

**Northwest Louisiana Master Gardeners
Association, Inc.**

Volunteer Guide
(Revised Edition, July 2014)

LOUISIANA



**MASTER
GARDENER**

**Northwest Louisiana Master Gardeners
Association, Inc.**

Volunteer Guide

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NORTHWEST LOUISIANA MASTER GARDENERS ASSOCIATION, INC.

VOLUNTEER GUIDE (Revised Edition, July 2014)

SUMMARY INFORMATION

Requirements for Active Membership:

- Completion of the Master Gardener training program
- Completion of annual volunteer commitment; currently set at 40 hours for first-year members and 20 hours each year thereafter
- Completion of educational hours; currently set at 6 hours each year (no requirement for new members)
- Payment of annual dues; currently set at \$15

Requirements for Inactive Status:

- Request inactive status on July 1 (beginning of volunteer year) from the program coordinator (Melea Martin)
- Completion of the previous year's volunteer commitment and educational requirements
- Payment of \$30 annual dues

Volunteer Hours:

- Hours must be earned on approved NWLAMG projects and activities. (See p. 6 for an approved list)
- Hours must be completed each year by June 30.
- Hours should be reported monthly online at www.lsuagcenter.com/NWLAMG (See p.7 for instructions)

Annual Dues:

- Dues are payable July 1 each year.
- Payment by personal check is preferred; checks should be payable to "NWLAMG."
- Dues should be submitted to the MG Treasurer together with a renewal application.
- Contact Program Coordinator (Melea Martin) if special provisions are needed for inability to complete volunteer obligation. Dues adjustment is required for this situation and may be found on the renewal application on pg. 9 of this guide.

Meetings:

- General membership meetings are held monthly. Generally meetings are held on the second Wednesday of each month at the Randle T. Moore Center starting at noon.
- Board meetings are held monthly. Generally meetings are held on the fourth Wednesday of each month at the Randle T. Moore Center. All members are welcome to attend. Only board members may vote.
- Election of officers takes place at the June general membership meeting. Term of office is July 1 through June 30 of the following year.

NORTHWEST LA MASTER GARDENERS ASSOCIATION, INC.

OFFICERS, 2014-2015

President	Margie Caplis	752-0806	margiecaplis@bellsouth.net
Vice President	John Ready	865-0738	johnntready@me.com
Treasurer	Lynn Poole	932-3633	marlyn@bellsouth.net
Secretary	Nora McClure	636-0801	bmcat@comcast.net
Historian/Parliamentarian	Martha Spect	795-9449	marthawspect@gmail.com

BOARD MEMBERS AT LARGE

Cookie Duet (2015)	797-4759	rcduet@bellsouth.net
Ron Calk (2015)	687-6527	rpcalkfam@yahoo.com
Janette Miller (2016)	868-6623	janmiller9.12@gmail.com
Sharron Lucy (2015)	268-8009	sklucy@yahoo.com
Judy Roemer (2016)	219-4181	roemerj@bellsouth.net
Judy Toth (2017)	524-0169	judystoth@bellsouth.net
Vick Kirkendall (2017)	949-3676	vickirkendall@suddenlink.net

* Terms expire June 30 of year indicated.

Officers form the Executive Committee of the Board of Directors

APPROVED NORTHWEST LOUISIANA MASTER GARDENER VOLUNTEER ACTIVITIES

ORGANIZATIONAL LEADERSHIP:

President: Preside over general membership meetings and Executive Board meetings, appoint chairpersons of standing committees and make other appointments as needed, represent the organization at all times, and be responsible for volunteer recognition. The President shall have the power to create or eliminate ad hoc committees, call special meetings when necessary, and shall be an ex-officio member of all committees. The President shall perform duties as detailed in the by-laws.

Immediate Past President: Serve as an advisor to the board. Support the president and vice president on an as-needed basis.

Vice-President: Assist the President and conduct meetings in the absence of the president. The Vice-President will review new projects and bring them before the Master Gardener Coordinator for approval. The Vice-President will keep the President informed of proposed projects and updated on ongoing projects.

Secretary: Keep the minutes of Executive Board meetings and any business sessions called at general meetings. Maintain accurate membership records and issue annual membership cards. The secretary will make sure that insurance is current and that additional insurance for special events is acquired. The Secretary will perform any other duties as may be assigned to him by the Board of Directors or the President.

Treasurer: Keep financial records, and receive and disburse funds on behalf of the Northwest Louisiana Master Gardeners. With the assistance of the Board, the Treasurer shall prepare an annual budget for presentation to the membership.

Historian/ Parliamentarian: Keep all records of Northwest Louisiana Master Gardener activities, actively collect and solicit public announcements, photographs, and any other documentation to be archived. Display archive book at meetings and public activities. Interpret by-laws as needed.

Committee Chairpersons: Manage the activities of one of the committees described on the following pages. See chair responsibilities for each committee on p. 13.

At-Large Representatives: Represent ongoing Master Gardener class members at monthly Executive Board and General meetings and assist in communication between the Class, the Executive Board and the general membership. One or two members from the ongoing class shall be appointed by the class members.

Executive Board Members: Board members are expected to attend board meetings. See Article IV of the by-laws.

APPROVED VOLUNTEER ACTIVITIES

APPROVED PROJECTS:

Approved Projects are those that receive funding from NWLAMG in the annual budget. If you need information regarding any project, contact Vice President John Ready at 865-0738 or johntready@me.com or the respective Project Director listed below.

- Community Gardens—Denise Wood at 746-4375 or woodfore@me.com
- Le Tour des Jardins—Lynn Eddy at 861-4154 or lynneddy52@gmail.com
- World of Gardening Seminar Series—Catherine Jack at 635-9921 or ocatjack@bellsouth.net
- Annual Spring Plant Sale—Andree Caplis at 747-0051 or awcaplis2@hotmail.com
- Fall Bulb Sale—Ron Calk at 687-6527 or rpcalkfam@yahoo.com
- Carriage House Maintenance—Evelyn Thomas at 929-3485 or etmerlin@juno.com
- Randle T. Moore Center Landscape Development and Maintenance--- Paul Ferguson at 525-4060 or pfergusonjr@comcast.net
- Pioneer Heritage Center—Donna Camp at 797-3284 or donnalcamp@bellsouth.net
- Greenhouse—Sharron Lucy at 318-268-8009 or sklucy1@yahoo.com
- Community Grants Program - Judy Roemer at 219-4181 or roemerj@bellsouth.net

APPROVED ACTIVITIES:

Approved activities do not receive NWLAMG funding in the annual budget, but are approved for earning hours.

