: txmg.org. For Specialist Training click on Training, for other MG program training click on Contacts/Member Associations (by county).
 - Advanced Training Opportunities – Approved advanced training offered by other organizations.
 - Member's Projects Information – A description of each DCMGA project is provided along with the Project Manager's name. If you need to contact the manager for more information, click on the link provided to send an email.
 - Meetings – A list of Board Meetings and General Membership meetings are listed by month. Included each month are the minutes from all Board Meetings. If you need minutes prior to 2010, please contact Website chair or Member at Large.
 - ❖ DCMGA Board Meetings are usually the first Wednesday of each month. All members, Interns and Veterans, are invited to attend. If you have an item for the agenda please contact the DCMGA President, to reserve time.
 - ❖ General Meetings are usually the second Wednesday of each month. All members, including

Interns, are invited to attend. Presentations featuring a garden related theme are provided each month along with a business meeting. Each DCMGA member receives one hour training unless otherwise noted on the calendar.

- Members' Forms – Forms needed by all members are available in PDF format for printing. The TXMG Logo and AgriLife Logo are available for publications compiled by DCMGA members as well as information on copyright laws.
- Board of Directors – the Board position and Director are listed. In addition, each Chair position and Chairperson is listed. A link is provided to contact one or more via email.
- DCMGA Bylaws – The Bylaws for the association are provided. If you have any questions, please contact the Member-at-Large.
- DCMGA Handbook – The handbook gives details on the association and procedures. If you have any questions, please contact the Member-at-Large.

X. RECOGNITION OF SERVICE

- A. During class, trainees receive intern badges. Once certification hours for training and service are completed, the interns will receive the Texas-shaped MG badge at the annual dinner/graduation in January.
- B. After 5 years as a Certified Member (does not include Intern/Trainee year), each Master Gardener will be awarded a bronze Texas-shaped Master Gardener badge at the January Awards Dinner. After 10 years, each Master Gardener will be awarded a silver badge and after 15 years, each Master Gardener will receive a gold badge. 20 years of service will be shown with a gold star in the Panhandle. All of the above have black printing and can accommodate the blue logo.
- C. Other awards given to members at the January Awards Dinner may include an Educator Award, Project Manager Award or a Special Merit Award. These awards may be given to both Certified and Intern members. A Community Partner Award may also be given.

XI. ADVANCED TRAINING SPECIALIST SCHOLARSHIP

The Texas Master Gardener Association offers several Advanced Training Specialist programs. A certified member can sign up to take these training classes and agree to the terms of the TMGA. The CEA-Horticulture must approve a member for the specialist programs.

DCMGA offers a not-to-exceed \$200 scholarship for certified DCMGA members, who are in good standing. The President and CEA-Horticulture will jointly review applicants making recommendations to the Board for a final decision. The approved member would receive the scholarship in advance to defray training costs with the agreement that the scholarship would have to be repaid to DCMGA if the member fails to complete all state Advanced Training requirements for specialist certification.

XII. COMMITTEES AND SUB-COMMITTEES RESPONSIBILITIES

There are several standing committees and sub-committees to organize projects or administrative functions for DCMGA. All committee chairpersons will assist the President in the development of the annual budget. All committee chairpersons will solicit volunteers from the general membership as needed. Committees can be created by the President as needed. Standing committees include:

A. PROJECT ADMINISTRATION

The Vice President serves as Project Administrator and be responsible for assisting project managers and project volunteers. The duties of the Project Administrator include annual approval of ongoing projects and project managers. All project managers must submit a request to the project administrator to continue as project manager from year to year by completing the Project Continuation form.

B. WAYS AND MEANS COMMITTEE

The Ways and Means Committee is responsible for any fund generating activity for DCMGA. The committee chairperson will report to the Vice President. The following fund generating activities are included in the Ways and Means Committee:

1. **SPRING GARDEN TOUR** - A Spring Garden Tour of DCMGA members' gardens will typically be held on the Saturday before Mother's Day. A chairperson and committee for the tour will participate in the selection of the gardens, the advertising for the event, ticket sales and coordination of docents at the gardens.
2. **PLANT SALE** - A chairperson and committee will determine the site for the sale, purchase and/or acquire plants for sale, advertise the event and coordinate volunteers for the sale day. The Plant Sale chairperson partners with the Garden Tour chairperson/committee on advertising, financial and volunteer coordination.

C. COMMUNICATIONS

The Communications Director will serve as the chairperson of the Communication Committee. The committee will decide how best to provide information to the association and the public at large. The newsletter, website, publicity, photography, signage, publications and documentation subcommittees will be members of this committee.

1. **WEBSITE** - The duty of the Webmaster and committee is to maintain the association's website — dcmga.com — in a timely manner. The website should include project updates, educational information, and DCMGA member forms.
2. **PUBLICITY** - The committee chair will apprise the community of the association's function, capabilities and achievements. The committee should publicize and promote the association's activities and objectives to the membership and community at large. The committee will assist project managers with advertising and promotion as requested.
3. **PHOTOGRAPHY** - The committee will document DCMGA activities through photography. The committee will maintain historical records of projects through photographs and provide a video at year's end for the annual celebration.

