

<i>Original</i>	<i>Change</i>	<i>Reason</i>
ARTICLE III. MEMBERSHIP		
Verbiage remains the same.	Sections reordered: Section 2 to 1 Section 4 to 2 Section 1 to 3 Section 3 to 4	Reorder for better flow of information. (2021)
ARTICLE VIII. PARLIAMENTARY AUTHORITY		
Section 2. Any necessary expenditures exceeding the budgeted amount by the greater of 10% or \$100 must have prior approval by the DCMGA BoD. Any expenditure exceeding \$2000 must have prior general membership approval.	Section 2. Any necessary expenditures exceeding the budgeted amount by the greater of 10% or \$100 must have prior approval by the DCMGA BoD. Any non-budgeted expenditure exceeding \$2000 must have approval of the DCMGA BoD followed by general membership approval.	Last sentence amended for clarification. (2021)
N/A	Section 3. Expenditures not in alignment with the DCMGA mission statement require prior DCMGA BoD approval followed by general membership approval with at least two-thirds of certified members present.	Added to address expenditures not related to mission. (2021)
ARTICLE IX. DCMGA BUSINESS MEETINGS		
Section. 3. The annual DCMGA budget must be approved by a majority of the general membership at the February Business Meeting.	Section. 3. The annual DCMGA budget must be approved by a majority of the general membership at the November Business Meeting.	Change timing of budget approval by General Membership for consistency with Board of Directors election and so that an approved budget is in place prior to the start of a new fiscal year. (2021)
Previous Changes:		
ARTICLE IV. BOARD OF DIRECTORS		

<p>Section 1. Officers of this organization shall constitute the DCMGA BoD and will be: President, Vice-President, Treasurer, Secretary, Communications Director, Education Director, Member-at-Large, Past President (non-voting) and Volunteer Coordinator (non-voting).</p>	<p>Section 1. Officers of this organization shall constitute the DCMGA BoD and will be: President, Vice-President-Projects (VP-Projects), Vice President-Outreach (VP-Outreach), Treasurer, Secretary, Communications Director-Systems (CD-Systems), Communications Director-Promotions (CD-Promotions), Education Director, Member-at-Large, and Past President (non-voting).</p>	<p>Add two new Board positions. Removed Volunteer Coordinator from BoD. (2019)</p>
<p>Section 4. Officers will be elected prior to the Annual Membership Meeting in January. The DCMGA BoD will be installed at that meeting, and assume their duties henceforth.</p>	<p>Officers will be elected at the Annual Membership Meeting in November. They will assume their duties, effective Jan 1st of the new year and will be installed at the Graduation Banquet.</p>	<p>Clarification (rec from 2018)</p>
<p>Section 5. The voting members of the DCMGA BoD are the Vice-President, Secretary, Treasurer, Communications Director, Education Director, and Member-at-Large. The President will vote in case of a tie. A quorum of the DCMGA BoD will consist of a majority of the voting DCMGA BoD. A quorum must be present at the DCMGA Board Meeting to conduct business.</p>	<p>Section 5. The voting members of the DCMGA BoD are the First Vice-President for Projects, Second Vice President for Outreach, Secretary, Treasurer, Communications Systems Director, Promotions Director, Education Director, and Member-at-Large. The President will vote in case of a tie. A quorum of the DCMGA BoD will consist of a majority of the voting DCMGA BoD. A quorum must be present at the DCMGA Board Meeting to conduct business.</p>	<p>Reflects two new Board positions (2019)</p>
<p>ARTICLE V. DUTIES OF OFFICERS</p>		
<p>Section 1. The President shall:</p>		
<p>added</p>	<p>G. In conjunction with a committee, select DCMGA member for annual awards,</p>	<p>Accuracy of duties (2018)</p>
<p>added</p>	<p>H. Plan the annual graduation & awards banquet, traditionally held in January,</p>	<p>Accuracy of duties (2018)</p>
<p>added</p>	<p>I. Attend one State Directors' Meeting in an elected year,</p>	<p>Accuracy of duties (2018)</p>

Section 2. The Vice President shall:	Section 2. The First Vice President for Projects shall:	Reflects modified Board positions (2019)
added	D. Attend one State Directors' Meeting in an elected year,	Accuracy of duties (2018)
Section 2. The Vice President shall:	The Vice President-Projects shall:	Reflects new title (2019)
added	D. Plan and execute the Volunteer Opportunity Fair	Accuracy of duties (2019)
added	E. Attend one state directors meeting in an elected year,	Accuracy of duties (2019)
added	Section 3. The Vice President-Outreach shall:	Reflects modified Board positions (2019)
added	A. Assist the president as needed,	Reflects modified Board positions (2019)
added	B. Identify, develop and maintain Community Partnerships,	Reflects modified Board positions (2019)
added	C. Coordinate requests from community organizations seeking short-term DCMGA expertise,	Reflects modified Board positions (2019)
added	D. Oversee strategic planning,	Reflects modified Board positions (2019)
added	E. Oversee association-level fundraising/sponsorship,	Reflects modified Board positions (2019)
added	F. Coordinate fundraising between projects,	Reflects modified Board positions (2019)
added	G. Attend a minimum of nine (9) monthly DCMGA BoD meetings.	Reflects modified Board positions (2019)
Section 4. The Treasurer Shall	Section 5. The Treasurer Shall	Numbering revision
I. Keep an inventory of corporation-owned capital assets and their value	deleted	Reflects accuracy of duties. (2019)