- Master Gardener Hotline—Melea Martin at 698-0010 or mmartin@agcenter.lsu.edu. Sign up for phone duty on the calendar in the MG office.
- Master Gardener Hours volunteer administrator—Gary Northen at 423-4438 or northen@yahoo.com
- Area Nutrition Agent—Grace Peterson at 741-7430, ext. 1502 gpeterson@agcenter.lsu.edu
- The Seedling—Editor Lou Osburn at 869-1526 or lou@nokout.com
- Web Page Development and Maintenance— Martha Specht at 795-9449 or marthawspect@gmail.com
 - The website is www.lsuagcenter.com/nwlamg
- Louisiana State Exhibit Museum – Joanne Woodard at 617-2912 or jwoodard448@aol.com
- Speakers Bureau—Mary Walker at 965-4153 or marycookwalker@bellsouth.net
- Directory—Harvetta Strozier Colvin at 687-4190 or harvetta@gmail.com
- American Rose Center— Lou Osburn at 869-1526 or lou@nokout.com
- Liberty Gardens in Bossier City—Jim Collins at 741-5783 or jcoll95381@aol.com
- Pink Ribbon Memorial Garden—Penny Durham at 865-6494 or pennydurham@comcast.net
- Holy Angels Horticulture Project – Nora McClure at 636-0801 or nmccat@att.net; Barb Thompson at 933-8855 or barb933@hotmail.com

Master Gardener Online Hours Recording Procedure

All hours are recorded online on the LSU AgCenter's website at www.lsuagcenter.com. An easy short cut to the NWLA Master Gardeners site is www.lsuagcenter.com/NWLAMG.

Getting started:

On the right hand side of our page (www.lsuagcenter.com/NWLAMG) is a link called **Reporting Volunteer Hours**. Click there to get started. On that webpage, click on **LMG Service Hours Report**. Under the log-in is a link that says 'New users click **here** to register!

When asked if you are a 4-H Master Volunteer, pull down and click NO.

On this page:

Create Username and Password:

You can create a username and password which will not be able to be integrated with the Master Volunteer application by clicking **here**. Click on 'here'.

On the first line of the registration page, pull down the pull-down menu and select 'Northwest'. Fill in all of the rest of the blanks and select a password. Click **Submit**. If you've made any mistakes, the form will reappear with a tiny asterisk next to the line with the mistake. Fix it and submit again. You will receive an email confirmation.

If you do not have email or internet access:

Fill out the **Registration Form For Those Without Internet Access** (Melea has it) and hand or mail it to the Hours Administrator, Gary Northen. Your hours will be added into the website for you as you provide them.

Logging hours online:

Log in using your password. From the pull-down menu, select either Volunteer Service Hours or Education Hours to report. Fill in the blanks going down the page. You may not have information for all of the blanks, but do your best. There are 28 categories to attribute your hours to, such as Garden Show, Plant Sale, and Answer Telephone Calls. If you can't find a good fit for what you've done, simply choose LMG Parish Program.

Hours should only be recorded as follows: “.00” for whole hours, “.25” for 15 minutes, “.50” for 30 minutes, or “.75” for 45 minutes.

Problems using the system:

After you are registered, if you have trouble getting into the system, contact Gary Northen (northen@yahoo.com, 686-4438, 423-4438) or Melea Martin (mmartin@agcenter.lsu.edu, 698-0010), the administrators. Sometimes the system is down at LSU, and they can reassure you and help you with problems.

Enter your hours in a timely manner and keep a paper record at home. NWLA Master Gardeners' year runs from July 1 to June 30. The LSU AgCenter zeroes out the reporting system on January 1. While your hours may no longer show up, they are still in the system and the administrators can still see them. There is also a 'report' function onsite that will allow you to print a report of hours for specific date periods. The administrators' job is made easier if you keep your hours up to date.

How the logged hours are used:

- The State Master Gardener program uses the hours to show the state what a wonderful job we are doing for our communities. The annual report is posted on the LA Master Gardener Program official site.

- Special pins are awarded annually to those with substantial hours of service: A gold pin for over 500 volunteer hours, a silver pin for over 250 volunteer hours, and a bronze pin for over 100 volunteer hours.

Required Volunteer Hours:

- First year after graduation: 40 hours of volunteer service (10 of which must to be completed on the Master Gardener Hotline). New class members have the period from graduation until June 30th of the following year to fulfill their commitment (15 months). No continuing education is required for new class members.
- All succeeding years: 20 hours of volunteer service (5 of which must be completed on the Master Gardener Hotline) and 6 hours of continuing education.

Guidelines on how to fulfill your commitment:

Volunteer Service hours are spent on approved projects.

- Approved projects are listed on the Internet site at www.lsuagcenter.com/NWLAMG, obtained from the Projects Committee Chairperson, or on pg. 6 of this Volunteer Guide. Approvals are made by the Master Gardener Coordinator.
- 25 % of the commitment is used answering gardeners' telephone questions at the Horticulture/Master Gardener Office.
- Please include hours spent preparing for and presenting educational talks to civic clubs, garden clubs, professional organizations, school and college classes and other such entities, and for articles submitted for the Seedling or other approved media.
- You may include your travel time to and from an approved event site.
- Plant sale hours are restricted to either working at or preparing for the sale itself or time actually spent potting and preparing plants for the sale.
- Preparation and/or bringing refreshments to regular classes and meetings may be counted in both volunteer hours and money if purchased.
- Master Gardener Board meeting hours are to be turned in on an individual basis with travel time and any other miscellaneous time included.
- Volunteer hours are sent to the Master Gardener State Coordinator in Baton Rouge and monitored by the local MG Coordinator. Hours count towards a special pin award.
- Always show under the Activity Description/ Impact Block the activity attended under Volunteer Service.