4. SIGNAGE - The committee is responsible for assisting in preparing/acquiring signage – direction signs, site signs and banners to promote and direct the general public to DCMGA events.
5. PUBLICATIONS - The committee is responsible for reviewing and approving proper use of logos and legal statements required on documents prepared to apprise the community of the association’s function, capabilities and achievements.
6. DOCUMENTATION - The committee is responsible for aiding in the design and production of documents necessary to publicize and promote the association’s activities and objectives to the membership and community at large. The committee will assist project managers with advertising of activities (e.g. brochures, flyers, note cards, labels, training materials).
7. Social Media - the committee chair will send updates via social media (e.g. Facebook, et cetera) to promote DCMGA events and activities. Public Social media outreach to the members and the public will include online gardening publications and links to events information. Private and Secure Social Media will exist to encourage assistance and dialog between members.

D. EDUCATION COMMITTEE

The Education Director will coordinate committees providing out-of-house and in-house educational opportunities for DCMGA and the public. The committees included are the Monthly Program/Special Events, Advanced Training, Speakers Bureau, the Help Desk, the Ask A Master Gardener Booth, JMG, SWAT, the Children’s Community Garden, Technology and Landscape Design.

1. PROGRAM/SPECIAL EVENTS - The duty of the Program chairperson is to schedule programs for the monthly membership meetings from March-February of the following year. These programs may include tours, workshops and guest speakers. The chairperson must submit a request to the Treasurer for the speaker’s honorarium in advance of the meeting or event. They will determine and arrange for A/V equipment as needed.
2. ADVANCED TRAINING - The duties include scheduling tours, workshops and special events other than the monthly meetings to provide opportunities for members to earn advanced training hours. Also, they may present a series of educational lectures at a local library or other venue for the public and members.
3. SPEAKERS BUREAU - The chairperson is responsible for receiving speaking requests and arranging for DCMGA speakers to fill those requests.
4. HELP DESK - The chairperson and the committee provide member training to research answers to questions submitted by the public via the DCMGA Help Desk. The chairperson schedules members to work the Help Desk.
5. ASK A MASTER GARDENER - The committee coordinates volunteers and materials to man “Ask A Master Gardener” booths as requested by the public or DCMGA events.
6. INTERN CLASS CURRICULUM - The CEA-Horticulture is responsible for the training of the intern class. The

class planning chairperson and committee will assist the CEA-Horticulture and be responsible for evaluating and planning the curriculum for the annual intern class. The committee will arrange for speakers and tours for the intern class. Class planning activities include conducting the annual Round-up, presenting program to potential members and meeting applicants to explain program details and confirm applicants interested in joining.

7. JMG/SWAt - The chairperson is responsible for being a liaison between DCMGA and school administrators. All school outdoor learning centers will be under the auspices of JMG project. The committee will provide training programs for school teachers to implement the JMG program.
8. CHILDREN'S COMMUNITY GARDEN - The Children's Community Garden will provide a program in the spring for young children.
9. TECHNOLOGY - The committee will provide technology related needs for the membership.
10. LANDSCAPE DESIGN – The committee will provide landscape and design education to the DCMGA membership and the community.
11. PROPAGATION TEAM – The Propagation team will provide education to the DCMGA membership and the community. The Propagation Team will also provide plant propagation in service to DCMGA and the community.
12. HERB TEAM – The Herb Team will provide education and assistance to DCMGA membership and the community.

E. HOSPITALITY

The chairperson is responsible for refreshments at general meetings and special events. The chairperson will select a committee to aid in the execution of these responsibilities. They will arrange for set up of the room for the monthly association meetings.

The committee will also be responsible for sending flowers and/or cards to members when appropriate. Flowers or a plant may be sent in the event of a death of the member or immediate family member (husband, wife, and child). A card may be sent in the event of an illness of a member or immediate family member.

F. RESOURCE ROOM

The committee maintains the resource room for the use of the DCMGA membership. The Resource Room team leader reports to the Board Vice President.

G. STATE AWARDS

The Board of Directors accepts and reviews nominations for the State awards from the general membership. The Immediate Past President is responsible for reviewing the data pertinent to completing the application

forms for the awards with the assistance of the nominees. The Immediate Past President will complete and submit the application to CEA-Horticulture by the established deadline after Board approval. The CEA-Horticulture will submit the nominations to TMGA. The Immediate Past President may elect to work with a chairperson and committee to accomplish tasks associated with state awards.

H. MENTOR

The Mentor chairperson is responsible for planning and coordinating the mentor program for the new trainee class. Duties include, but are not limited to assigning a mentor from the general membership for each trainee, plan mentor/trainee events such as lunches and other activities throughout the year. The mentor lead will work directly with the Intern Class Planning Coordinator reporting to the Director of Education.