Section 6. Para A. Oversee Master Gardener Advanced Training (AT) and public education outreach including children’s educational programs,	Section 6. Para A. Oversee Master Gardener Continuing Education (CE) and public education outreach including children’s educational programs,	Reflects updated nomenclature of CE, to deconflict from state-level AT.
Section 6. The Communications Director Shall:	Section 7. The Communications Director-Systems Shall:	Numbering and duty title revision (2019)
added	C. Assure consistency with DCMGA brand in all publications,	Reflects accuracy of duties. (2019)
added	D. Oversee maintenance of the DCMGA website and DCMGA social media,	Reflects accuracy of duties. (2019)
added	E. Assure collection and accessible storage of photo release forms for any photographs made available to the public in any DCMGA publication,	Reflects accuracy of duties. (2019)
added	F. Manage relationships with external publications,	Reflects accuracy of duties. (2019)
added	Section 8. The Promotions Director Shall:	Reflects modified Board positions (2019)
added	A. Plan and implement marketing for each DCMGA public event, in coordination with Project Managers,	Reflects modified Board positions (2019)
added	B. Maximize marketing for events throughout all DCMGA publications,	Reflects modified Board positions (2019)
added	C. Coordinate and catalog all photographic documentation of DCMGA events,	Reflects modified Board positions (2019)
added	D. Facilitate the distribution of DCMGA educational materials to the public,	Reflects modified Board positions (2019)
added	E. Attend a minimum of nine (9) monthly DCMGA BoD meetings.	Reflects modified Board positions (2019)
Section 7. The Member-at-Large shall:	Section 9. The Member-at-Large shall:	Numbering revision (2019)

added	D. Maintain member roster,	Reflects accuracy of duties. (2019)
added	E. Maintain roster of members with state-approved Advanced Training designation,	Reflects accuracy of duties. (2019)
added	F. Maintain records of Master Gardener service hours (annual and cumulative hours earned)	Reflects accuracy of duties. (2019)
Section 8. The Volunteer Coordinator shall:	deleted	VC position removed from BoD (2019)
sub-paras A, B, C	deleted	
Section 9. The Immediate Past President shall:	Section 11. The Immediate Past President shall:	Numbering revision (2019)
D. ...the Graduation/Awards Banquest...	D. Preside at the Graduation/Awards Banquet (if President is beginning 1st year of term)	Accuracy of duties (2019)
ARTICLE VI. EXECUTIVE BOARD Section 1. Sub para A. The President, Vice-President, Treasurer, Secretary, Communications Director, Education Director, and Member-at-Large.	A. The President, Vice President-Projects, Vice President-Outreach, Treasurer, and Secretary.	Reflects modified Board positions (2019)
ARTICLE VII. PARLIAMENTARY AUTHORITY		
Section 2. Any budget or non-budget item that requires funds exceeding the budgeted amount over \$25 up to and including \$2,000 must have prior approval by the DCMGA BoD. Any amount in excess of \$2,000 must have general membership approval.	Section 2. Any necessary expenditures exceeding the budgeted amount by the greater of 10% or \$100 must have prior approval by the DCMGA BoD. Any expenditure exceeding \$2000 must have prior general membership approval.	Reflects updated policies (2019)
ARTICLE IX. DCMGA BUSINESS MEETINGS		
Section 2. Members...	Section 2. Members shall be notified about matters requiring a General Membership vote prior to the meeting when the vote will be held.	Reflects updated policies (2019)
ARTICLE XII. DCMGA Member Handbook	ARTICLE XII SUPPORTING DOCUMENTATION	
Section 1. DCMGA Members Handbook	Section 1. DCMGA Members Handbook	Re-ordered due to insertion of new items in this section (2019)

	A. The DCMGA BoD shall create, approve and maintain a handbook containing the implementation details of the DCMGA By-Laws.	Re-ordered due to insertion of new items in this section (2019)
	B. Substantive revisions to the handbook require DCMGA BoD approval. Administrative and grammatical revisions do not require DCMGA BoD approval. All revisions should be assigned a revision designation on the cover page.	Re-ordered due to insertion of new items in this section (2019)
	C. Current, released policies will be on file and available on the DCMGA Website.	Re-ordered due to insertion of new items in this section (2019)
added	Section 2. DCMGA Policies	Reflects updated policies (2019)
added	A. The DCMGA BoD shall create, approve and maintain a set of policies that apply to all functions and operations of DCMGA.	Reflects updated policies (2019)
added	B. Policies are designed to reflect the principles of DMGA. Further, they are designed to influence and reflect DCMGA principles in all DCMGA decisions, actions and activities	Reflects updated policies (2019)
added	C. Current, released policies will be on file and available on the DCMGA Website	Reflects updated policies (2019)
added	D. Revision control of Policies	Reflects updated policies (2019)
added	a. Policies will be date controlled.	Reflects updated policies (2019)
added	b. A file of all superseded or prior revisions of policies will be maintained.	Reflects updated policies (2019)
added	Section 3. DCMGA Procedures	Reflects updated policies (2019)

added	A. DCMGA members with responsibility for specific DCMGA related actions may create a procedure to define the steps to complete the action. Creation of procedures is highly recommended for complex actions and/or involving several functions and/or not routinely performed should have a procedure.	Reflects updated policies (2019)
added	B. The DCMGA BoD is responsible for final approval of all procedures.	Reflects updated policies (2019)
	C. Current, released Procedures will be on file and available on the DCMGA website.	Reflects updated policies (2019)
added	D. Revision control of Procedures	Reflects updated policies (2019)
added	a. Procedures will be date controlled.	Reflects updated policies (2019)
added	b. A file of all superseded or prior revisions of policies will be maintained.	Reflects updated policies (2019)