Educational hours are spent for self-improvement (6 hours required).

- Report only the program times during the Master Gardener Meeting as Education Hours.
- Other learning opportunities include attending horticulture seminars, gardening symposiums, garden club programs, college courses, horticulture field days, and similar learning opportunities to keep yourself on the cutting edge.
- Attending Master Gardener conventions will count for the time spent in class only.
- Travel time to learning sites does NOT count. However, mileage and unreimbursed expenses can be entered for both LSU AgCenter and your tax purposes.
- While required, these hours do not count toward the Volunteer Service hours commitment or awards.
- Always show under the Activity Description/ Impact Block the activity attended under Continuing Education.

Exceptions:

If any member cannot meet the hourly requirements due to full time employment, health problems, or unforeseen family situations, they should contact the MG coordinator. The circumstances will be considered for a decision on excusing that individual from part of their hour's requirements.

NORTHWEST LOUISIANA MASTER GARDENERS

CERTIFICATION RENEWAL

JULY 201_ THROUGH JUNE 201_

Name: _____

Address: _____

_____ Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____

Please include me in the NWLAMG email group YES NO

Year Graduated: _____

Would you be willing to serve in a leadership role? _____

Choose one category:

_____ I plan to continue my work as a Master Gardener, operating under the original guidelines, and agree to provide the Master Gardener Program with another 20 hours of service. I also agree to 6 hours of self-improvement educational hours. I am remitting dues in the amount of \$15.

_____ I have finished the year in good standing, and I wish to become an inactive member at this time. I hope to become active again in the future. Please keep my name on the newsletter and email lists. I am remitting dues in the amount of \$30 to maintain my membership.

_____ I would like to remain a member but have not been able to complete my hours. I am remitting dues of \$50 and understand there is a 5 year limit for using this option.

_____ Please cancel my membership. I am unable to participate in the future. Please also remove my name from the newsletter and email lists.

_____ I am applying for lifetime membership (10 years of service completed in good standing). NWLAMG Board will notify me of approval. No dues if approved.

_____ I have been granted Lifetime Membership status. No dues.

Signature

Date

Approved for eligibility to continue as a Louisiana Master Gardener with all rights and privileges of membership.

NWLAMG Program Coordinator

Date

Dues are \$15.00 for the year JULY 1, 2013 through JUNE 30, 2014. Please make checks payable to NWLAMG and either **TURN IN** with **FORM** before July 1 at the next meeting or, after July 1, mail check and form to Treasurer Lynn Poole at 3101 Fairfield Ave., Shreveport, LA 71104.

Form must accompany dues.

Summary: Active, good standing \$15

Inactive, good standing \$30

Active, short hours \$50

Lifetime \$0

Cancellation

Northwest Louisiana Master Gardeners Project Proposal and Application Form

Organization Name: _____

Contact Name: _____

Telephone: _____ Email: _____

Address: _____

Date submitted: _____

Location of proposed project: _____

Type of service(s) involved (circle all that apply):

- | | | |
|------------------------|-----------------------|----------------|
| a. educational program | d. garden design | g. maintenance |
| b. plant health clinic | e. plant installation | h. other |
| c. school garden | f. renovation | |

Based on the service(s) involved, describe in detail your project and the specific ways our volunteers can help.

How does this project benefit the LSU Ag Center and the NWLAMG's? _____

Proposed starting date: _____

Estimated number of individuals to benefit from this project: _____

Estimated budget for this project: _____

Party or parties responsible for purchase of materials: _____

Other volunteers (groups or organizations) assisting on this project: _____

With what portion of this project will other volunteers be assisting? _____

Party or parties responsible for maintenance and care of plantings following installation (if applicable):

Please describe how your project will benefit the community and tell us why you chose the Master Gardeners to assist you.

Master Gardener Contact Person: _____

Please attach a copy of your organization's mission statement, if available, or provide a brief description of your group's purpose.

Return To: Northwest Louisiana Master Gardeners
3101 Fairfield Avenue
Shreveport LA 71104

**NWLAMG
EXPENSE REIMBURSEMENT SHEET**

Check # _____

Date _____

DATE _____

NAME _____

MAILING ADDRESS _____

PROJECT _____

(Approval of Committee Chair is recommended for expenditures)

<u>Type of Expense</u>	<u>Amount</u>
Advertising	_____
Copies/Printing	_____
Plant Materials	_____
Hospitality	_____
Paper/supplies	_____
Postage	_____
Other (Please Explain)	
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

COMMITTEE CHAIRMAN SIGNATURE _____

NOTE: ATTACH ORIGINAL RECEIPTS TO REIMBURSEMENT FORM. Mail to Treasurer Lynn Poole, 3101 Fairfield Ave, Shreveport, LA 71104.

POLICIES AND PROCEDURES

I. Project Chairmen Responsibilities and Committee Responsibilities (Job Descriptions 2013-2014)

A. Hours Evaluation Committee Chairman (Gary Northen)

1. Record and maintain membership's hours log online.
2. Provide the log to membership at monthly meetings.
3. Provide the log to MG coordinator and president monthly.
4. Provide the treasurer and membership chairman with a list of members eligible for pins/awards.
5. Provide the treasurer and membership chairman with the final hours log including all hours posted for the MG year (July 1 through June 30).
6. Print certificates to accompany awards pins.
7. Notify MG coordinator when pin supply runs low.
8. In June notify members who have not met their volunteer obligation for the year that they have 30 days to finish their hours.
9. On or before August 1, purge the old membership list of members who have not paid or not completed hours and submit new membership to secretary.

B. Le Tour des Jardins Committee Chairman (Lynn Eddy)

1. Solicit tour garden applicants.
2. Tour all applicants' gardens with committee.
3. Announce to the Board of Directors the chosen gardens and the chosen dates for the tour.
4. Provide a written report of committee activities for the MG file to be used to help the next year's chairman.
5. Provide a report including financial report to the Board of Directors within 30 days of completion of project.

C. Program Committee Chairman (Sally Head)

1. Select programs and acquire speakers on selected subjects for monthly meetings.
2. Provide for the speakers' special equipment needs.
3. Introduce speakers at monthly general meetings.
4. Honorariums of up to \$25.00 can be given to speakers at the discretion of the chairman.