I. NOMINATING

The nominating committee, as appointed by the President, will nominate officers and a slate of candidates will be presented to the membership through the DCMGA website or email at least one month prior to election at the November DCMGA meeting. All nominees for officers must be active members in good standing and approved by the Horticultural Agent.

J. AUDIT

The audit committee consists of a chairperson and three (3) members. The committee reports to the President. Two (2) members of the committee must be selected from the general membership. The remaining committee members may be selected from either the general membership or any position on the Executive Board, except Treasurer.

- The committee shall conduct an audit of the financial records in January. The Treasurer shall be available to answer any inquiries of the committee.
- The committee shall report the results to the general membership at the next general meeting after the audit.
- A written report of the audit and results will be provided to the Treasurer for retention in the organizations financial records.

The audit committee shall review the financial records after the first quarter of a new Treasurer's term to assure accounting records are correct. The results of this review shall be reported to the Board for any further actions.

K. RETENTION

The retention committee addresses membership retention as needed and directed by the President.

L. SCHOLARSHIP

The chairperson is responsible for coordinating the scholarship applications. The committee is responsible for recommending recipient for the scholarship. The committee may request additional scholarship monies from

the Board. The Tom Harpool Horticultural Scholarship is offered annually by DCMGA for a minimum of \$1,000. Additional money may be given at the discretion of the Board based on the recommendation of the Scholarship Committee.

An applicant must submit an application to DCMGA before March 1. Applicants must be or plan to be enrolled in horticulture or a related field. The applicant or applicant's family must be residents of Denton County.

The Scholarship Committee reviews the applicants and makes recommendations to the Board. The applicant selected by the Board will receive the scholarship for the fall and spring semester.

M. GRANTS

The grant committee aids DCMGA projects in identifying potential funding sources intended to enhance educational or community service activities. Requests for support from the grant committee are initiated by the project manager. Grant committee members will assist in writing and editing grants. The grant committee will also support DCMGA projects or individuals, who have identified a project and a grantor, and seek help writing and polishing a grant request. All grant writing projects require the pre-approval of the board and the extension agent.

N. S.E.A.T. – Special Event Advisory Committee

The mission statement for the S.E.A.T. is to provide the framework and continuity of special events as determined by the Board of Directors. The committee will consist of the Vice President, the Ways and Means chair, an Intern Class Representative and chairs of past major events. The membership will rotate off after two years. The committee will provide the following services:

- Make recommendations and lead in strategic decisions concerning the Garden Tour, Plant Sale and
- Fall Garden Festival
- Outline the structure and set guidelines for the events
- Assist in finding chairs for these events and provide assistance and additional resources for these events
- Assist in the documentation of these events, which would be updated annually.

O. Sunshine Gardeners

The Volunteer Coordinator recruits members interested in providing a service to members in need. Members may require assistance due to loss or illness. The Sunshine Gardeners may provide a variety of services for their fellow members on their own time. No service hours are earned.

ATTACHMENT 1 — Treasurer's duties:

1. Quicken Home & Business software is the vehicle of choice to maintain the corporation's financial records.
2. The newly elected Treasurer and President must secure current signature cards with the banking and financial institutions for all financial accounts no later than the day of the first Board meeting of the new fiscal year. Note: A signed copy of the approved 'Minutes of the Board' which lists the elected officers must be presented to complete the paperwork. Additionally, change passwords for on-line access to financial accounts. (January)
3. Checks must be signed by the Treasurer or the President to be negotiable documents. (Ongoing)
4. Request for funds and/or reimbursement of expenses must be made in writing (i.e., email, letter, expense reimbursement form) clearly stating the reason for the request as well as providing the budget category from which the expenses are to be charged. As appropriate, further documentation may be required, i.e., paid receipts, vendor invoices, etc. All documentation must be maintained in an organized, audit ready fashion. (Ongoing)
5. The monthly financial (cash) reports must have the beginning and ending monthly balances with details of all receipts and disbursements during that period and must be supported by bank statements. (Monthly)
6. Membership Dues:
 - Collect membership dues. Status of dues payments will be reported to the Member at Large. If dues are not received in a timely manner the Member at Large will follow-up individual members. (February)
 - Pay yearly dues to TMGA, based upon the number of members, in time to be received no later than 03/01.
7. The year-end annual report to the membership are available on the website.
8. File, any annual reports as required by Federal, State or Local Governments, these include
 - State Sales Tax no later than 01/20
 - 990-N IRS Form no later than 05/15.
9. Renew the state issued floral certificate to license the corporation's fund raising plant sales. (September)
10. Renew the Liability Insurance policy for the association. (May)
11. As required, prepare the necessary reports/paperwork for the Board designated C.P.A. to be provided to them no later than 02/15 for the tax return to be prepared/submitted no later than 05/15. Work with the C.P.A. as required meeting this deadline.
12. As required, update the Expense and State Tax Exempt forms and provide to the Web Master for uploading to the website.