D. Speakers Bureau Chairman (Mary Walker)

1. Recruit speakers from NWLAMG membership.
2. Maintain a list of speakers and their topics.
3. Coordinate speaking opportunities in the community.

E. The Seedling Publication Chairman (Sara Burroughs)

1. Write, gather, and edit articles for a monthly newsletter.
2. Produce and email newsletter.
3. Maintain list of subscribers and NWLAMG members.

F. The Seedling Supplement Publication Chairman (Sally Head)

1. List current approved projects, dates for upcoming activities, and announcements.
2. Produce and email list to membership monthly.

G. NWLAMG Website and Communications Chairman (Martha Specht)

1. Monitor and maintain site.
2. Email all correspondence as requested.

- H. Public Relation/Communication Chairman (Michele Wiener)
1. Provide publicity for NWLAMG events to the print and broadcast media.
 2. Produce and distribute posters and flyers for these events.
 3. Work with the MG membership to provide telephone workers for the Red River Radio membership drive.
 4. Maintain a detailed list of all advertising contacts.
 5. File a copy of all publicity in the NWLAMG permanent files.
- I. World of Gardening Seminar Series Chairman (Catherine Jack)
1. Plan four free lectures annually for the general public and coordinate venue.
 2. Present dates, topics, and the annual budget for approval by the NWLAMG Board of Directors.
 3. Present speaker information to the Public Relation/Communication chairman.
 4. File a copy of records in the NWLAMG permanent files.
 5. Provide for the speaker special equipment needs.
- J. School & Community Gardens Committee Chairman (Denise Wood)
1. Coordinate a team of volunteers to assist gardening agent in development of school and community gardens.
 2. Teach children basic gardening skills using the Junior Master Gardener curriculum.
 3. Teach youth and adults basic gardening skills at educational meetings and workshops.
 4. Assist in the design and installation of school and community gardens.
 5. Supervise and assist school and community gardeners on garden work days and planting days.
- K. Community Grants Committee Chairman (Judy Roemer)
1. Coordinate publicity for announcement of request for proposals and awards.
 2. Coordinate a team of MG's to select recipients.
 3. Oversee follow-up of grant fulfillment by team members assigned to each recipient.
- L. Projects and Membership Committee Chairman (Vice President- John Ready)
1. Request annual reports from each project chairman at the annual meeting.
 2. Report to the board of directors and general membership on ongoing projects.
 3. Present new projects to the board for discussion. (Master Gardener Coordinator makes the final decision.)
 4. Inform the website coordinator, the editor of The Seedling, and the editor of The Seedling Supplement of any changes in project chairmanships or additions of new projects.
 5. Request photos of projects for use in the scrapbook, publications and slide show.
 6. Solicit dues for renewing members in June of each year.
 7. Coordinate the compilation, printing, and sale of photo directories for distribution on or before September 1.
- M. Nominating Committee Chairman (John Ready)
1. Shall be the Vice-president.
 2. Chair a committee of 3-5 members to be appointed by the president and approved by the board in April. Members of the committee will represent different graduating classes.
 3. Present the slate at the May meeting with a call for nominations from the floor.
 4. Prepare the paper ballots to include all nominees for every office and distribute same at the June general membership meeting.
 5. Collect finished ballots, count the votes, and announce the winners at the meeting.

- N. Plant Sale Committee Chairman (Paula Linn and Mary Findley)
 - 1. Establish location of event and dates.
 - 2. Submit budget for Board approval, encourage donations of plants, publicize and organize sale, and provide financial report.
 - 3. File written records for the NWLAMG files.
- O. Bulb Sale Committee Chairman (Ron Calk)
 - 1. Establish location of event and dates.
 - 2. Submit budget for Board approval, encourage donations of plants, publicize and organize sale, and provide financial report.
 - 3. File written records for the NWLAMG files.
- P. Greenhouse Committee Chairman (Alicia Cunningham)
 - 1. Coordinate with the Program Coordinator for the class lab.
 - 2. Coordinate with the Plant Sale Chairman for sale plant propagation.
 - 3. Keep a record of plants grown and supplies used and provide budget input.
 - 4. Coordinate greenhouse volunteers for propagation and maintenance of greenhouse crops.
- Q. Class Coordinator (Sadie Bolyer)
 - 1. Coordinate with MG Coordinator to have all class handouts ready and labs organized.
 - 2. Solicit volunteers to assist with class activities.
- R. Randle T. Moore Landscape Chairman (Judy Roemer)
 - 1. Work with other members to maintain and update RTM landscape.
 - 2. Work with design committee to design new features.
 - 3. Submit a budget for Board approval.

II. Volunteer & Education Hours Reporting Procedure

- A. The volunteer shall input their own hours at www.lsuagcenter.com/NWLAMG. Those without internet access may have hours input by a friend or by the site administrator, Gary Northen.
- B. All hours entered on the site may be viewed by logging in and clicking on "View/Edit Hours"(left side of screen). 1) In the view/edit hours screen, enter the dates in the "start date" as 07/01/2009 or whatever date you started using the logging site as a Master Gardener 2) In the "end date" box put today's date 3) Click on the field that says "Narrow/Expand Time Frame"
- C. Hours to be reported will be those accrued from July 1 through June 30 with the exception of the hours of the members from the last graduating class whose hours between graduation and June 30 will be logged in for the next year. See also p. 7 for online reporting info.

III. Awards

- A. Volunteers will be eligible for the following awards.
 - 1. Gold pin for over 500 volunteer project hours.
 - 2. Silver pin for over 250 volunteer project hours.
 - 3. Bronze pin for over 100 volunteer project hours.
- B. Awards shall be presented at a time decided upon by the board of directors.

IV. Financial Guidelines

- A. On or before July 31 the Executive Committee will present to the Board of Directors the proposed budget for the year. Each committee head is expected to submit a budget request prior to this time. After the budget is board approved a vote of the board will be required to deviate from the budget.
- B. Members may submit a request for reimbursement (form on p. 12) when they have used their personal funds for an approved expenditure. The submitted request should be accompanied by a signed original receipt and should be approved by the project chairman.

- C. The treasurer will present a current balance sheet reconciled to the bank statement and a profit and loss statement monthly to the board of directors. The treasurer will present a balance sheet to the general membership monthly.
- D. The treasurer will arrange for an annual audit according to the by-laws and will be responsible for having an annual tax return prepared.
- E. The treasurer, secretary and president will be approved for check signing. Only one signature is required for each transaction. At the onset of each financial year, July 1, the newly elected treasurer will have the debit card password changed and will have the old year's officers removed from the bank roster and three of the new year's officers (treasurer, secretary and president) added.
- F. \$5000 shall remain at all times in a Risk Reserve Fund to cover the deductible on the liability insurance policy.

V. Lifetime Membership Procedure

Requirements for Lifetime Membership eligibility are contained in the Bylaws in Article V, Section 5. Requests for consideration for Lifetime Membership are turned in to the treasurer on the annual dues renewal form. The treasurer notifies the Program Coordinator to research and compile hours submitted throughout the applicant's volunteer career. Hours records from 2003 to 2007 are found on file in the Extension Office and those after 2007 are online at www.lsuagcenter.com. The coordinator may designate the volunteer administrator for the online site to compile the volunteer's records. Ineligible applicants are mailed a letter from the coordinator containing the ineligible hours record and an explanation of ineligibility. An eligible applicant's compiled hours record is submitted to the Board of Directors with the coordinator's recommendation for approval. Discussion is solicited from the Board and must remain confidential among the board members. A majority vote of approval takes place at the Board of Director's meeting. After approval, the coordinator sends a congratulatory e-mail to the member and the new Lifetime Member is announced at the following general meeting. Notification also goes to the treasurer and the directory publisher and is recorded in the Lifetime Members file in the Extension Office. The new Lifetime member receives a white pin at the annual awards ceremony.

MASTER GARDENER NURSERY DISCOUNTS

NURSERY NAME	AMOUNT OF DISCOUNT
T G Nursery – Landscape – Lawn Care (Minden)	15%
Lex Plant Farm	10%
Louisiana Nursery	5%
Giles Custom Landscaping	20%
LaBloom Florist	10%
Construction Safety Products	5%
Glass Nursery & Garden Center	10%
Eco Mulch	15%
Cole’s Sligo Road Garden Center	15%
TNT Lawn & Light	10%
Paul’s Farm & Garden	10% (no plants)
Akin’s	10%
Doug Young’s (Forest Hill)	Wholesale

MUST PRESENT CURRENT MASTER GARDENER MEMBERSHIP CARD AT TIME OF PURCHASE.

**** Please note --- these discount percentages are subject to change at any time, may be different from those listed, or may no longer be offered. Some businesses operate on a very narrow profit margin and cannot participate all years.**

**BY-LAWS OF
THE NORTHWEST LOUISIANA MASTER GARDENERS
ASSOCIATION, INC.**

**ARTICLE I
LOCATION OF OFFICES**

The principal office of the Corporation shall be located at 3101 Fairfield Ave., Shreveport, LA 71104, where the Corporation's registered agent shall be located. The Corporation may also have offices or agencies at such other place or places, within the State of Louisiana, as the Board of Directors may from time to time determine or as the business of the Corporation may require.

**ARTICLE II
MEETING OF MEMBERS**

Section 1. The annual meeting of the members entitled to vote shall be held at the registered office of the Corporation, or at a place designated by the Board of Directors, in June of each year at the hour named in the notice or waiver of notice of such meeting, for the election of Directors, the election of new officers, the presentation of annual reports, and for the transaction of such other business as may properly come before the meeting. Notice of the annual meeting shall be provided at least fifteen (15) days before the annual meeting and may be given by any means reasonably expected to provide notice, including, but not limited to, facsimile or e-mail or similar electronic means.

Section 2. At the May meeting each year a nominating committee of 3-5 members, chaired by the Vice President, appointed by the president and approved by the Board shall present its slate of nominations for new officers and Directors. Said committee will reconvene at the annual meeting to conduct voting procedures, count votes and announce new officers and directors.

Section 3. Monthly meetings of the members shall be held at the registered office of the Corporation on the second Wednesday of each month at 12:00 p.m. until such time as the President or Secretary notices the members of a change in location, time, or day for monthly meetings. Such notification shall be given as provided in Article II, Section 4 and must be provided ten (10) days in advance of a scheduled meeting, except in the case of an emergency, in which case notice of the change in location, meeting time, or meeting day shall be given as soon as practicable after the change is known. Severe weather, medical emergencies, or other occurrences beyond the Executive Committee's control shall be considered an emergency. This Section 2 shall be considered notice of the regular monthly meetings and no further notice of the monthly meetings shall be required except as provided herein.

Section 4. Special meetings of members, other than those required by statute, may be called at any time by the President, over one-half of the Executive Committee, or by members having one-tenth of the total voting power, and may be held at any place within or without the State of Louisiana. It shall be the duty of the Secretary to call such meetings whenever requested in writing to do so by members holding together at least one-tenth of the total voting power of the Corporation and entitled to vote at such meeting.

Section 5. Except as otherwise provided by statute or these by-laws, notice of each special meeting of members shall be given at least ten days before the day on which the meeting is to be held to each member of record entitled to vote at such meeting, by delivering a written, printed, or electronic notice (including, but not limited to, facsimile or email) thereof to him personally, electronically or by mailing such notice in a postage prepaid envelope addressed to him at his post office or other address as it appears on the books of the Corporation. Every such notice shall state the time and place and purpose or purposes of the meeting. Except where expressly required by law, no publication of notice of a meeting of members shall be required. Notice of any adjourned meeting of members entitled to vote shall not be required to be given, except when expressly required by law.

Section 6. At each meeting of the members, thirty five members in good standing must be present in person or by Proxy and entitled to vote to constitute a quorum. If, for any reason such quorum shall not be

represented at any meeting, the meeting may be adjourned from time to time by the members represented at such meeting. The adjourned meeting may be reconvened should a quorum subsequently become represented and any business may be transacted which might have been transacted at the meeting as originally called.

Section 7. At every meeting of the members, each member in good standing, present in person or by Proxy, shall be entitled to one vote. Except as otherwise required by law, the Certificate of Incorporation or these by-laws, all matters which properly come before any meeting of members shall be decided by the vote of a majority of the members entitled to vote thereat, if a quorum is present. Voting shall be by voice for the election of Directors, and whenever expressly required by law or whenever any qualified voter shall demand that any vote be by ballot.

Section 8. At every meeting of members, the President, or in his/her absence any one of the Officers, shall call the meeting to order and shall act as Chairman of the meeting. The Board of Directors may appoint any member to act as Chairman of any meeting in the absence of the President and any Vice President.

The Secretary of the corporation shall act as secretary of each meeting of the members; but in the absence of the Secretary at any meeting of the members, the Chairman of such meeting may appoint as assistant Secretary or, if none is present, some other person to act as Secretary of the meeting.

Section 9. At the monthly meetings of members, the order of business shall be as follows:

- (a) call the meeting to order;
- (b) read and vote on the minutes of the last meeting;
- (c) report of the officers;
- (d) reports of committees;
- (e) old business;
- (f) new business.

Section 10. The Directors of the Corporation shall be up to thirteen. The officers, President, Vice-President, Immediate Past President, Secretary, Treasurer, and Parliamentarian/Historian are directors who will serve one year terms concurrent with their terms as officers. Each graduating class will elect a board member who will also serve for one year. All other directors will serve a three year term and will be elected at the annual meeting of members. This is subject to the right of the Board of Directors to provide by-law amendment for a different number of board members. Any vacancy on the Board caused by an amendment of these by-laws shall be filled by election by the Board.

Section 11. Notice of any annual meeting or special meeting of members may be waived in writing by, and will be waived by the attendance thereat, in person or by Proxy, of any member. Any member so waiving shall be bound by the proceedings of any such meeting in all respects as if due notice of such meeting had been given.

ARTICLE III DIRECTORS

Section 1. The Board of Directors shall have all the powers of the Corporation, and all the management of its business, unless otherwise proved by law. They shall appoint and remove the executive directors. They may have the power to appoint and remove all other officers, agents and employees of the Corporation, except as hereinafter stated, and require, when deemed advisable, security for their faithful service. They may make rules and regulations not inconsistent with law and these by-laws for the guidance of the Corporation's officers and agents. They shall make a report and render an account to the annual meeting of the members showing, in detail, the condition of the property and the financial affairs of the Corporation, and generally possess all the powers and perform all the duties usually exercised by or imposed upon directors or trustees of similar corporations.

Section 2. The officers shall constitute the Executive Committee of the Corporation. The Executive Committee shall also include the Master Gardener Program Coordinator for the Northwest Region or other suitable LSU AgCenter Extension advisor.

Section 3. A majority of the Executive Committee is necessary to constitute a quorum. A quorum shall be necessary for the Executive Committee to transact business.

Section 4. Regular meeting of the Board shall be held at such times and places within or without the State of Louisiana, as the Board may determine.

Section 5. Reasonable notice of the time and place of each special meeting shall be given to each director personally or at his residence or usual place of business by letter or electronic means. Any director may waive notice in writing, including electronic or facsimile writings, either before or after the meeting.

Section 6. Directors are expected to attend board meetings. An unexcused absence shall be an absence where a Director fails to give any Board or Executive Committee member prior notice of a valid reason for his absence from the meeting. If a Director has two consecutive unexcused absences, the Board, in its discretion, shall have the right to notify that Director, in writing, that another unexcused absence will be cause for immediate dismissal of the Director from the Board without further notice. Three (3) consecutive unexcused absences of any one Director shall, at the Board's discretion, constitute a vacancy in the Board as described in Article III, Section 6, herein.

Section 7. A majority of the directors in office shall constitute a quorum for the transaction of business, but less than a quorum may adjourn the meeting from time to time and from place to place. All questions shall be decided by the vote of a majority of Directors represented. Any action may be authorized or approved by a majority of the Directors, in any appropriate manner, even though they shall not be actually present at a meeting. The Directors shall act only as a Board and the individual Directors shall have no power as such.

The ayes and nays shall be taken and recorded on demand of any Director present unless the Board orders otherwise; provided, however, that each Director shall always have the right to have his own vote recorded.

Section 8. Vacancies in the Board of Directors occurring by death, resignation, failure to accept the office, inability to discharge the duties thereof, or otherwise, before the expiration of a term, and newly created Directorships may in each case be filled by a vote of the majority of the Directors then in office, though less than a quorum, and the Director so chosen shall hold office for the remainder of the term of the person whose vacancy he shall be chosen to fill.

Section 9. An annual meeting of the Board of Directors shall be held as soon as practicable after each annual election of Directors, unless otherwise determined by the Board, for the purpose of organization, the election of officers and for the transaction of such other business as may be required by statute or by these by-laws, or as may be determined by such Board.

Section 10. The Board of Directors may appoint a Finance Committee, and other committees as the Board may determine. The Executive Committee may exercise all of the powers of the Board of Directors between meetings of the Board, and The Finance Committee and other committees may have such duties as shall be determined by the Board of Directors

Section 11. No part of the funds, earnings or property of the Corporation shall inure to the benefit of, or be distributed to, its members, directors, officers, or members of their immediate families or to any individuals if the receipt of such funds, earnings or property may inure directly or indirectly to the benefit of such members, directors or officers. The Corporation, however, shall be authorized and empowered to pay reasonable compensation for services rendered by officers, to reimburse such person for expenses incurred on behalf of the Corporation and to make payments in furtherance of the purposes set forth in Article IX hereof. Should any funds, earnings or property of the Corporation inure to the benefit of, or be distributed to, either directly or indirectly, an officer of the Corporation, the fact that he or such individual is so interested shall be disclosed in writing and fully accounted to the Board of Directors, or a majority thereof, as well as any public provider of funds to the Corporation. No member, director or officer, either directly or indirectly, shall be entitled to share in the distribution of any of the corporate assets upon dissolution.

Section 12. Each Director as such, and as a member of any committee of the Board, and subject to approval of the Board of Directors, may be entitled to reimbursement by the Corporation for his reasonable expenses incurred in attending meetings or otherwise in connection with his attention to the affairs of the Corporation.

Section 13. Each Director or Officer of the Corporation and each Director or Officer of any other corporation serving as such at the request of this Corporation shall be indemnified by the Corporation against all cost and expenses which may be imposed upon or reasonably incurred by him in connection with any action, suit or proceeding of whatever nature (whether the same proceed to judgment or be settled, discontinued or otherwise terminated) in which he may be or become involved or to which he may be made a party by reason of being or having been such Director or Officer, or by reason of any action alleged to have

been taken or omitted by him in either such capacity, proved that the indemnification provided for herein shall not apply with respect to any matter as to which such Director or Officer shall be finally adjudged in such action, suit or proceeding to have been individually guilty of negligence or misconduct in the performance of his duty as such Director or Officer. The foregoing right of indemnification shall inure to each such Director and Officer, whether or not he is such Director or Officer at the time such cost or expenses are imposed or incurred, and whether or not the claim asserted against him is based on matters which antedate the adoption of this by-law, and in the event of his death shall extend to his legal representatives. Such right of indemnification shall not be exclusive of any other rights to which such Director or Officer may be entitled as a matter of law.

ARTICLE IV OFFICERS

Section 1. The Officers of the Corporation shall be a President, Vice President, Immediate Past President, Secretary, Treasurer, and a Parliamentarian/Historian and/or such additional or substitute Officers as may be elected or appointed by the Board or the Executive Committee, who shall all be Directors.

Section 2. Officers of the Corporation may be elected from time to time by the Board of Directors, and each of said officers, unless removed from office, shall hold office for as many consecutive terms as desired if approved by the membership and shall hold office until the next annual meeting of the Directors and until his successor is chosen and qualified.

Section 3. Every officer, agent or employee of the Corporation shall be subject to removal by a majority vote of the Directors, with the exception of the LSU AgCenter Extension Advisor.

Section 4. The President shall have such powers and duties as may be prescribed from time to time by the Board of Directors; and he shall have the executive management of the Corporation. The President shall preside at all meetings of the Board of Directors and of the members. The President shall, if available, preside at all meetings of the members, appoint chairpersons of standing committees and make other appointments as needed. The President, in addition to duties appointed to him by the members of Directors, shall see that all orders and resolutions of the Board of Directors are carried into effect, and may execute all contracts, deeds, certificates, bonds or other obligations authorized by the Board.

Section 5. The Immediate Past President provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Master Gardeners. The Immediate Past President supports the president and vice president on an as-needed basis. The Immediate Past President will serve a term of one year.

Section 6. The Vice President shall conduct the meetings and business of the Corporation during the absence or disability of the President in accordance with the duties set forth in Section 4.

Section 7. The Secretary shall attend such meetings of the Board of Directors and members as shall be required and shall record or cause to be recorded the minutes of all meetings in books provided for that purpose. He shall attend to the giving and serving of all notices of the Corporation. He shall be the custodian of all papers brought before the Board or Executive Committee for action or ordered on file; and of all written contracts, deeds, insurance policies, leases, records and evidence of title to real estate and other property (except money and securities) owned, held or controlled by the Corporation. He shall have the custody of the corporate seal, and shall affix and attest the same when authorized by the President, the Board of Directors or a committee thereof. He shall maintain a complete record of all members and their contact information which shall be updated yearly. He shall perform such other duties as may be assigned to him by the Board of directors or the President.

Section 8. The Treasurer shall cause to be made full and accurate entries of all receipts and disbursements in the books of the Corporation, and he shall cause to be deposited all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. He shall have authority to receive and give receipts for all monies due and payable to the Corporation from any source whatsoever and to give full discharge for the same and to endorse for deposit on behalf of the Corporation all checks, drafts, notes, warrants, orders and other papers requiring endorsement. He shall cause to be disbursed the money of the Corporation, by checks, under the direction of the Board of Directors or a two-thirds vote of the total voting power. He shall perform such other duties as may be conferred upon him by the Board of Directors. No part of the earnings of the Corporation shall, in whole or in part, benefit or be

distributed to any officer, member, or individual except that which is authorized by the Board of Directors to pay reasonable compensation for services rendered or reimbursement for reasonable expenses incurred in its behalf.

The Treasurer shall also be the principal officer in charge of the accounts of the Corporation. He shall have charge, under the Board of Directors and the President, of all books and accounts relating to revenues and expenditures. The Treasurer shall, in person or by his appointee when he is unavailable, present a summary of the Corporation's current financial status at each monthly and annual meeting of the members or at such other times as required by the Directors.

Section 9. The Historian shall keep records of all projects and events, including pictures and news accounts.

Section 10. The Parliamentarian shall have knowledge of Robert's Rules of Order and shall cause the Board of Directors Meeting and General Membership Meetings to be conducted in accordance with said rules.

Section 11. A majority of the Executive Committee is necessary to constitute a quorum. A quorum shall be necessary for the Executive Committee to transact business.

ARTICLE V MEMBERSHIP

Section 1. The voting membership of the Corporation comprises its active members.

Section 2. Active Members Any person shall be eligible to be an Active Member of The Northwest Louisiana Master Gardeners Association if he or she meets the following requirements:

- (1) Possesses a current Master Gardener certification as defined in the by-laws for the corporation; and
- (2) Had paid regular annual dues by the deadline set forth in the by-laws of this corporation.
- (3) Has performed and is performing volunteer time as set forth in the by-laws of this corporation.

Active Members shall have the right to vote (i) for the election of directors, (ii) on disposition of all or substantially all of the assets of The Northwest Louisiana Master Gardeners Association, (iii) on any merger involving The Northwest Louisiana Master Gardeners Association, (iv) on the dissolution of The Northwest Louisiana Master Gardeners Association, and (v) for any other matter required or allowed by the Louisiana Nonprofit Corporation Law.

Section 3. Inactive Members A person shall be eligible to be an Inactive Member if he/she holds Master Gardener certification, has completed the previous year in good standing and has paid timely non-voting dues.

Section 4. Honorary Members A person shall be eligible to be an Honorary Member of The Northwest Louisiana Master Gardeners Association if the executive committee confers honorary membership thereto. It is expected that honorary memberships shall be conferred on family members or spouses of the Active Members who have devoted a significant amount of time to the success, programs and functions of The Northwest Louisiana Master Gardeners Association. Honorary members shall have no obligation to pay dues.

Section 5. Lifetime Members Master Gardeners who have remained active and in good standing for 10 years may receive Lifetime Membership status. Master Gardener years accrue by the calendar. For example, a MG who trained in 2000 would be eligible for Lifetime membership in 2010. The 10 year time period does not have to be 10 consecutive active years but inactive years would be subtracted for the 10 years required for Lifetime status. Lifetime membership entitles a MG to all of the benefits of an active membership but work and education hours are no longer required. However, Lifetime Members who wish to continue working on projects are encouraged to do so. Lifetime Members are also encouraged to report hours. Annual association membership dues will be waived for a Lifetime Member. Lifetime Members will receive a pin denoting their new status at the annual MG Christmas Luncheon and Awards Ceremony.

Section 6. The Board of Directors, by resolution or by amendment to these by-laws, may establish additional classes of membership in the Corporation.

ARTICLE VI
CHECKS, NOTES AND DRAFTS

All checks, notes, drafts, trade acceptances, warrants or orders for the payment of money, and all contracts, shall be signed and/or countersigned by such persons as the Board of Directors may from time to time designate for that purpose.

ARTICLE VII
SEAL

The seal of the Corporation shall be in the form of a circle and shall bear the name of the Corporation and the year of its incorporation. No officer, director, or member shall use the seal for any purpose except for officially designated activities. The seal shall not be used for personal promotion, employment, or profit.

ARTICLE VIII
WAIVER OF NOTICE

Whenever, under the provisions of these by-laws or of any statute or law, the members or Directors are authorized to hold any meeting or to take any action after notice or after the lapse of any prescribed period of time, such meeting may be held and such action may be taken without notice, and without lapse of time, upon a written waiver thereof signed by every person entitled to notice; and any consent or action of or by the members or Directors required to give such consent or take such action.

ARTICLE IX
MISSION STATEMENT

The Northwest Master Gardeners' Association, Inc., exists for the following reasons:

- A. To enhance and supplement the Louisiana Cooperative Extension Service Master Gardener Program (the "Program");
- B. To assume responsibility for performing special tasks and engaging in continuous activities related to the Program;
- C. To promote the wide dissemination to Louisiana citizens of gardening information available as a result of university study and experimentation;
- D. To foster promote and disseminate gardening information to Louisiana citizens;
- E. To stimulate the knowledge and love of gardening; and
- F. In general, to promote and carry on any other purposes and activities for which corporations may be organized under the Nonprofit Corporation Law of the State of Louisiana (La. R.S. 12:201 et seq.) which are appropriate and permissible to organizations described in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and exempted from federal income taxation by the provisions of section 501 (a) thereof.

ARTICLE X
STANDING COMMITTEES

The Standing Committees of the Corporation shall be as follows until such time as they are amended by the Executive Committee or a vote of the Membership:

Executive Committee
Programs Committee
Project Committee
Public Relation/Communication Committee

Each Standing Committee shall present a summary of the business discussed, pending, or recommended at each monthly meeting of the total membership. Each committee shall submit an annual report summarizing its activities for the year at the annual meeting of the Corporation. Funding for any committee project shall not be provided by the Treasurer until such project is approved by the Directors or the membership.

ARTICLE XI VOLUNTEER HOURS

The LSU AgCenter Extension Service Master Gardener Coordinator, or an Extension Agent may approve the projects which may be considered as applicable to the volunteer obligation for all active members of the Corporation. All projects must be approved in advance to be considered as part of said volunteer hours required for active membership.

ARTICLE XII FUND RAISING

The Corporation may conduct fund-raising activities as approved by the Executive Committee and Board of Directors, who shall decide whether such activities are consistent with the objectives of the Corporation. After approval of the Executive Committee and Board of Directors, members shall vote to determine whether to pursue the fundraiser.

ARTICLE XIII AMENDMENT OF BY-LAWS

The general membership shall have the power to make, alter or repeal the by-laws of the NWLA Master Gardeners Association, Inc. by general membership present at any regular scheduled meeting thereof where notice of such proposed action has been announced in advance in the notice of the meeting.

ARTICLE XIV LOBBYING

The Corporation shall not act to influence or attempt to influence legislation by propaganda, lobbying, or any other means. The Corporation shall not directly or indirectly participate or intervene on any political campaign on behalf or in opposition to any candidate for public office. Indirect participation shall include, but shall not be limited to, the publication or distribution of statements. Such prohibition shall not preclude the officers, board members or members from participating campaigns as individuals provided that the Corporation's name and/or mission is not included in such participation.

ARTICLE XV DISSOLUTION

In the event of the dissolution and liquidation of this Corporation, to the extent allowed or permitted under applicable laws, the property and assets of the corporation shall be, as determined by the Board of Directors, distributed to or sold and the proceeds of such sales distributed to one or more organizations, corporations, funds or foundations, organized and operating exclusively for charitable, religious, educational, literary and scientific purposes within the meaning of section 501 (c) (3) which are exempt from Federal income tax under section 501(a) of the Internal Revenue Code of 1986, as amended, and its Regulations. In any such event, none of the assets are to be distributed to the corporation's organizers, or to those who have contributed thereto, or to persons related to or groups controlled directly or indirectly by such organizers or contributors. In the event that any assets are not disposed of in accordance with the provisions of these Articles of Incorporation or that the corporation shall fail to act within a reasonable time in the manner provided in these Articles of Incorporation, the District Court for Caddo Parish, Louisiana, shall upon the application of one or more interested persons, determine the distributions and distributees under and in accordance with the provisions and restrictions contained in these Articles of Incorporation.

Adopted by the Board of Directors at a meeting held the 21st day of June, 2000.

Amended August 13, 2003 by vote of general membership.

Amended May 10, 2006 by vote of general membership.

Amended January 10, 2007 by vote of general membership.

Amended March 9, 2011 by vote of general membership.